



Australian
National
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SIS Work Health and Safety (WHS) hazard management

Guide A.1 SIS staff writing Risk Assessments

To provide information as a training resource for staff in the Division SIS Staff that write risk assessments.

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Background

The Work Health and Safety Management System (WHSMS) Handbook Chapter 3.1 Hazard Management Handbook¹ provides the context and processes for WHS hazard and risk assessments

The SIS document Work health and safety (WHS) hazard management: WHS hazard and risk assessments is the local guidance document,

This document provides guidance for staff writing WHS hazard and risk assessments.

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<https://imagedepot.anu.edu.au/whs/3.1%20Hazard%20Management/3.1%20Hazard%20Management.pdf>

Specific actions

Staff must comply with all advice in the Work Health and Safety Management System (WHSMS) Handbook Chapter 3.1 Hazard Management Handbook².

The University prescribed WHS risk matrix and risk assessment template must be used for all risk assessments.

All static risk assessments are listed on the SIS Static Risk Assessment Register and available to workers and students of the Division.

Supervisors or the Delegate must determine if the identified hazards require risk assessment according to Appendix A Hazard and Risk Assessment Decision Tool.

Start the risk assessment by assessing the **inherent risk (ie. risk without controls in place)** [see definition] of a hazard.

Specific steps

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To assess the risks,

- 1) Classify the **consequences** of an event (e.g. incident) happening due to the hazard. This is about **how severe an incident can be** – consider the

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<https://imagedepot.anu.edu.au/whs/3.1%20Hazard%20Management/3.1%20Hazard%20Management.pdf>

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worst-case scenario based on available evidence, data and history of events.

The University defines the consequences as 5 categories including Catastrophic, Major, Moderate, Minor and Insignificant.

Table 2.2 Appendix B details what the classification criteria are for each category. Record the outcome in Appendix B.

- 2) Think and estimate **how likely an event** (e.g. incident) **will occur** in relation to the hazard. Again seek to verify likelihood based on data and history of events if available.

The University defines the likelihood using 5 categories including Almost Certain, Likely, Possible, Unlikely and Rare.

Table 2.1, Appendix B details what classification criteria are for each category. Record the outcome in Appendix B

- 3) Put the above results against the University WHS Risk Matrix (Table 3 Appendix B) to obtain the inherent risk.

The risk matrix included in this chapter is prescribed by the University WHS Management System and you must use this matrix for assessing WHS risks.

Develop controls in accordance with the Hierarchy of control principles. (see WHSMS) Handbook Chapter 3.1 Hazard Management Handbook⁴

Record these in the risk assessments.

Ensure appropriate consultation practices are undertaken.

Records management

Static Risk Assessment – Send a copy of the final version to WHS Officers/Managers for archival and inclusion on School/Service Division Static Risk Assessment Register and keep the risk assessment in your local area folder or drive, accessible to all your team members, for 7 years after the hazard/activity ceases.

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<https://imagedepot.anu.edu.au/whs/3.1%20Hazard%20Management/3.1%20Hazard%20Management.pdf>

WHS Officers/Managers or other positions delegated by Director

WHS Officers/Managers or other positions delegated by Director must assign a Service Division document number to the risk assessment received from above process.

The required format is: ANUSRA_ [School or Service Division]_[Topic]_[Location]_[Research Group if applicable]_0001 Record static risk assessment, its number and related SWP, if relevant, on School Static Risk Assessment Register using template provided in Appendix C or equivalent.

Approval

Authorized Officer (Director SIS)

Signature:  _____

Name: _____ Roxanne Missingham _____

Date: _____ 14 October 2024 _____

Review date: _____ 14 October 2027 _____