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1. Overview

The District Council of Mount Remarkable as part of its commitment under its Hazard Management Policy, recognises its obligation to identify reasonably foreseeable Hazards that could give rise to risks to Health and Safety and its concurrent obligation to eliminate Risks to Health and Safety so far as is reasonably practicable or, if it is not reasonably practicable to eliminate Risks to Health and Safety, to minimise those risks so far as is reasonably practicable.

This procedure aims to:

1. Assist District Council of Mount Remarkable to comply with Legislative requirements.
2. Achieve the highest levels of Work Health and Safety (WHS) performance by:
 - a. Providing Managers and workers with the information, instruction and training necessary to enable them to manage Risks to Health and Safety effectively.
 - b. Identifying reasonably foreseeable hazards and eliminating risks so far as is reasonably practicable, or where that is not reasonably practicable, minimising risks so far as is reasonably practicable by implementing the Hierarchy of Controls.
 - c. Having and implementing processes to facilitate the monitoring and evaluation of the effectiveness of those Controls.

The District Council of Mount Remarkable is committed to consultation, cooperation and coordination amongst management, workers and others in the workplace.

2. Core Components

The core Components of Council's Hazard Management Process aim to confirm:

1. A System is in place for the identification and recording of reasonably foreseeable hazards.
2. A system is in place for the Assessment and Recording of the Risk once identified (on a prioritised basis).
3. Risk Assessments will be completed by a Team which includes at least one person trained in the Risk Assessment Process.
4. Where it is reasonably practicable, Identified Risks are eliminated.
5. Additional Controls Identified as part of a Risk Assessment are aligned to the highest level of the Hierarchy of Controls that is reasonably practicable.
6. There is a System for verifying that implementation of Identified Additional Controls is undertaken in a timely manner.
7. The System has a Process to verify that Controls have been effective in Controlling the Risk, and have not introduced any further Hazards.
8. The System has a Process for Consultation (such as through the WHS Committee) on the results of the Hazard Management Process.
9. The System has a Process for the review by Management of the Risk Assessment and Control Process.

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3. Definitions

ALARP	As Low As Reasonably Practicable
Assessment Team	Manager or delegate and the Health and Safety Representative (HSR) and/or a worker or selection of workers involved in the activity being assessed.
Contractor	Any person employed under a contract for services
Hazard	A situation or thing that has the potential to harm a person [as defined by Approved Code of Practice How to Manage Work Health and Safety Risks].
Hierarchy of Control	<p>If it is not reasonably practicable for risks to health and safety to be eliminated, risks must be minimised, so far as is reasonably practicable, by doing 1 or more of the following:</p> <p>(a) substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk;</p> <p>(b) isolating the hazard from any person exposed to it;</p> <p>(c) implementing engineering controls.</p> <p>If a risk then remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls.</p> <p>If a risk then remains the duty holder must minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment.</p> <p>[as defined by the Work Health and Safety Regulations 2012, Regulation 36]</p>
HSR	Health and Safety Representative.
LGAWCS Hazard Register	A generic list of the potential hazards arising from activities of Councils
Monitor	To check, supervise, observe critically or measure the progress of an activity, action or system on a regular basis, in order to identify change from the performance level required or expected.
PPE	Personal Protective Equipment is specialized clothing or equipment worn for protection against health and safety hazards. Personal protective equipment is designed to protect many parts of the body, eg: eyes, head, face, hands, feet and ears.
Reasonably practicable	<p>“.....reasonably practicable, in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including—</p> <p>(a) the likelihood of the hazard or the risk concerned occurring; and</p> <p>(b) the degree of harm that might result from the hazard or the risk; and</p> <p>(c) what the person concerned knows, or ought reasonably to know, about—</p> <p style="padding-left: 20px;">(i) the hazard or the risk; and</p> <p style="padding-left: 20px;">(ii) ways of eliminating or minimising the risk; and</p> <p>(d) the availability and suitability of ways to eliminate or minimise the risk; and</p> <p>(e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.”</p> <p>[as defined by the Work Health and Safety Act 2012 (18)]</p>
Register (Hazard /Risk / CAR)	A record of hazards identified throughout an organisation, the level of risk associated with each one and the control measures in place to eliminate or manage the risks they present. Where gaps in control measures have been identified, the register records the corrective actions needed and the person responsible for implementing them. It also records the residual risk rating for each

