

Risk management

The process of risk management underpins a safety management plans.

This process includes:

- identifying the hazard
- assessing the risk
- apply the proactive and reactive controls and
- continually reviewing and monitoring the controls.

The attached template is in Word format for you to customise for your site.

1. **AIM:** You may use the standard aim statement provided in the template or edit it to suit your operation's needs.
 2. **WHAT:** You need to identify and manage the potential hazards that could harm people such as electricity, mobile and fixed plant, working at heights, etc.
 3. **WHO:** Nominate the person who will be responsible for bringing your site's risk management process to the attention of employees, contractors and visitors. Nominate who will carry out the site inspection. Preferably get two workers.
 4. **HOW:** The two workers identified in point 3 need to walk around the site using form 6B or 6D. Once you have identified your potential hazards, you need to apply your risk assessment program to these hazards. When a hazard is identified the risk associated with it is determined by looking at the **likelihood** of a hazard to result in injury and the potential **consequence** or severity of the injury.
- Use the risk assessment rating, risk assessment matrix and hierarchy of controls, which are on your template.

HINT: Consider changing the risk matrix to suit your site and the responses to controlling the hazard/s

5. **WHEN:** This process of identifying hazards, assessing risk and implementing controls underpins all of your programs and will be applied to all of your work. Many of your documents include the risk rating categories e.g. workplace inspection (Form 6B), contractor and visitor induction (Form 13C).

All people on site should apply these categories when formally assessing hazards or during their normal work practice.

Risk assessments should be undertaken if one of the following events occurs:

- before setting up and using any new premises as a place of work
- when planning work processes
- before installation, erection, commissioning or alteration of plant
- whenever changes are made to:
 - the workplace
 - the system or method of work (SWMS)
- before hazardous substances are introduced into a place of work
- when new or additional health and safety information relevant to our business becomes available. e.g. safety alerts.

6. **ACTION:** If a hazard is identified on site you should apply your risk management strategy and take necessary actions to reduce the hazard to its lowest practicable level.
7. **DOCUMENT CONTROL:** File all of the documents created while assessing hazards as instructed in the Document control program.



References:

Work Health & Safety Act 2011 section 19, 20,21,22,23,24,25,26,27

Work Health & Safety Regulation 2011 Part 3.1 (Managing risks to health & safety)

Work Health & Safety (Mines and Petroleum Sites) Regulation 2017 clause 9, 10, 11

MDG 1010 *Risk Management for the mining industry*

MDG 1014 *Guide to reviewing a risk assessment of mine equipment and operations*

Health and Safety in Quarries