Monash University Procedure

<table>
<thead>
<tr>
<th>Procedure Title</th>
<th>OHS Risk Management Procedure</th>
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<tbody>
<tr>
<td>Parent Policy</td>
<td>OHS Policy</td>
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<tr>
<td>Date Effective</td>
<td>September 2018</td>
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<td>Procedure Owner</td>
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<tr>
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<td>6</td>
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<tr>
<td>Content Enquiries</td>
<td><a href="mailto:Bernadette.Hayman@monash.edu">Bernadette.Hayman@monash.edu</a></td>
</tr>
<tr>
<td>Scope</td>
<td>This procedure applies to all staff, students, visitors and contractors at the Australian campuses of Monash University.</td>
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<tr>
<td>Purpose</td>
<td>The purpose of this document is to define the process that Monash University uses for the identification, assessment, control and review of Occupational Health and Safety (OHS) hazards and their associated risks.</td>
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1. Abbreviations

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<th>Abbreviation</th>
<th>Description</th>
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<tr>
<td>MTLD</td>
<td>Monash Talent and Leadership Development</td>
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<td>OH&amp;S</td>
<td>Monash Occupational Health &amp; Safety</td>
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<td>OHS</td>
<td>Occupational Health and Safety</td>
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<td>SARAH</td>
<td>Safety and Risk Analysis Hub</td>
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2. Definitions

A general list of definitions is provided in the Definitions tool. Definitions specific to this procedure are provided below:

**Acceptable level of risk:** This is the level of risk that all people involved in the risk assessment process consider to be acceptable for people to be exposed to; and the level that a reasonable person would consider acceptable.

**Agency:** One of two parts of a hazard (other being mechanism). The agency is the “what”, i.e. the type of object that can cause injury.

**Consequence:** The negative outcome produced when people interact with a hazard.

**Controls:** Steps taken to reduce the likelihood or consequence of a negative outcome occurring for a hazard.

**Hazard:** A situation or something that has the potential to cause harm. Hazards have both an agency and a mechanism.

**Likelihood:** The chance of a negative outcome produced when people interact with a hazard.

**Mechanism:** One of two parts of a hazard (other being agency). The mechanism is the “how”, i.e. the type of interactions with a person that can cause an injury.

**Process:** An activity or task. A risk assessment is generally completed to assess and control hazards associated with a process.

**Risk:** The combination of the likelihood and consequences of a negative outcome resulting from a hazard.

**Risk assessment:** A documented process for determining suitable controls to reduce the risk of hazards, and to assess the level of risk of a hazard.

**Risk controls:** These reduce the likelihood of a negative outcome, or mitigate the severity of the consequence.

**Risk management:** The process of hazard identification, risk assessment, and risk control with the aim of providing healthy and safe environment for people.

3. When to do risk assessments

3.1. A risk assessment must be undertaken when a risk is identified:

- That does not have an acceptable level of risk; or
- To demonstrate that the current controls reduce an identified risk to an acceptable level of risk.

3.2. This typically occurs when:

- Introducing a new process or changing an existing process;
- Incorporating new equipment or modifying equipment used in a processes;
- Preparing to host an event;
- There is a change to the people involved in a process, which increase the level of risk (e.g. pregnancy or inexperienced user);
- An incident occurs that highlights a level of risk that is greater than anticipated; or
- An incident occurs that highlights the failure of controls.

3.3. Hazardous activities must not commence until a risk assessment has been done and appropriate controls are implemented.

4. Who to involve in risk assessments

4.1. Risk assessments must be completed by the person who will be:
- Undertaking or supervising the process.

4.2. There should be consultation with:
- Supervisor of the area;
- Personnel undertaking the task;
- Safety Officer of the area;
- Health & Safety Representative of the area; and
- External organisation or subject matter expert (when appropriate).
5. OHS Risk Management Process

5.1. Risk management flow chart:
5.2. Safety and Risk Analysis Hub (SARAH)

- All risk assessments must be completed using the online system SARAH.
- Unless given specific permission by the Manager of OH&S, assessments conducted by other documented means will not be recognised by the University.
- Risk assessments with confidential information (e.g. personal impairment, commercial in confidence) have permission to use the Confidential Risk Assessment template, rather than SARAH.

