

RIIRIS201E

Conduct Local Risk Control

Learner Guide Instructions

Who is this document for?

The learner.

What is in this document?

- Course information that matches the PowerPoint presentation.
- Review questions.
- Practical assessment instructions for learners.

What do you need to do before you use it for the first time?

1. Rebrand the document.
2. Review the document as part of your validation process.
3. Set the reading and test time limits that are highlighted in pink at the end of the document.

See the 'Read Me First' document for a complete set of instructions on how to use these resources.



LEARNER GUIDE

RIIRIS201E Conduct Local Risk Control

Learner Name:	
Learner ID:	
Learner Contact Number:	
Learner Email Address:	
Date Training Commenced:	

This Book Contains:

- ☐ Course Information.
- ☐ Review Questions.
- ☐ Practical Assessment overview and Instructions.

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Evaluation Copy Only

1.1 Introduction

This training course is based on the national unit of competency **RIIRIS201E Conduct Local Risk Control**.

This unit describes the skills and knowledge required to conduct local risk control in the resources and infrastructure industries.

It applies to those working in an operational role, usually under supervision.

The materials in this training course cover:

- ◆ Planning and preparing for risk control.
- ◆ Assessing and identifying unacceptable risk.
- ◆ Identifying, assessing, and implementing risk treatments.
- ◆ Completing records and reports.



1.1.1 Common Terms and Definitions

Below is a list of common terms and definitions you may come across within this course.

Term	Definition
Hazard	A hazard is a thing or situation that has the potential to cause injury, harm or damage.
Reasonably Practicable	Reasonably Practicable is defined as action that is, or was at a particular time, reasonably able to be done to help ensure health and safety.
Risk	A risk is the chance of a hazard hurting someone or causing damage.
Risk Management	Risk management is the process of eliminating or controlling hazards to reduce the risks that people and equipment are exposed to at work.
Work Health and Safety Management System (WHSMS)	A strategic document that details an organisation's approach to health and safety management.

1.1.2 When Do Workplace Risks Need to Be Controlled?

A **Risk** is the chance of a hazard in the workplace hurting someone or causing some damage.

To control a risk is to eliminate or minimise the chance of harm to workers and visitors from identified hazards on site.

Risk control processes may commence in response to incidents, accidents or near misses, but also is used to ensure work is conducted safely in a variety of situations, including:



- ◆ When there are changes to worksite operations because of construction, demolition or the movement of plant, vehicles, equipment, stock or materials.
- ◆ Locations whereby the public can easily interact with the work site.
- ◆ When supervision is limited.
- ◆ If a significant number of staff require training and orientation to complete their work safely.
- ◆ When staff and/or visitors use or work near vehicles, equipment or machinery.
- ◆ Work activities requiring personnel to use manual handling techniques.
- ◆ Work is completed at heights, in confined spaces or on construction or mine sites.
- ◆ If personnel are required to use chemicals, explosives, tools or equipment.
- ◆ Where work needs to be completed in remote areas.
- ◆ If licensing, permits or special qualifications are required to carry out work.
- ◆ Situations when the work creates a harmful bi-product (gas, contaminant, waste).
- ◆ Handling and disposal of waste and contaminants.

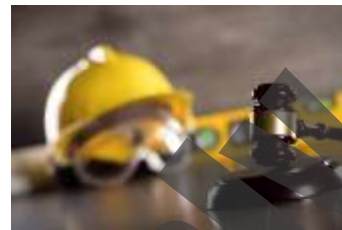
Review Questions

1.	What are three (3) occasions risk control processes may begin in response to?	<input type="checkbox"/>
1.		
2.		
3.		

1.2 Understand Work Requirements

It is important that you read and understand what is required to remain compliant with the policies and procedures of your workplace. These usually focus on safety in the workplace, minimising risk, responding to incidents and reporting and recording requirements.

Documents detailing work requirements can be compulsory or influenced by national and/or state and territory laws, regulations, and standards.



The information and documents you access to better understand your work requirements will help you to understand how your workplace expects you to behave and carry out work. You will also learn the broader expectations for other parties within the company. Doing this will enable you to control workplace risks in line with the processes and procedures of your workplace.