Register (Hazard /Risk / CAR) continued	hazard on the register. This register may be a hazard register, a risk register, a corrective action register (CAR) or a combination of all three.
Residual Risk	The risk remaining after the implementation of risk controls
Risk	The possibility that harm (death, injury or illness) might occur when exposed to a hazard. [as defined by Approved Code of Practice How to Manage Work Health and Safety Risks]
Risk Assessment	The process of evaluating the probability and consequences of injury or illness arising from exposure to an identified hazard or hazards.
Risk control	Taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.
Safe Work Instruction	A defined documented way to undertake a task/activity safely (developed from a Risk Assessment)
Safe Operating Procedure	A defined documented way to operate plant/equipment safely (developed from a Plant Risk Assessment)
Job Safety Analysis	A document which records the risks associated with an activity and the controls to be followed to complete the activity safely
Safe Work Method Statement	A document that records; the steps in a High Risk construction activity, the hazards associated with the activity, the controls required to conduct the activity safely and the method for employing such controls.
Volunteer	Volunteer means a person who is acting on a voluntary basis (irrespective of whether the person receives out-of-pocket expenses); [as per the Work Health and Safety Act, 2012]
Worker	A person who carries out work in any capacity for a PCBU, including work as— (a) an employee; or (b) a contractor or subcontractor; or (c) an employee of a contractor or subcontractor; or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or (e) an outworker; or (f) an apprentice or trainee; or (g) a student gaining work experience; or (h) a volunteer. [as per the Work Health and Safety Act 2012, Section 7]
Workplace	8—Meaning of workplace (1) A workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. (2) In this section—place includes— (a) a vehicle, vessel, aircraft or other mobile structure; and (b) any waters and any installation on land, on the bed of any waters or floating on any waters. [as per the Work Health and Safety Act, 2012]

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4. Procedure

4.1. A Hazard Management Framework with the following Elements should be used for the Management of Health and Safety Risks:

- 4.1.1. Inspect
- 4.1.2. Consult & Communicate
- 4.1.3. Establish Context
- 4.1.4. Hazard Identification
- 4.1.5. Risk Assessment
- 4.1.6. Risk Evaluation
- 4.1.7. Risk Control (including elimination, or where that is not reasonably practicable, minimisation of risks)
- 4.1.8. Monitor and Review of Controls
- 4.1.9. Documentation

4.2. Hazard Identification

Identifying hazards in the workplace involves finding things and situations that could potentially cause harm to people.

- 4.2.1. Managers will facilitate the identification of reasonably foreseeable hazards arising from work which may affect the Health or Safety of workers or others within the area they manage. Managers will consult with Health and Safety Representatives (HSR) (where they exist) and / or workers in the Hazard Identification Process. Consultation will occur in accordance with the Communication and Consultation Procedure. The outcome from this Identification Process will be documented in a Hazard Profile Document (or equivalent).
- 4.2.2. The following activities may result in the Identification of Hazards:
 - a. A review of the LGAWCS generic Hazard Register
 - b. A review of WHS Records, including (but not exclusive to) Health Monitoring, Workplace Incidents, Near Misses, worker Complaints, Sick Leave.
 - c. Consultation between Managers and HSRs, the WHS Committee and workers, including when there is a Change to a Workplace, Work Process, Policy, Procedure or Legislation which may affect the Health, Safety or Welfare of District Council of Mount Remarkable workers
 - d. Departmental Meetings and WHS Committee Meetings where workers can raise Safety concerns and issues
 - e. Information or advice provided by internal and external experts, regulators, industry associations, unions, manufacturers or suppliers.
 - f. Risk Assessment Processes
 - g. Inspection, Testing and Maintenance of Plant and Equipment.
 - h. Accident and Incident Investigation Processes
 - i. Workplace Inspections
 - j. Workplace Change
- 4.2.3. Workers are required to report any hazard they identify and take all reasonable steps to protect their own Health and Safety and that of others in the workplace. A failure to report any hazard they identify may result in disciplinary action in accordance with Disciplinary Policy and Procedure.