5.3. Hazard identification

- Starting with the process, identify all hazards present that could reasonably lead to injury or illness.
- Hazards should be identified in consultation with persons mentioned in section 4.2.

5.4. Identifying Mechanism

- Identify each mechanisms present in each hazard.

5.5. Identifying Agency

- Identify all of the agencies that are relevant to each mechanism.

5.6. Existing Controls

- Identify what controls are already in place.

5.7. Assessing the risk

- The risks associated with the hazard with the current controls in place must be assessed using the risk matrix in the Risk Assessment module in SARAH.
- Assessment of risks associated with hazards identified should be done with assistance from the Risk Management Program.

5.8. Risk control

- Determine what controls should be put in place to reduce the risk to an acceptable level of risk.
- The Hierarchy of control should be used as a tool to identify effective controls.
- The Hierarchy of control ranks risk control measures in decreasing order of desirability and effectiveness with the preferred control measures being elimination and substitution. The Hierarchy of control includes:

<table>
<thead>
<tr>
<th>Elimination</th>
<th>Regulations supporting the OHS Act require the elimination of risks as the first step in risk control.</th>
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<tr>
<td>Substitution</td>
<td>Substitution of a less hazardous alternative.</td>
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<tr>
<td>Isolation</td>
<td>Enclosing or isolating the hazard.</td>
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| Engineering Controls | Changing processes, equipment or tools e.g.:
  - Machinery guards
  - Ventilation
  - Mechanical aids |

- If a risk to workplace health and safety remains after the above methods have been used, administrative controls should be applied or, if these are still not adequate, personal protective clothing and equipment worn.
- These methods of risk control should be used in conjunction with other controls and are not preferred in isolation as the potential of the risk is not eliminated or reduced.
### Administrative Controls

Information, training and procedures e.g.:
- Job rotation
- Limiting access
- Permit systems
- Safe operating procedures
- Training
- Signage

### Personal Protective Equipment

Laboratory coat, safety glasses, closed shoes/boots, hearing protection

- The Risk Management Program has listed many example controls that could be appropriate to reduce the risk of the process being assessed.
- Implementation of proposed controls must be assigned to a responsible person in SARAH and a proposed date for the completion must be entered.

#### 5.9. Updating documentation to reflect Risk Assessment

- All documentation related to the Risk Management of a situation or process must be updated to ensure alignment of safety strategies.

### 6. Approval

#### 6.1. Risk assessments must be approved by the person that supervises the process.

### 7. Review of Risk Assessment

- The effectiveness of the controls must be evaluated to determine if they are achieving an acceptable level of risk.
- Until the acceptable level of risk is achieved, the process should be reviewed regularly.
- Once the acceptable level of risk is achieved, the risk assessments should only be reviewed when:
  - There is a significant change;
  - A hazard and incident report is entered relating to the process; or
  - Three years have elapsed since the last review.

### 8. Safe Work Method Statement (SWMS)

- The SWMS tool has been developed to assess and control the risks of construction work that may impact the health and safety of staff, students, visitors and contractors.
- People assessing construction work may use the SWMS tool instead of the Risk Management Program.
- Following completion, the SWMS must be checked by a supervisor/ contractor responsible person prior to commencing the project.
- All Monash University SWMS are conducted using the paper-based methodology.

### 9. Training

- Training in risk management including the use of the risk management program, is provided by Monash Talent and Leadership Development (MTLD).
- The MTLD training course calendar and course enrolment form is available at [http://www.intranet.monash/staff-development](http://www.intranet.monash/staff-development).
- Training in SWMS is provided by Buildings and Property Division.
- Where a staff, student or visitor’s activities have been deemed hazardous and a risk assessment is required, the individual or their supervisor should complete Risk Management training.

10. **Responsibility for Implementation**

A general list of OHS responsibilities is provided in the document [OHS Roles, Responsibilities and Committees Procedure](http://www.monash.edu.au/ohs). A summary of the specific responsibilities relevant to OHS risk management is provided below:

10.1. **Senior Executive, Deans and Directors of administrative divisions:**

- Members of the senior executive, deans and directors of administrative divisions are responsible for ensuring that a risk-based approach is adopted for the management of OHS.
- Academic/administrative units are responsible for ensuring SARAH is utilised for the creation of all Risk Assessments in their areas.

