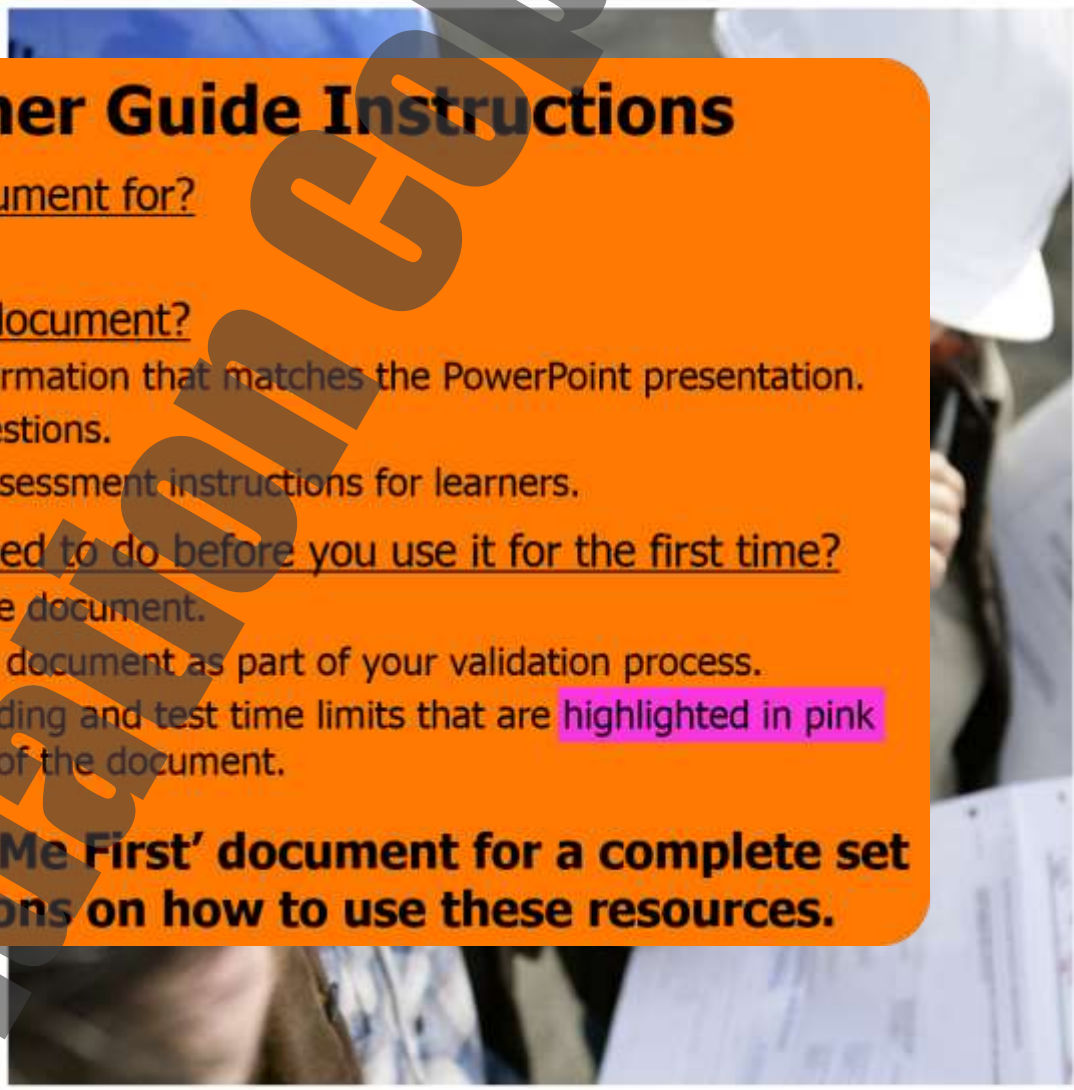
RIIRIS401E

Apply Site Risk Management System



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.

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LEARNER GUIDE

RIIRIS401E Apply Site Risk Management System

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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1.1 Introduction

This course is based on the national unit of competency **RIIRIS401E Apply Site Risk Management System**.

You will learn about:

- Providing information about site risk management to the work group.
- Applying and monitoring consultative arrangements.
- Identifying hazards and assessing risks.
- Controlling risks.
- Reviewing the effectiveness of the risk management system.
- Identifying potential improvements to the risk management process.
- Maintaining written records and information.

This course is for people who contribute to risk management processes by undertaking a varied range of activities as defined in written procedures, in a structured and familiar work environment.

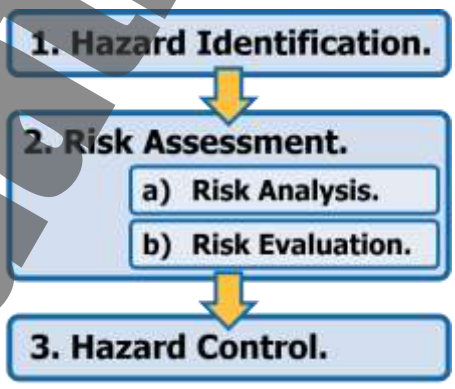
1.1.1 What is Risk Management?