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4.2.4. As soon as a hazard is identified, action should be taken by a competent person to eliminate the hazard, e.g. remove the item causing a trip hazard, if reasonably practicable to do so, or to put in place interim controls, e.g. lock-out a faulty item of plant, to prevent the risk of an injury occurring or recurring.

4.3. Document the Hazard

4.3.1 If a hazard is identified and is unable to be immediately and permanently eliminated then the person identifying the Hazard must record the hazard on the Accident Incident Report and Investigation Form.

- a. The person identifying the hazard shall forward the relevant Form to their Manager as soon as practicable after the hazard has been identified, but at least within 24 hours of its identification.
- b. Once a Manager receives an Accident Incident Report and Investigation Form., the Manager will confirm that interim controls have been implemented while the is analyzed and / or the Risk Assessment Process is undertaken

4.3.1. A range of forms are used to document the hazards found during planned hazard identification activities. These include the following:

- a. Manual Handling Risk Assessment Form
- b. Plant Risk Assessment Form
- c. Hazardous Substances Risk Assessment Form
- d. Workplace Inspection Checklist
- e. Workstation Assessment Checklist
- f. Job Safety Analysis
- g. Working at Height Risk Assessment Form
- h. Confined Space Risk Assessment Form

(This list may be modified to reflect local documentation to include task risk assessment form)

4.4. The Risk Assessment Process

4.4.1. A Risk Assessment should be undertaken for all identified hazards, unless management are certain and can evidence, that appropriate controls are already applied to the hazard and fcontrol that hazard ALARP.

A Risk Assessment must be done when:

- a. There is uncertainty about how a hazard may result in injury or illness.
- b. The work activity involves a number of different hazards and there is a lack of understanding about how the Hazards may interact with each other to produce new or greater risks
- c. Changes at the workplace occur that may impact on the effectiveness of control measures.

4.4.2. A Risk Assessment is mandatory under the WHS Regulations for high risk activities such as entry into confined spaces, diving work and live electrical work.

4.4.3. Some hazards that have exposure standards, such as noise and airborne contaminants, may require scientific testing or measurement by a competent person to accurately assess the risk and to check that the relevant exposure standard is not being exceeded (for example, by using noise meters to measure noise levels and using gas detectors to analyse oxygen levels in confined spaces).

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- 4.4.4. When the Risk Assessment Team identifies that specialist advice is required, the relevant Manager shall organise and engage such specialists.
- 4.4.5. If a Risk Assessment is required, an assessment of risks associated with a class of hazards, tasks, things or circumstances may be conducted if:
 - a. All hazards, tasks, things or circumstances in the class are the same; and
 - b. The assessment of risks for the class does not result in any worker or other person being exposed to a greater, additional or different risk to Health and Safety than if the Risk Assessment were carried out in relation to each individual hazard, task, thing or circumstance.

4.5. Assess the Risk

- 4.5.1. The Manager or Supervisor shall form a team to analyse the risk and undertake the Risk Assessment Process. The team shall include a HSR (where one exists) and / or the worker who identified the hazard or is involved in the activity being assessed.
- 4.5.2. The team shall review the hazard against the following:
 - a. Legislative requirements and other technical information (e.g. manufacturer's instructions; Safety Data Sheets; Australian Standards etc) relating to the work being undertaken.
 - b. Consultation with workers.
 - c. Advice from internal and external experts.
 - d. Pre-purchase Risk Assessments and evaluations.
 - e. Workplace Inspection Process.
 - f. Testing and other maintenance processes.
 - g. Findings from Internal and External Audits.
 - h. Records of Sick Leave, Health Monitoring, worker Complaints, previous hazard and Incident Investigations and other relevant data.
 - i. The requirements of WHS Procedures.
- 4.5.3. The team shall consider how the hazards may cause harm and consider:
 - a. The effectiveness of existing control measures and whether they control all types of harm.
 - b. How the work is actually done in practice.
 - c. Infrequent or abnormal situations, as well as how things are normally meant to occur.
 - d. Maintenance and cleaning tasks as well as breakdowns of equipment and failures of Control Measures.
- 4.5.4. The Risk Corrective Action Request Register shall be reviewed to determine if the hazard has been previously identified and controls have been implemented.
 - a. If the CAR Register records that controls have been previously implemented and considered effective, but have not been applied in the current situation, a Corrective Action Plan shall be developed and implemented to rectify the gap. (go to 4.7 below)
 - b. If the CAR Register records that controls have been previously implemented but now are not considered effective, another Risk Assessment will need to be undertaken. (complete actions in 4.5)
 - c. If the CAR Register does not contain a record of the hazard, the hazard must be added to the Register and a Risk Assessment undertaken. (complete actions in 4.5)

