RIIRIS301E

Apply Risk Management Processes

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

RIIRIS301E Apply Risk Management Processes

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.

Table of Contents

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.

1.1.1 Common Terms and Definitions

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

Term	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.

1.1.2 What is Risk Management?

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

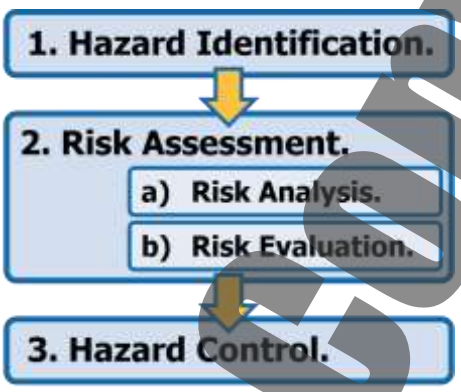
A **Risk** is the chance of a hazard hurting someone or causing some damage.

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

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.

The risk management process is made up of 3 main stages:



Risk Management Stage	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. **b) 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 used in response to incidents, accidents or near misses, but also 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.

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.
- 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.

Review Questions

1.	What is a risk?	☐

2.	What is a hazard?	☐

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

1.

2.

3.

1.2 Risk Management Documentation and Procedures

Check risk management documents, policies and procedures before you start the risk management process to:

1. Make sure your work is compliant.
2. Identify any different rules, policies and procedures on different sites.
3. Find out which forms or records need to be completed before, during and after the risk management process.

1.2.1 Compliance Documentation for Risk Management

All workplaces must follow laws and rules to keep everyone safe. There are 4 main types:

Laws/Guidelines	Explanation	Example
Acts	These are legal requirements that must be followed. Failure to meet these requirements can lead to prosecution.	Work Health and Safety Act.
Regulations	These are explanations of what the laws mean. These may be updated more regularly than the laws themselves, so it is important to check them regularly. Regulations can exist at both state and federal levels.	Work Health and Safety Regulations.
Codes of Practice	These are guidelines for applying the requirements of laws and regulations based on industry standards.	Code of Practice: How to Manage Work Health and Safety Risks
Australian Standards	These provide details and guidelines around the minimum requirements for a job, product or hazard control. They set out specifications and procedures designed to ensure products, services and systems are safe, reliable and consistently perform the way they were intended to. The standard covering risk management is: **AS/NZS ISO 31000:2018 Risk Management – Guidelines.**	AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems – Requirements with guidance for use.

Work health and safety (WHS), called occupational health and safety (OH&S) in some states, outlines a series of requirements to keep everyone in the workplace safe.

If you have any questions about safety rules, you should talk to your manager or supervisor.

WHS law says that all companies and workers need to keep themselves and other people safe while they work. This is called a **duty of care.**

To keep everybody safe workers need to:

- Follow instructions.
- Follow workplace rules.
- Make sure equipment is safe to use.
- Carry out their work safely.
- Report problems.

1.2.2 Workplace Health and Safety Management Systems

A workplace health and safety management system is a set of policies, procedures and plans that manage health and safety at work and minimise the risk of injury and illness during workplace operations.

All workplaces should have a documented health and safety management system to ensure all work is completed safely and meets the WHS standards outlined in the WHS Act, WHS legislation and regulations.

More than that, a systematic approach to WHS ensures that the policies and procedures established in the workplace to protect workers and visitors evolves naturally with the work and personnel.

It does this through worker consultation, feedback, review and monitoring.

To create an effective health and safety management system, you should consider:

- **Commitment and accountabilities** – senior management must be involved and committed, organisational structures should be in place, WHS responsibilities clearly assigned.
- **Consultation** – health and safety considered in job design.
- **Design of work** – good work design in place, workplace inspections, incidents are investigated and reported appropriately.
- **Hazard and risk management** – risk is monitored and evaluated according to established processes.
- **Health and safety committees** – committee formed from workers and managements to review and create WHS policies and procedures.
- **Monitoring and evaluation** – WHS management system audit, proof that WHS policies and procedures are documented and reviewed, emergency procedures in place.
- **Policies and procedures** – consultation with relevant stakeholders when policies and procedures are created.
- **Training** – all workers have the necessary training to complete their work safely.

Review Questions

4.	What are the four (4) main laws and guidelines to keep everyone safe?	☐

1.

2.

3.

4.

5.	What are the two (2) terms used for workplace safety in Australia?	☐

1.

2.

6.	What are four (4) elements you should consider when creating an effective health and safety management system?	☐

1.

2.

3.

4.

2.1 Plan out the Risk Management Process

It is a good idea to plan out risk management before you begin to make sure you are meeting all of the legal requirements as well as making sure you will not miss anything important during the process.