A **RISK** is the chance of a hazard hurting you or somebody else or causing some damage.

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

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:



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

Review Questions

1.	What is the difference between a RISK and a HAZARD?	☐

2.	What is the purpose of a Risk Management System?	☐

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3.	What are the three (3) main stages of the risk management process?	☐

1.

2.

3.

1.2 Access Risk Management Information and Data

When planning out the process for risk management you should refer to:

- Applicable commonwealth, state or territory legislation.
- Australian Standards and Codes of practice.
- Worksite safety management systems.
- Manufacturer's documentation and handbooks.
- Safety data sheets.
- Emergency procedures.

Any risk management processes that you use needs to meet the requirements of these sources to ensure work activities are compliant.

1.2.1 Legislative and Health and Safety Requirements

Legislative requirements are detailed in WHS Acts and regulations. Examples of legislative requirements that will apply on worksites could include employment and workplace relations, equal employment opportunity and disability and discrimination legislation.

Statutory rules and regulations may apply to different job sites, a task within a site or an entire industry or sub-industry. As these statutory guidelines are set by government agencies, it is essential that you research and identify these requirements.

Each of the levels of government, state/territory and federal, can apply requirements to your worksite, which can affect overall business operations.

It is important you are aware of all legislation that applies and you have fully researched what is required of you.

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1.2.1.1 Work Health and Safety

Some states use OHS laws, and other states use WHS laws. They both talk about the same thing, but use different words or names for people. If you have any questions about safety rules you should talk to your boss or supervisor.

WHS legislation requires employers to protect anyone at the workplace against any risks to their health or safety. This is done by eliminating or reducing risks as much as is reasonably practicable.

Specific legislative requirements may also apply to employers in certain industry types or locations.

1.2.2 Australian Standards and Codes of Practice

Australian Standards 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 31000:2009, Risk Management – Principles and Guidelines.*

Codes of Practice is a general term that includes codes of practice relating to the industry, dangerous and hazardous goods, environmental protection and safety and health.

These should be referred to as they define and provide guidance to organisations where elements of risk are encountered. They also provide consistency across industries so that organisations are referencing the same materials to maintain their compliance to the relevant standards. Industry Codes of Practice (federal or state or both) must be consulted and kept up to date.

1.2.3 Organisational Policies, Procedures, Processes and Systems

These are the rules, guidelines and workflows that explain what is expected from personnel on site in the way they complete their tasks, access and add to information and records, how and when they communicate and any other general responsibility or instruction that is needed to keep the workplace running safely and effectively. This also includes workplace operating procedures and policies. These documents could include company-wide requirements and/or site-specific procedures.

Check risk management documents, policies and procedures before you apply the site risk management system to:

- Make sure your work is compliant.
- Identify any different rules, policies and procedures on different sites.
- Work out who needs to be involved in the process.
- Find out what forms or records need to be completed before, during and after the risk management process.

Organisations must have a commitment from management to ensure the health and safety of all persons in the workplace including workers, contractors, visitors and the general public. The WHS policy should clearly reflect this and the intent should not be ambiguous.

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Each site will have specific requirements that need to be met. These individual or unique requirements will be included in your site induction. You must follow these policies, procedures, processes and systems at all times and report to appropriate personnel if a problem or issue prevents you from carrying out these requirements properly.

Organisations that are in a "Principal Contractor" role are responsible for ensuring that each sub-contractor under their supervision has adequate systems in place to maintain WHS standards.

1.2.3.1 Records and Documentation

Complete risk management records are important as they can help ensure that any risk management activities are traceable. Records also provide a basis for improving methods and tools in the risk management process, as well as improving the overall risk management system for your site.

Risk management records of incidents in the work area must be completed accurately and in a timely manner. These documents will need to be completed for any situation, issue, incident or accident and may include:

- Audit and inspection reports.
- Hazard registers.
- Risk analysis records.
- Minutes of meetings (risk management, WHS, environmental etc.).
- Induction, instruction, training and assessment.
- Manufacturers and suppliers information.
- Dangerous goods and hazardous substances registers.
- Plant and equipment maintenance and testing reports.
- Worker's compensation and rehabilitation records.
- First aid and medical records.
- Major incident and emergency response instruction.
- Emergency contact lists.
- Financial records.
- Contract documents.