If you have any difficulties accessing or interpreting documentation about work requirements or you do not understand something, speak to your supervisor or manager.

1.2.1 Locate Relevant Documents

You can access workplace documents detailing work requirements through a range of procedures including:

- ◆ Asking your Health and Safety Representative.
- ◆ Speaking to management.
- ◆ Organisational intranet and internal databases.
- ◆ Organisational manuals, policies and procedures.
- ◆ Organisational libraries – hard copy or digital.
- ◆ Conducting an internet search.



You can usually source information and documents in digital form, however they may also be available as hard copies.

Information does change over time so be mindful of when it was published and if it is the most recent version available.

There can be particular processes and procedures for accessing and retrieving information that your organisation may have in place, make sure you follow these.

1.2.2 Key Documents

Certain documentation will provide a good amount of information on the specific policies and procedures within the organisation. You may use this information to better understand workplace procedures for managing risk.

Several documents you may find useful to access include:

Document	Description
WHS and Risk Management Policies and Procedures	A collection of documents that explain how the workplace makes sure everyone on site is safe and compliant with the relevant legislation. Different parties in the workplace will have different responsibilities when it comes to keeping the workplace safe; these will be detailed in WHS policies and procedures.
Work Instructions	Documents that provide more specific instructions on how to safely perform your own work activities. These documents may also identify known hazards and risk controls relating to different tasks or pieces of plant or equipment you may use. Work activities in the resource and infrastructure industries can have higher levels of risk. If your work activities are considered high risk then there will be more detailed work instructions to ensure your safety.
Emergency Procedures	Specific procedures to be followed in response to emergency situations such as fire, extreme weather or structural collapse. Some training may be required to prepare you for emergency situations such as first aid or warden training.

1.2.3 Confirm Work Requirements

Before proceeding with the risk management process, you will need to confirm your work requirements with the appropriate personnel. This may include:

- ◆ Supervisor.
- ◆ Health and Safety Representative.
- ◆ Industry groups.

Make sure that prior to doing this you have an idea of the specific information you will be confirming.

This is also a good opportunity to discuss with the relevant personnel any information you found in the key document unclear. They can explain how this information relates to your own work activities.

Confirming your work requirements will ensure that you know exactly what is expected of you, particularly when it comes to keeping the workplace safe for everyone on site.



Review Questions

2.	Because information changes over time, what should you be mindful of when researching to determine your work requirements?	<input type="checkbox"/>
3.	What are two (2) examples of documents you may access when determining your work requirements?	<input type="checkbox"/>
1.		
2.		
4.	Give two (2) examples of personnel you may confirm your work requirements with.	<input type="checkbox"/>
1.		
2.		

1.3 Identify Workplace Hazards



You will need to identify hazards in the workplace where people may be exposed to injury, illness or disease. This will involve inspecting the work environment as well as the tasks being done.

A **hazard** is a thing or situation that has the potential to cause injury, harm or damage.

The aim of **risk control** is to reduce the amount of risk in the workplace, this is done by removing or managing hazards that people are exposed to at work.

1.3.1 Inspect Work Area for Hazards

Each worksite has its own risks and hazards. When you are looking for hazards in the workplace walk all around and check:

Up High – Some hazards may be over your head and people could be using equipment that can reach up very high. Think about things like power lines and cranes.

At Eye Level – Look all around you. See if anything stands out as being unsafe or dangerous. Is somebody doing something that they shouldn't? Has everyone got enough room to work safely? Is everyone wearing the right personal protective equipment (PPE)?

Down Low – Look at the ground and think about what's under the ground. Are there underground services that you need to think about? Is the ground soft, rough or uneven? Will it create a hazard for workers, equipment and machinery? Can the ground support the weight of plant and equipment?



Worksite hazards can also be identified by:

- ◆ Analysing a situation or the way a job is carried out by other workers.
- ◆ Looking at the equipment being used.
- ◆ Checking records of injuries and incidents.
- ◆ Checking safety tags.
- ◆ Reading Safety Data Sheets (SDS).
- ◆ Talking to other workers.

Each person's job needs to be checked for hazards and risks, as well as the area where the work is being done. Consult with the workers who perform different functions on site, they have the best knowledge of the processes and procedures followed on site.

