

SIS Work Health and Safety (WHS) hazard management

Guide A.4 SIS staff – Consultation on Risk Assessments

To provide information as a training resource for staff in the Division SIS Staff to ensure consultation on risk assessments occurs 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.

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.

Consultation

SIS Staff are required in the consultation on risk assessments and risk assessment guidance documents 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.

A record of consultation will be prepared and placed in the Electronic record Management System (ERMS).

Records Management

A record of consultation must be prepared and placed in the Electronic Records Management System (ERMS).

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: _____

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