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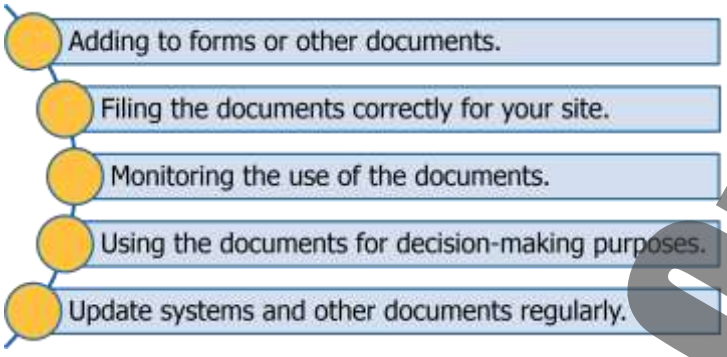
Documents need to be maintained correctly to enable their effective use. This maintaining could include:



Often relevant records and documents are not known to be relevant until they are needed but they are out of date, unavailable or have been discarded. To avoid this situation, if you are discarding documentation, scan and maintain the documents in a digital format that is searchable and archive the electronic version.

Review Questions

4.	What are Australian Standards used for?	☐

5.	What are Codes of Practice?	☐

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6.	Other than ensuring compliance with organisational processes, why would you check risk management documents as part of the planning process?	☐

7.	What are three (3) examples of documents that may need to be completed as part of the risk management process?	☐

1.

2.

3.

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1.3 Risk Management Systems

Risk management processes need to be used in response to incidents, accidents or near misses.

1.3.1 Triggers for Risk Management

The processes may 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 require 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.
  - Licences, 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.
  - Communications between personnel is crucial for the work to be done safely.

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Risk management planning should also include how a risk or hazard could impact the business in terms of the following:

Possible Impact	Examples
Financial Obligations	For example, the cost of safety, cost of rehabilitation, workers compensation, fines, fees or charges.
Compliance Requirements	The legislation, specifications, standards and codes of practice that need to be met.
Personal Risks	This could include the reputation of the business or the people involved, the risk to the people in the organisation or the hazards caused by people.
Equipment Risks	Risks posed by the use of equipment during the completion of tasks or the risk/hazard that associated substances may cause. Site-specific policies and procedures will outline the risks, hazards and risk control measures associated with the equipment. During your initial site induction you will be introduced to the types of equipment found on the site and given full details of potential hazards and how any risks are controlled.

Risk should not simply be limited to WHS aspects. Risk management must include contingency planning for the workplace and for business operations. It is particularly valuable to have a 'what if' system in place when determining risk. Contingency plans can then be made to manage the answers to the 'what if' question.

1.3.2 Elements of Risk Management Systems

The following breakdown goes into more detail about what happens at each of the 3 main stages of the risk management process:

Stage of Risk Management Process	Tasks
Stage 1: Hazard Identification	1. **Identifying 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. **Checking 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.
Stage 2: Risk Assessment	1. **Identifying and assessing 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. 2. **Determining 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.

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Stage of Risk Management Process	Tasks
Stage 3: **Hazard Control**	1. **Identifying 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. 2. **Determining 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. 3. **Implementing approved hazard controls** – Once you have approval you can implement the hazard controls and re-evaluate the hazards and risks. 4. **Monitoring the situation** – After hazard controls have been implemented effectively you need to carry out monitoring and follow-up of the situation to ensure that the controls are effective.

1.3.3 Roles and Responsibilities within Risk Management

Everyone in the workplace has a responsibility to ensure that their actions won't place themselves or any other people in danger. Generally each member of the team has the following responsibilities:

Employers should:

- Monitor the health of employees to minimise risks and WHS issues.
- Exchange information about WHS risks and controls with WHS representatives and workers.
- Work with WHS representatives and workers to resolve issues within the workplace in accordance with the agreed procedure.

Employees should:

- Be represented by a WHS representative when raising WHS issues or have a defined system so that there is communication with management to resolve issues.
- Follow measures put in place to protect their safety, such as using and caring for Personal Protective Equipment (PPE) or follow safe operating procedures.
- Exchange information about WHS risks and controls with their employer and WHS representative.
- Work with their employer to resolve WHS issues within the workplace in accordance with the agreed procedure.

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Supervisors should make sure:

- All risk management activities meet site and safety requirements.
- All activities are effective in identifying and treating risks and hazards.
- All personnel involved understand what they need to do and have the guidance to complete their activities properly.
- All information gathered by personnel is correct and relevant.
- Risks are assessed properly and treated in accordance with organisational requirements.
- Expert advice is sourced when information is unclear or potentially inaccurate.
- All resources are organised or gathered properly for effective hazard treatment.
- Approved hazards controls are implemented properly.
- Personnel are trained in, and coached through, the implementation of hazard controls.
- Situations are reviewed properly and hazard controls are still effective.
- The process is audited and quality outcomes are being achieved.
- All documentation and records relating to the process are completed accurately.

The **WHS representative** should:

- Represent workers in relation to health and safety issues in the workplace.
- Attempt to resolve WHS issues for those employees they represent.

Employers and workers may request intervention by external parties such as authorities or inspectors when WHS issues are unable to be resolved.

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