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4.5.5. The Assessment Team shall determine and document outcomes on the relevant form:

- a. The agreed estimation of the potential consequences, i.e. how severe the harm could be, if the event did occur, using the following classification table:

Level	Descriptor	Description
1	Insignificant	No injuries, low financial loss
2	Minor	First aid treatment, on- site release immediately contained, medium financial loss
3	Moderate	Medical treatment required, on site release contained with outside assistance, high financial loss
4	Major	Extensive injuries, loss of production capability, off site release with no detrimental effects, major financial loss.
5	Catastrophic	Death, toxic release off-site with detrimental effect, huge financial loss

- b. The agreed estimation of the likelihood of harm occurring :

- i. By considering the following:

1. How often is the task done? Does this make the harm more / less likely?
2. How often are people exposed to the Hazard? How close do people get to it?
3. Has it ever happened before, in your workplace or somewhere else?
4. Could any changes in the organisation increase the likelihood?
5. Are Hazards more likely to cause harm because of the working environment?
6. Could the way people act and behave affect the likelihood of a Hazard causing harm?
7. Do differences between individuals in the workplace make it more likely for harm to occur?

- ii. Using and applying the following classification table:

Level	Descriptor	Description
A	Certain to occur	Is expected to occur in most circumstances
B	Very Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

- c. The level of risk is identified by locating where the selected measures for likelihood and consequence (harm) meet in the following table:

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	H(High)	H	E	E	E
B (likely)	M(Medium)	H	H	E	E
C (moderate)	L(Low)	M	H	E	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

4.5.6. Determine the Risk Rating and Priority for Action

- a. The object of Risk Rating is to make sure that any Risks to Health and Safety are eliminated, or where that is not reasonably practicable, minimised and to set priorities for action in according with the following classification table:

E: extreme risk:	Operation of item or activity should not be allowed to continue until the risk level has been reduced <ul style="list-style-type: none"> ▪ Will commonly be an unacceptable level of risk ▪ May include both short term and long term control measures
H: high risk:	Reduce the risk rating ALARP (if possible) <ul style="list-style-type: none"> ▪ Should only be an acceptable level of risk for 'Major' or 'Catastrophic' consequences
M: moderate risk:	Reduce the risk rating ALARP (if possible) <ul style="list-style-type: none"> ▪ May be an acceptable level of risk
L: low risk:	Reduce the risk rating ALARP (if possible) <ul style="list-style-type: none"> ▪ Commonly is an acceptable level of risk

The Hazards shall be prioritised by the assessment team, with the highest rated Risks requiring the most urgent attention.

4.6. Control Risk

The Hierarchy of Control must be worked through when managing risks. The assessment team should consider the various control options and choose the control that most effectively eliminates the hazard or minimises the risk in the circumstances. This may involve a single control measure or a combination of different controls that together provide the highest level of protection that is reasonably practicable.

4.6.1. Level 1 Control Measures

The most effective Control Measure involves eliminating the Hazard and associated risk by:

- a. Not introducing the Hazard into the workplace.
- b. Designing out Hazards.
- c. Removing the Hazard completely, for example, by removing trip Hazards on the floor or disposing of unwanted chemicals.

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- d. If the Hazard cannot be eliminated, eliminate as many of the risks associated with the Hazard as possible.

4.6.2. Level 2 Control Measures

Where it is not reasonably practicable to eliminate the Hazard, the Assessment Team shall minimise the Risks using one or more of the following approaches:

- a. Substitute the Hazard with something safer - wherever possible replace the Hazard with something that does the same job but with a lower level of Risk. For instance, replace solvent-based paints with water-based ones.
- b. Isolation – this involves physically separating the source of harm from people by distance or using barriers. For instance, install guard rails around exposed edges and holes in floors; use remote control systems to operate machinery; store chemicals in a fume cabinet.
- c. Engineering - an engineering control is a control measure that is physical in nature, including a mechanical device or process. For instance, use mechanical devices such as trolleys or hoists to move heavy loads; place guards around moving parts of machinery; install residual current devices (electrical safety switches).