10.2. **Heads of academic/administrative units:**

- Heads of academic/administrative units are responsible for ensuring that the OHS risks associated with the activities of their area are identified and managed effectively.
- Heads of academic/administrative units are responsible for ensuring SARAH is utilised for the creation of all Risk Assessments in their areas.

10.3. **Supervisors:**

- Supervisors are responsible for controlling the OHS risks associated with the work or study that they supervise. Supervisors are responsible for authorising risk assessments for those under their supervision.
- Supervisors are responsible for ensuring that the staff or students they supervise have received appropriate training and have gained sufficient competence to undertake the task.
- Supervisors can delegate the supervision or training of a staff member or student to a suitably qualified and/or experienced person, as appropriate for the task.

10.4. **Staff and Postgraduate students:**

- Each staff member and Postgraduate student at Monash University must ensure that a documented risk management process is used to eliminate or minimise OHS risks, where appropriate, in their work or study and record the Risk Assessment in the SARAH database.

10.5. **OHS committees:**

- OHS committees are responsible for oversight of the OHS risk management process.
- Unless there is a separate review committee, OHS committees are responsible for reviewing any risk assessments that have a residual risk of high.

10.6. **Monash Occupational Health & Safety (OH&S):**

- OH&S is responsible for providing advice and training course content in OHS risk management.
- OH&S must coordinate the collection of OHS Risk data and produce a risk register for all of Monash University’s activities.
- OH&S must make SARAH available to all staff and students to document their Risk Management processes.

10.7. **Monash Talent and Leadership Development (MTLD):**
- MTLD is responsible for making training in Risk Management available through My.Development.

10.8. **Safety Officers:**
- Safety officers (including specialty officers) are responsible for assisting with the risk management of hazards and risks in their area and for assisting in the review of risk assessments where required.

10.9. **Health & Safety Representatives:**
- Health & Safety Representatives have the right to be consulted, so far as is reasonably practicable, on the risk assessment of processes that may affect the health and safety of staff in their area.

11. **Tools**

The following tools are associated with this procedure:

- Risk Management Program
- Confidential Risk Assessment template

12. **Records**

12.1. Risk assessments not completed using SARAH must be documented and kept with the associated process documentation.

12.2. The risk assessments must be accessible to staff and students that are affected by the process.

12.3. Risk assessments must be kept by the area for at least 3 years or until reviewed

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<tr>
<th>Status</th>
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<tbody>
<tr>
<td>Approval Body</td>
<td>Monash University OHS Committee</td>
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| Legislation Mandating Compliance | Occupational Health and Safety Act 2004 (Vic)  
Occupational Health and Safety Regulations 2017 (Vic)  
Dangerous Goods Act 1985 (Vic)  
Dangerous Goods (Storage and Handling) Regulations 2012 |
| Related Policies | OHS Policy |
| Related Documents | Australian and International Standards  
OHSAS 18001:2007 Occupational Health and Safety Systems - Requirements  
AS/NZS ISO 31000:2009 Risk management – Principals and guidelines  
Monash University OHS Documents:  
OHS Roles, Responsibilities and Committees Procedure  
OHS Induction & Training Procedure |
13. Document History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date of Issue</th>
<th>Changes made to document</th>
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| 5       | August 2015       | 1. Added exemption to the requirement for using S.A.R.A.H when the risk assessment has confidential information.  
              |                                  | 2. Changed the wording in some sections to improve clarity.                                  |
| 5.1     | August 2017       | 1. Updated logos in header                                                                |
|         |                   | 2. Updated OHS Regulations to 2017                                                       |
| 6       | September 2018    | 1. Added mechanism and agency to the definitions section of the procedure.                |
|         |                   | 2. Improved the clarity around when a risk assessments needs to be done and made “acceptable level of risk” the key driver. |
|         |                   | 3. Added the responsibility for OHS committees to review risk assessments that have a residual risk of high. |
|         |                   | 4. Added Approval section                                                                 |
|         |                   | 5. Confidential Risk Assessment template                                                  |