SIS Work Health and Safety (WHS) hazard management

Guide A.2 SIS staff - Reading Risk Assessments

To provide information as a training resource for staff in the Division SIS Staff to ensure risk assessments are read correctly.

Scholarly Information Services

ea.universitylibrarian@anu.edu.au

The Australian National University

Canberra ACT 2600 Australia

www.anu.edu.au

TEQSA Provider ID: PRV12002 (Australian University)

CRICOS Provider Code: 00120C

Background

The Work Health and Safety Management System (WHSMS) Handbook Chapter 3.1 Hazard Management Handbook[1] 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 reading WHS hazard and risk assessments.

Specific actions

Staff must comply with all advice in the Work Health and Safety Management System (WHSMS) Handbook Chapter 3.1 Hazard Management Handbook[2] .

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.

Ensure appropriate consultation process occurs and delegate approval is recorded.

SIS Staff

SIS Staff are required to:

- Read WHS hazard and risk assessments when they are circulated for consultation
- Provide appropriate comments through the consultation
- Read the guidance material on Work health and safety (WHS) hazard management: WHS hazard and risk assessments at least annually.

---

[1] https://imagedepot.anu.edu.au/whs/3.1%20Hazard%20Management/3.1%20Hazard%20Management.pdf

[2] https://imagedepot.anu.edu.au/whs/3.1%20Hazard%20Management/3.1%20Hazard%20Management.pdf

Approval

Authorized Officer (Director SIS)

Signature: _____ ___

Name: _____Roxanne Missingham_____ _____

Date: _____14 October 2024_____

Review date: _____14 October 2027_____