2.1.1 Stages of the Risk Management Process

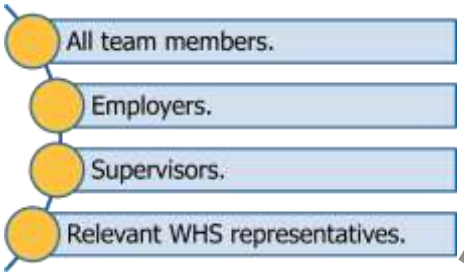
You need to organise your tasks to make sure you complete each stage of the process properly. This includes:

Stage of Process	Actions/Explanation
1. Inspect work sites and conditions for hazards.	You need to check the work environment as well as the tasks being done. This includes looking at how tasks are completed as well. During your inspection you need to make a note of any hazards that you identify.
2. Check instructions, procedures and other documentation for guidelines on how to control any hazards you have identified.	You need to make sure you are reading the latest information and take steps to apply any safety requirements listed in the instructions to manage hazards. You may need to look at work method statements (WMS), manufacturer's instructions, safety data sheets (SDS) or site policies and procedures.
3. Identify and assess hazards that are not covered in instructions, policies or procedures.	You will need to look closely at these hazards and work out how bad they are. You can do this using a process called risk assessment where you work out the level of the risk by looking at the likelihood and consequence of the hazard occurring.
4. Determine if hazards pose an unacceptable risk.	You will need to look at site or organisational policies and documentation to work out if the risk associated with a hazard are classified as unacceptable. Unacceptable risks need to be managed before work is allowed to continue. The way you manage these hazards will depend on a range of factors.
5. Collect information and update documents and instructions.	You may be able to update existing policies, procedures and instructions to manage hazards that have a relatively low risk level. Gather the information relating to the hazard and update them to manage the risks. Then implement the new instructions and see if further action is required.
6. Identify hazard controls for more serious situations.	You will need to look at all of the possible options for managing hazards and lowering risk levels for any remaining hazards. This will include looking at resources required to carry out any controls and working out if they are a practical and realistic solution to the problem.
7. Determine the best options for controlling hazards.	You will need to work out the best course of action and prepare a detailed plan outlining exactly what you want to do. This plan will need to be approved before you can take any further action.
8. Implement approved hazard controls.	Once you have approval you can implement the hazard controls and re-evaluate the hazards and risks.

2.1.2 Consult with Personnel during Risk Management

Consultation and communication should occur at every stage of the risk management process. Hazard identification and control involves talking to the people with knowledge of the situation, or who are directly affected by any action you take.

An important part of the risk management process is to demonstrate teamwork and consult with:



This will help to ensure that risks and hazards are not only effectively identified but that the people who are controlling and treating them are clear about their role and responsibilities in the risk management process.

Review Questions

1.	Why do you need to organise your tasks when planning out the risk management process?	☐

2.	Why is it important to consult with team members, employers, supervisors and WHS representatives?	☐

2.2 Inspect the Work Area for Hazards

All worksites have hazards, specific areas, jobs, equipment or materials that have risks associated with them.

In order to effectively manage them, the work area and work conditions need to be inspected and analysed on a regular basis.

Make a note of all the possible events and situations in the workplace where people may be exposed to injury, illness or disease.

Inspecting and analysing your work area conditions regularly to identify potential hazards is crucial in maintaining a safe workplace.

To identify possible risks and hazards, take a walk around the work area and check:

- **Up high** above your head – Obstructions, power lines, trees, scaffolding, cranes.
- All around you **at eye level** – Other workers, equipment, machines, hazardous materials, obstructions.
- **Down low** on the ground/underground – Surface condition, spills, debris, underground services, weight-bearing ability.

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.
- Talking to other workers.

2.2.1 Common Hazards in Civil Construction

Hazards may be classified into 5 different categories:

Hazard Category	Examples	
1. Environmental Hazards	• Spills to water – stormwater. • Spills to land – contamination. • Wasteful resource use (e.g. water materials). • Wasteful electricity use or the production of greenhouse gas. • Waste generation. • Spreading of weeds and pests. • Potential for fire. • Release of emissions to air. • Noise or vibrations (offsite impacts). • Disturbance to plants or animals. • Removal of vegetation. • Disturb cultural heritage sites. • Disposal of wastes from site.	• Transport of wastes from site. • Use of pesticides or insecticides. • Poor lighting, ventilation, air quality. • Excessively loud and prolonged noise or vibration. • Heat and cold. • Radiation. • Excavations. • Floors. • Stairs. • Work platforms. • Ladders. • Falling objects. • Slippery surfaces.
2. Mechanical or Electrical Hazards	• Electricity. • Machinery. • Plant. • Pressure vessels. • Dangerous goods.	• Forklifts, cranes and hoists. • Driving. • Manual handling. • Working at heights. • Confined spaces.
3. Chemical Hazards	• Chemical substances, e.g. acids or poisons, others that could lead to fire or explosion. • Cleaning agents.	• Dusts and fumes from various processes such as welding. • Occupational gas releases. • Inhalation of chemicals.
4. Biological Hazards	• Bacteria. • Viruses. • Mould, mildew.	• Insects, vermin, animals. • Asbestos. • Other microbiological organisms.
5. Psychosocial Hazards	• Events. • Cultural heritage and standards. • Impact on the community. • Systems of work. • Work pressure.	• Human factors i.e. competency, training, fitness, etc. • Other circumstances that have the potential to lead to psychological and associated illness, e.g. work-related stress, bullying, workplace violence and work-related fatigue.