
Parent Procedure(s): • Managing Contractor Health and Safety Risks

These guidelines and sample form show the minimum information and procedures needed to meet the Contract's OHS risk assessment requirements. Other formats and procedures can be accepted provided they meet these minimum guidelines.

1.0 Definitions

Hazard *is anything that has the potential to cause injury or illness (to employees, contractors, visitors or the neighbouring public) or damage to plant or property. A hazard can be related to a physical state or a work practice or procedure. A hazard can be introduced when implementing changes to existing arrangements.*

Hazard identification - *is the process of identifying all situations or events that could give rise to the potential for injury, illness or damage to plant or property.*

Risk - *means the likelihood of injury, illness or damage to plant or property arising from exposure to any hazard.*

Risk Assessment - *is the process of determining the likelihood of an injury, illness or damage to plant or property happening.*

Hazard control *is the process of implementing measures to reduce the risk associated with a hazard. The control process must follow the control hierarchy, described below. It is always important that any control measure does not introduce new hazards, and that on going effectiveness of the control is monitored.*

2.0 The primary objective of the Risk Assessment is to:

- identify hazards associated with tasks and activities
- determine the level of risk
- establish appropriate risk control measures

3.0 The Hierarchy of Hazard Control Measures (in order of preference) is:

1. Elimination of the hazard
2. Substitution (eg. Replace ladder with scissor lift, substitute solvent based paint with water based paint)
3. Isolation (eg. distance or enclosure)
4. Engineering controls (eg. guarding, reversing alarms etc)
5. Administrative controls (eg. supervision, training, rotation)
6. Personal protective equipment (eg respirators, hard hats etc)

Note: The Provision of protective equipment should always be the **last** control option considered. A combination of controls may be appropriate however the combination must be based on the control hierarchy.

4.0 Identification and Assessment of Hazards

Each major or significant task or activity associated with the Contract shall be assessed in terms of the associated hazards. When all hazards have been identified their most likely outcome shall be determined.

Risks shall be classified according to the following Probability Matrix:

LIKELIHOOD How likely is it to be that bad?	CONSEQUENCES How severely could it hurt or how ill could it make someone?				
	Fatality or cause permanent disability or ill health / multiple fatalities	Long term illness or serious injury	Medical attention and several days off work	First aid required	No medical attention or first aid required
Almost Certain	1	1	2	3	4
Very Likely	1	2	3	4	5
Likely	2	3	4	5	6
Unlikely	3	4	5	6	6
Rare	4	5	6	6	6

Once the hazards have been classified, the Risk Assessment process is used to where possible eliminate the Class 1 and 2 high probability-severe outcome risks and to put in place appropriate controls for all identified hazards.

The risk assessment shall be completed on the Risk Assessment Form (Form 412.04 Job Risk Assessment, available from the GWMWater Safety Management System) evaluating the full scope of work associated with the contract. Additional risk assessments may be undertaken during the course of the contract as required (ie work undertaken by subcontractors).

For each Class 1 and Class 2 risk identified in the risk assessment a Job Risk Analysis (JRA) /Job Safety Analysis (JSA) shall be developed. Each JRA/JSA shall clearly identify the work sequence(s), highlighting the procedures required to adequately control the risks.

All employees involved in the activities for each JRA/JSA shall receive appropriate instruction and/or training in the safe work procedure developed for that JRA/JSA. This instruction/training is to be recorded on the JRA/JSA along with signatures of all persons that attended the JRA/JSA. The sample Risk Assessment form can also be used to derive the specific JRA/JSA's required following the risk assessment process.

The Risk Assessment Form requires the Contractor to complete the following.

(i) **Specific Task/Activity**

The Contractor should document each major task associated with the contract. This should consider the sequential aspects of the work to be performed from contract commencement to finalisation of the contract.

(ii) **Potential Hazards**

The Contractor should identify the particular hazards associated with each activity or task to be carried out.

(iii) **Risk Score/Revised Risk Score**

The risk scores derived from the probability matrix shall be used to determine priority for implementing risk control measures.

The revised risk score provides a means to indicate that a suggested control is actually reducing the risk to an acceptable level. If it is not then further controls are required.

(iv) **Control Measure**

The Contractor should identify and document what actions are necessary to eliminate or minimise the hazards that could lead to accident, injury or occupational illness.

(iv) **Responsibility/Action Date**

The Contractor should allocate responsibility for implementing the control measure and the timeframe in which it is to be implemented.