

## **Presentation Instructions**

Who is this presentation for?

The trainer and learners.

What is in this Presentation?

- Course information that matches the Learner Guide content.
- Review questions and model answers.
- Slides contain summarised content, with full notes and information for the trainer, visible when the slide show is shown in "Presenter View" (see instructions on next slide).
- Use this presentation to support and reinforce the training information from the Learner Guide.

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

1. Rebrand the presentation.
2. Review the presentation as part of your validation process.

## Instructions for Viewing in Presenter View

**NOTE:** This view is only applicable when the computer is connected to a second screen or a data projector.

Once the second screen/projector is connected make sure that the "Use Presenter View" box is ticked.

This is found in the "SLIDE SHOW" tab as shown below.



**RIRIS301E**

**APPLY RISK MANAGEMENT  
P R O C E S S E S**



**TRAINING  
PRESENTATION**

**Evaluation**

## Training Presentation Sections

Click on a box to go to that section.



Section 1:  
Access Documentation



Section 2:  
Existing Procedures



Section 3:  
Risk Assessment



Section 4: Risk Treatment  
and Hazard Control



Section 5:  
Implement and Report

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Section 1:  
Access Documentation



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## 1.1 Introduction

These materials are based on the unit of competency **RIIRIS301E Apply Risk Management Processes.**

You will learn about:

- ◆ Planning and preparing for risk management.
- ◆ Identifying and assessing unacceptable risk.
- ◆ Identifying and recommending risk controls.
- ◆ Contributing to the implementation of risk controls.
- ◆ Reviewing risk management documentation.



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## 1.1.1 Common Terms and Definitions

The following terms and definitions may be useful throughout this course:

- ◆ AS31000:2018.
- ◆ Consequence.
- ◆ Control.
- ◆ Hazard.
- ◆ Hierarchy of Hazard Control.
- ◆ Likelihood.
- ◆ Policy.
- ◆ Procedure.
- ◆ Risk.
- ◆ Risk Management.
- ◆ Risk Source.
- ◆ Stakeholder.



The following terms and definitions may be useful throughout this course:

### Term and Definition

- ◆ **AS31000:2018** - AS/NZS ISO 31000:2018 Risk Management – Guidelines. Current standard for risk management.
- ◆ **Consequence** - Outcome of an event.
- ◆ **Control** - Measure that maintains and/or modifies risk.
- ◆ **Hazard** - A hazard is a thing or situation that has the potential to cause injury, harm or damage.
- ◆ **Hierarchy of Hazard Control** - A range of control measures used to eliminate or control hazards and risks in the workplace.
- ◆ **Likelihood** - Chance of something happening.
- ◆ **Policy** - An organisational statement detailing a course or principle of action.
- ◆ **Procedure** - The steps to be followed for work activities.

- ◆ **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.
- ◆ **Risk Source** - Element which has the potential to give rise to risk.
- ◆ **Stakeholder** - Person or organisation that can affect or be affected by a decision or activity.

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## 1.1.2 What is Risk Management?

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

A **RISK** is the chance of a hazard hurting someone or causing some damage.

If you can remove or at least control a HAZARD, you can reduce the RISK involved.



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## 1.1.2 What is Risk Management?

The identification and control of hazards and risks is a fundamental part of keeping any workplace or situation 'safe'.

**RISK MANAGEMENT** is the process of eliminating or controlling hazards to reduce the risks that people and equipment are exposed to at work.



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## 1.1.2 What is Risk Management?

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Monitoring and reviewing through consultation and communication with others should occur at each stage of the risk management process.

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### Risk Management Stage and Action

1. **Hazard Identification** - This is where you identify all the possible events and situations in the workplace where people may be exposed to injury, illness or disease.
2. **Risk Assessment** - Which includes:
  - a) **Risk Analysis** – You determine the likelihood of a hazard causing harm and the consequence or outcome of that hazard causing harm. This gives you a risk level.
  - a) **Risk Evaluation** – Using the risk level you have worked out you can determine if the risk is unacceptable and if action needs to be taken, as well as what kind of action to take.
3. **Hazard Control** - This is where you choose one or more options for controlling hazards in an effort to reduce the risks associated with them.

Monitoring and reviewing through consultation and communication with others should occur at each stage of the risk management process.

### 1.1.3 When does Risk Management need to Happen?

Risk management processes need to be applied for a range of different reasons, including:

#### Situations where changes to the environment occur:

- ◆ The worksite is constantly changing because of construction, demolition or the movement of plant, vehicles, equipment, stock or materials.
- ◆ The public can easily interact with the work site.
- ◆ Supervision is limited.
- ◆ There is a high turnover of personnel who required training and orientation to complete their work safely.



Risk management processes need to be used in response to incidents, accidents or near misses, but also need to be applied for a range of different reasons, including:

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### 1.1.3 When does Risk Management need to Happen?

#### Situations where the work or the work area is dangerous:

- ◆ Personnel use or work near vehicles, equipment or machinery.
- ◆ Personnel need to use manual handling techniques to complete their work.
- ◆ Work is completed at heights, in confined spaces or on construction or mine sites.
- ◆ Work requires personnel to use chemicals, work alone, or use explosives, tools or equipment.



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### 1.1.3 When does Risk Management need to Happen?

- ◆ Tasks and handling of materials requires specific training and precautions to be carried out safely.
- ◆ Work is completed in remote areas.
- ◆ Licensing, permits or special qualifications are required to carry out work.
- ◆ The work creates a harmful bi-product (gas, contaminant, waste).
- ◆ Waste and contaminants are handled or disposed of.
- ◆ Communication between personnel is crucial for the work to be done safely.



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## Section 1 Review Questions

1. What is a risk?

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A risk is the change of a hazard hurting someone or causing some damage.

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## Section 1 Review Questions

2. What is a hazard?

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## Section 1 Review Questions

2. What is a hazard?

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

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### Section 1 Review Questions

3. What are three (3) changes in work area conditions that may require risk management?

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3. What are three (3) changes in work area conditions that may require risk management?

Answer may include 3 of the following:

- ◆ The worksite is constantly changing because of construction, demolition or the movement of plant, vehicles, equipment, stock or materials.
- ◆ The public can easily interact with the work site.
- ◆ Supervision is limited.
- ◆ There is a high turnover of personnel who required training and orientation to complete their work safely.

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## Section 1 Review Questions

3. What are three (3) changes in work area conditions that may require risk management?

*Continued...*

- ◆ Personnel use or work near vehicles, equipment or machinery.
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