

Guideline: SIS Work Health and Safety (WHS) hazard management

Guide A.5 SIS staff – signing off on Risk Assessments

Purpose

To provide information to the Division SIS staff responsible for signing off on the risk assessments

Background

1. 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
2. The SIS document Work health and safety (WHS) hazard management: WHS hazard and risk assessments is the local guidance document,
3. This document provides guidance for staff reading WHS hazard and risk assessments.

Specific actions

1. Staff must comply with all advice in the Work Health and Safety Management System (WHSMS) Handbook Chapter 3.1 Hazard Management Handbook².
2. The University prescribed WHS risk matrix and risk assessment template must be used for all risk assessments.
3. All static risk assessments are listed on the SIS Static Risk Assessment Register and available to workers and students of the Division.
4. Supervisors or the Delegate must determine if the identified hazards require risk assessment according to Appendix A Hazard and Risk Assessment Decision Tool.
5. Ensure appropriate consultation process occurs and delegate approval is recorded.

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>

Director

The Director of SIS must:

1. Ensure static risk assessments under your control are reviewed by relevant supervisor and workers in accordance with their residual risks.
2. Ensure the Risk Assessment is undertaken in accordance with the WHSMS Handbook.
3. Ensure any risk assessments that are not on the University prescribed template are transferred onto the template at the review.
4. Oversee the progress of the risk assessment review via Local WHS Plan Part B Plan for Schedulable Activities (PsA).
5. Participate in and/or oversee the Annual Risk Profile Review. Please refer to the [Chapter 4.4 WHS Review and Reporting](#) for details.

WHS Officers/Managers or other positions delegated by the Director

WHS Officers/Managers or other positions delegated by the Director must:

1. Monitor and review the due date of static risk assessments and associated safe work procedures, where relevant.
2. Liaise with local supervisors/line managers on reviewing the risk assessment and SWPs in accordance with the table.
3. Update School/Service Division Static Risk Assessment Register to reflect the review status.
4. Review the effectiveness of the control measures that were in place due to a corrective action.

Approval

Authorized Officer (Director SIS)

Signature:  _____

Name: _____ Roxanne Missingham _____

Date: _____ 14 October 2024 _____

Review date: _____ 14 October 2027 _____