4.6.3. Level 3 Control Measures

- a. Use administrative controls: these are work methods or procedures that are designed to minimise exposure to a Hazard. For instance, develop Procedures on how to operate machinery safely, limit exposure time to a Hazardous Task, use signs to warn people of a Hazard.
- b. Use Personal Protective Equipment (PPE). Examples of PPE include ear muffs, respirators, face masks, hard hats, gloves, aprons and protective eyewear. PPE limits exposure to the harmful effects of a hazard but only if workers wear and use the PPE correctly. Where PPE is used as a control the PPE must be:
 - i. Selected to minimise the Risk to Health and Safety.
 - ii. Suitable for the nature of the work and any Hazard associated with the work.
 - iii. A suitable size and fit and reasonably comfortable for the person wearing it.
 - iv. Maintained, repaired or replaced so that it continues to minimise the risk.
- c. Administrative Controls and the use of Personal Protective Equipment are the lowest priority on the Hierarchy of Control. These Controls shall not be relied on as the Primary means of Risk Control and should only be used:
 - i. When there are no other practical Control Measures available (as a last resort).
 - ii. As an interim Measure until a more effective way of Controlling the Risk can be used.
 - iii. To supplement higher level Control Measures (as a back- up).

4.6.4. A combination of Control Measures may be required to effectively Manage a Hazard. Depending on the outcomes of the specific Risk Assessment, this may include both short and long term Control Measures. Once a Control Measure has been determined, unless the Risk has been eliminated there will be residual Risk. Any Residual Risk needs to be as low as reasonably practicable and monitored for any increase in Risk.

4.6.5. When making decisions about ways to eliminate or minimise risks the assessment team shall consult, in accordance with Communication and Consultation Procedure with workers who carry out work for the Council who are, or are likely to be, directly affected by a matter relating to work health or safety and other duty holders (if any).

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- 4.6.6. The Manager will review the proposed controls to confirm they are appropriately prioritised, reasonably practicable and achievable and in light of any feedback received from the consultation process. The Manager will assign somebody to facilitate the implementation of the controls and a timeframe for the implementation of the controls.
N.B: If the Manager decides the proposed controls are not reasonably practicable, the Manager should refer the assessment back to the assessment team for reconsideration along with the grounds for its concern. If the assessment team still feel the proposed control is appropriate the matter should be referred to the senior management team or WHS Committee for resolution (Insert local WHS dispute resolution process here).
- 4.6.7. The findings of the risk assessment process shall be documented on the relevant form. The form shall be fully completed and the Manager shall check that data is transferred onto the corrective action register.
- 4.6.8. The relevant Manager shall inform relevant persons about the control measures selected or corrective actions that have been implemented. Records shall be kept that demonstrate this has occurred. The relevant Manager also will consider whether work procedures, training, information or instruction needs to be revised or refreshed as part of the control implementation.

4.7. Monitor and evaluate controls

- 4.7.1. The relevant Manager shall check the effectiveness of the selected Controls and that new Hazards have not been introduced by:
- Monitoring and Evaluating Controls for effectiveness.
 - Recommending the Risk Assessment Process if new Hazards are identified.
 - Including a review of any Controls implemented into Workplace Inspections, as relevant.
 - Communicating the outcomes of the Risk Assessment Process within the Department and across the Organisation as required.
 - Retaining the completed Risk Assessment Form.
- 4.7.2. The relevant Manager shall monitor the effectiveness of the selected Controls by making sure :
- Managers and Supervisors have been provided with the authority and resources to implement and maintain Control Measures effectively.
 - Incorporating verification Measures into Plant and Equipment Maintenance Schedules as required.
 - Providing Training and Refresher Training to Supervisor and workers to maintain skills and competencies and to ensure new workers are capable of working safely.
 - Providing up-to-date Hazard information to Workers who are, or are likely to be, directly affected by a matter relating to WHS.
 - Conducting regular review and Consultation with workers who are, or are likely to be, directly affected by a matter relating to WHS.
- 4.7.3. The WHS Coordinator shall present a report to the WHS Committee and Management Team that includes relevant Hazard Management items for discussion and action. This may include Risk Assessments, the CAR Register, changes to Procedures and Controls, outstanding items on the Corrective Action Register, etc.
- 4.7.4. The WHS Committee shall review the Hazard Management issues during its Meetings. The Management Team shall regularly review Hazard and Incident statistics, Audit results, Legislative changes and other information relating to the Hazard Management Process and direct Action when required. Records shall record outcomes of discussion and actions undertaken.
- 4.7.5. The Hazard Management Process should be subject to Internal Audit to ensure effectiveness
- 4.7.6. The Hazard Management Process shall form part of the Annual Management Review Process.