Below are some common hazards that you should look for and questions you may ask personnel on site to help you identify them.

Type of Hazard	Questions
Traffic, vehicles and pedestrians.	"Can anybody make harmful contact with moving objects?"
Damaged, faulty or defective equipment that is still in use.	"Do tools, machines or equipment present any hazards?"
Tripping hazards.	"Can anybody slip, trip or fall?"
Manual handling or physical work.	"Can anybody suffer strain from lifting, pulling or pushing?"
Hot or cold weather conditions, rain, wind and storms.	"Is anybody exposed to extreme heat or cold?" "Can weather conditions affect safety?"
Noise and vibration.	"Is excessive noise or vibration a problem?"
Overhead hazards, power lines, overhead services, trees, bridges, low structures and obstructions.	"Is there a danger from falling objects?"
Poor lighting in the work area making it hard to see.	"Is lighting a problem?"
Dangerous or hazardous materials.	"Can contact be made with hot or toxic substances?"
Atmospheric hazards such as dust, smoke, fumes or vapours.	"Are there dusts, fumes or vapours in the air?"
Equipment being used incorrectly, or for work it is not designed for.	"What training does a person need to carry out this task safely?"

1.3.2 Confirm Existing Hazard Controls

Once you have a list of workplace risks and hazards, you will need to check if there are existing risk management procedures in place that address them. This will allow you to identify and eliminate those hazardous situations already covered by procedures.

Many organisations and worksites have a risk register which details all of the identified hazards on site along with the details of previous risk assessments and existing risk controls.

The contents of a risk register may include:

- ◆ A list of hazards, their location and the people exposed to them.
- ◆ Possible control measures and dates they were implemented.
- ◆ The circumstances under which the hazard may cause harm, injury or damage.
- ◆ Results of the risk assessment related to the hazard.





Existing risk management procedures you may find already applied on your site can include:

- ◆ Personal safety requirements such as use of PPE.
- ◆ Protection and guarding of plant and machinery.
- ◆ Chemical safety guidelines.
- ◆ Fire safety including prevention and response.
- ◆ Shift or project changeover or handover procedures.



Other documents that may detail known hazards in the workplace may include incident reports or previous WHS audit results. If you are unsure of where to locate any of this information you should contact your supervisor or manager for guidance.

1.3.2.1 Identify Actions to Manage a Known Hazard

Known hazards associated with workplace activities are usually documented with a Job Safety Analysis (JSA).

A JSA details how specific hazards and risks related to work activities will be managed. Usually this is developed by the employer/PCBU in consultation with workers and any relevant contractors. Sometimes this is referred to as a Work Method Statement (WMS), this is used when the work activities involving high risk construction work.

Read through these documents and confirm that the recommended hazard controls for specific hazards are being implemented.

If others on site are not following the rules to manage risk in a JSA or WMS you may need to talk to workers or management to understand why this is. You may find that this is because the details of work activities written in these documents are no longer relevant to how work is carried out and so no longer manage risk effectively. If this is the case, then communicate the issue to your manager or supervisor who will need to review the existing controls.

Risk controls to some extent rely on people on site doing the right thing. Any change in behaviour (e.g. workers not following the safety procedures) could cause injury, illness or disease.

If an existing risk management procedure is right for the situation and manages the hazard well it should be applied.



1.3.2.2 Check that Existing Controls are Effective

Where hazard controls are already in place, you should check whether they are right for the situation and manage the hazards well. For example, do they meet the expectations of the organisations WHS policies and procedures?

Existing control measures are not necessarily right just because an incident hasn't occurred.



Not conforming with workplace risk controls commonly occurs when administrative controls are in place e.g. training, safety procedures, safety signs or PPE. This is because these types of controls rely heavily on personnel on site consistently behaving or acting in a specific way. In practice this can be difficult to monitor and enforce.

If it is determined that existing hazard controls are not sufficient or ineffective then you should treat them as you would do with unresolved hazards to identify more suitable control measures.

Review Questions

5.	What are two (2) kinds of atmospheric hazards should you look out for when inspecting the workplace?	<input type="checkbox"/>
<div>1.</div> <div>2.</div>		
6.	What information is usually contained in a job safety analysis?	<input type="checkbox"/>