



Australian
National
University

SIS Work Health and Safety (WHS) hazard management

Guide A.3 SIS staff - editing Risk Assessments

To provide information as a training resource for staff in the Division SIS Staff to ensure risk assessments are edited in compliance with the WHS handbook.

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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 reading WHS hazard and risk assessments.

1

<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. Ensure appropriate consultation process occurs and delegate approval is recorded.

Editing

Risk assessments can be edited either through:

- The regular review process
- When a need to edit the assessment is identified.

The regular review should occur in accordance with the handbook:

Residual Risk	Review Frequency		Content
Extreme	6 Monthly	And/or	Review the control measures to reduce residual
High	Yearly	After an incident where deficiencies in identifying or controlling hazards have been observed When changes to the activity need to occur	risk medium or lower. Review the control measures to reduce residual risk medium or lower.
Medium	Two-yearly	When significant changes (eg renovation) to the workplace need to occur	Review the control measures
Low	Three-yearly	When HSRs request a review	Review the control measures

²

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

Edited risk assessments should proceed through consultation and approval stages consistent with the manual and SIS local guideline.

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 10years after the hazard/activity ceases.

WHS Officers/Managers or other positions delegated by Director

Ensure to send a copy of the final version Static Risk Assessment – to WHS Officers/Managers for archival and inclusion on School/Service Division Static Risk Assessment Register. Ensure the risk assessment is kept in your local area folder or drive, accessible to all your team members, for 10 years after the hazard/activity ceases.

Approval

Authorized Officer (Director SIS)



Signature: _____

Name: _____ Roxanne Missingham _____

Date: _____ 14 October 2024 _____

Review date: _____ 14 October 2027 _____