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5. Training

- 5.1. The Training Needs Analysis shall identify the Hazard Management Training Needs of workers.
- 5.2. Managers, Supervisors and the WHS Committee shall be trained in Hazard Management.
- 5.3. Persons undertaking Risk Assessments shall have specific training that includes the Legislative requirements.
- 5.4. All staff shall have the Hazard Management Procedure explained to them during the Induction Process.
- 5.5. Contractors shall be made aware of the Hazard Management Procedure during the Contractor Tendering Process.

6. Records

The following records shall be maintained:

- 6.1. Hazard Reports.
- 6.2. Risk Assessments.
- 6.3. Corrective Action Plans.
- 6.4. Training Records.

All records must be retained in line with the current version of GDS 20.

7. Responsibilities

- 7.1. The Management Team is accountable for:
 - 7.1.1. Checking that District Council of Mount Remarkable manages Hazards in accordance with Legislative requirements.
 - 7.1.2. Approving reasonably practicable budgetary expenditure necessary for Hazard Management upon receipt of expenditure requests.
 - 7.1.3. Setting objectives, targets and performance indicators for the Hazard Management Process, as relevant.
 - 7.1.4. Making sure that Consultation, Cooperation and Coordination of the Management of Work Health and Safety Risks occurs with all other persons who have a Work Health and Safety duty in relation to Council activities.
 - 7.1.5. Providing Managers and Supervisors with training which enables them to:
 - a. Apply the requirements of WHS Legislation within their areas and work activities, and
 - b. Enforce Hazard Management Procedures.
 - 7.1.6. Providing workers with training to equip them to:
 - a. Apply Hazard Management Procedures within the limits of their responsibility and in relation to the Tasks they undertake, and
 - b. Use and maintain PPE.
 - 7.1.7. Identifying, assessing and controlling (when elimination is not reasonably practicable) reasonably foreseeable Hazards within each Department.
 - 7.1.8. Monitoring the CAR Register and enforcing close out of items when required.
 - 7.1.9. Reviewing the effectiveness of the Hazard Management System.
 - 7.1.10. Including Hazard Management within the Management Review Process.

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7.2. Managers and Supervisors are accountable for:

- 7.2.1. Providing workers with the necessary information, instruction, training and supervision to apply the District Council of Mount Remarkable Hazard Management Procedures and undertake their Tasks safely.
- 7.2.2. Facilitating the identification of reasonably foreseeable Hazards arising from work, which may affect the Health or Safety of workers or others.
- 7.2.3. Confirming reasonably foreseeable hazards within their department are identified, assessed and recorded on the CAR Register, in consultation with workers or their representatives, including:
 - a. Before the introduction of any new or used plant or substance.
 - b. Before the introduction of or change to a work practice or procedure.
 - c. Before changing the workplace, a work practice, or an activity or process, where to do so may give rise to a risk to health or safety.
 - d. When Legislative changes impact on the work or the way the work is conducted in the department.
 - e. When planning to improve productivity or reduce costs.
 - f. When new information about workplace risks becomes available.
 - g. When responding to incidents even if they have caused no injury.
- 7.2.4. Implementing controls, in consultation with workers or their representatives, using the Hierarchy of Controls.
- 7.2.5. Evaluating controls and reviewing them for effectiveness.
- 7.2.6. Communicating the outcomes of risk assessments within the department and across *Council* as required.
- 7.2.7. Closing out CAR Register items within designated time frames.
- 7.2.8. Fully completing documentation associated with the Hazard Identification and Risk Assessment Process.
- 7.2.9. Retaining records as required.
- 7.2.10. Seeking expert advice when a need is identified.
- 7.2.11. Providing required reports to the WHS Committee or Management Team.

7.3. Workers are accountable for:

- 7.3.1. Attending training when required.
- 7.3.2. Taking reasonable care of their own and others safety at work by immediately eliminating any Hazards they identify, if safe to do so.
- 7.3.3. When immediate elimination is not practicable or achievable, putting in place interim controls to prevent the risk of an injury occurring or recurring, e.g. cordon off an area where a spill has occurred until it is cleaned up, and reporting the Hazard to their Supervisor and recording it on the relevant form.
- 7.3.4. Assisting in Assessing Risk, Implementing Control Measures and Evaluating them for effectiveness as required.
- 7.3.5. Complying with this Procedure.
- 7.3.6. Following any reasonable instruction in relation to this Procedure.
- 7.3.7. Seeking assistance to manage Hazards when required.

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7.4. The WHS Committee is accountable for:

- 7.4.1. Facilitating Co-operation, Consultation and Coordination in matters relating to Hazard Management.
- 7.4.2. Assisting in the development of Hazard Management Procedures and Work Instructions.
- 7.4.3. Monitoring the CAR Register and referring issues to the Management Team that require Management direction or enforcement.

8. Review

- 8.1. The Hazard Management Procedure will be reviewed by the Management Team, in consultation with workers or their representatives, every twenty four (24) months or more frequently if Legislation or Council requirements change. This will include a review of the following:
 - 8.1.1. Legislative Compliance issues.
 - 8.1.2. Audit findings relating to Hazard Management.
 - 8.1.3. Incident and Hazard Reports, Claims Costs and trends.
 - 8.1.4. Feedback from Managers, Workers, Contractors or others.
 - 8.1.5. Any other relevant information.
- 8.2. Results of reviews may result in Preventative and / or Corrective Actions being implemented and revision of this document.

9. References

- Work Health and Safety Act 2012.
- Work Health and Safety Regulations 2012.
- General Disposal Schedule 20 for Local Government.
- Approved Code of Practice- How to Manage Work Health and Safety Risks.

10. Related Documents

- District Council of Mount Remarkable to list related documents here which may include:
- Incident Reporting and Investigation Procedure
 - Confined Space Management Procedure
 - Contractor Management Procedure (incorporating WHS Contractor - Selection Induction and Monitoring).
 - Corrective and Preventative Action Procedure
 - Electrical Safety Procedure
 - Emergency Management Procedure
 - Excavation and Trenching Procedure
 - Hazardous and Dangerous Substances Procedure
 - Hot Work Permit and Risk Assessment
 - Hot Work Procedure
 - Inclement Weather Procedure
 - Isolation, Lock Out, Tag Out Procedure
 - Manual Handling Procedure

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- Plant Procedure
- Prevention of Falls Procedure
- Remote and Isolated Work Procedure
- Workzone Traffic Management Procedure
- Workplace Inspection Procedure
- Corrective Action Register
- Risk Assessment Form
- Risk Matrix

Document History:	Version No:	Issue Date:	Description of Change:
LGAWCS	1.0	Nov 2009	New Document
	2.0	05/04/2013	Terminology changes to reflect 2012 WHS act, Regulations and Codes of Practice (COP). Examples of changes include; OHS to WHS and employee to worker where appropriate. Changes include more explicit reference to Hazard profile, changes to the risk assessment process to include aspects of the managing hazards in the workplace COP
DCMR	LGAWCS 2.0 = V01.01		Endorsed by WHS Committee on 16 / 04 / 2013 Endorsed by MT on 26 / 08 / .2013 Adopted by Council on 11 / 06 / 2013
DCMR	V01.02	27/10/2015	Include 2015 amendments or reference to archive – tracked changed documents – pathway or location
DCMR	V01.03	13/12/2017	Review of document. No changes

SIGNED:

CEO

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Chairperson, HS Committee

Date: ____ / ____ / ____

Date: ____ / ____ / ____