



Risk Management Policy and Procedure

Scope

This policy applies to Brook RED Community Members/NDIS Participants, Nominated Support People, board members, employees, volunteers, and students on placement.

Purpose

To maintain healthy and safe conditions at Brook RED and to develop an effective risk management approach.

Principles

Risk management is a systematic process of hazard identification, risk assessment, and risk control. This approach involves all workers in identifying hazards, assessing and prioritising risks, implementing control measures and reviewing how effective the control measures are.

Policy

Risk management strategies used by Brook RED include:

- Hazard inspections of the environment and/or activity
- A Risk Register detailing WHS risks associated with the operation and activities of Brook RED
- Risk assessments for any change to work processes
- Hazard, injury, incident reporting procedures
- Incident investigations (at the direction of the General Manager)

Procedure

WHS risk management should be undertaken for all activities where there is the potential for harm including:

- Before activities commence
- Before the introduction of new equipment, procedures or processes
- When equipment, procedures or processes are modified
- As a concern arises/becomes apparent

Step 1: Identify the *Hazard*

A hazard is a source or potential source of injury, ill health or disease. Hazard identification is the process of identifying situations and events that could cause injury or illness.

Step 2: Assess the *Risk*

Assessing the risk from a hazard determines its significance. Some of the things to think about include:

- How often is the task undertaken
- How frequently are people near the hazard
- How many people are near the hazard at a particular time
- Has an incident happened before
- Have there been any 'near misses'

Use the table below to determine how significant the risk is.

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Step 1—CONSEQUENCES How severely could it hurt someone? or How ill could it make someone?— Circle it		Step 2—LIKELIHOOD How likely is it for an injury to occur?—Circle it			
		Very likely, could happen frequently	Likely, could happen occasionally	Unlikely, could happen, but rare	Very unlikely, could happen, probably never will
		L1	L2	L3	L4
Kill or cause permanent disability or ill health	C1	Very high risk (1)	Very high risk (1)	High Risk (2)	Substantial Risk (3)
Long term illness or serious injury	C2	Very high risk (1)	High Risk (2)	Substantial Risk (3)	Moderate Risk (4)
Medical attention and several days off work	C3	High Risk (2)	Substantial Risk (3)	Moderate Risk (4)	Acceptable Risk (5)
First Aid needed	C4	Substantial Risk (3)	Moderate Risk (4)	Acceptable Risk (5)	Low Risk (6)

Assign Risk Priority Score to identify necessary action and response

Step 3—RISK PRIORITY SCORE	Step 4—ACTION AND RESPONSE
1 = Very High Risk	Stop the activity—immediate action is required to ensure safety—safety measures applied must be cleared by the Station Manager before any activity recommences Proceed with caution—immediate reporting of emerging or ongoing risk exposure at this level to the Station Manager for decision is mandatory
2 = High Risk	
3 = Substantial Risk	Be aware—action required as soon as possible to prevent injury or illness
4 = Moderate Risk	Report these risks to the responsible Manager during the current shift or before the next shift
5 = Acceptable Risk	Do something when possible. Manage by routine procedures.
6 = Low Risk	These risks should be recorded, monitored and controlled by the responsible Manager

Step 3: Control the hazards (ideally prioritising the identification of solutions top down in the following hierarchy)

1. Eliminate the hazard (e.g. if there's a box in the doorway, remove it)
2. Substitute (e.g. replace a hazardous chemical with one which is not hazardous)
3. Isolation (e.g. place a noisy piece of equipment in another location)
4. Engineering controls (e.g. guarding on machinery)
5. Administrative processes (e.g. provision of training, policies and procedures, signage)
6. Personal protective equipment (e.g. use of hearing or eye protection and closed shoes)

Step 4: Review the process

Continuously review to monitor and improve control measures and find safer ways of doing things.

Documentation for Risk Assessment

The WH&S risk assessment tool must be used when undertaking a risk assessment of the various activities of Brook RED.

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Definitions of Terms Used

Hazards

Anything which has the potential to cause injury or illness.

Risk

A WH&S risk is the chance of someone becoming injured or ill as a result of a workplace hazard. This significance of the risk is determined by considering the likelihood of it happening and the consequences if it does happen.

References

Brook RED WH&S Policy and Procedure
Brook RED WH&S Risk Assessment Tool

Document Control and Record of Changes

Version	Effective Date	Approved by	Summary of Change	Date of Next Review
Version 01	January 2017	Eschleigh Balzamo	Introduction of new policy	-
Version 02	April 2017	Eschleigh Balzamo	Change of format	January 2018
Version 03	May 2017	Eschleigh Balzamo	Change to version control	January 2018
Version 04	September 2019	Eschleigh Balzamo	Change to content	January 2021
Version 05	June 2021	Eschleigh Balzamo	Review and Update	June 2023

The General Manager has overall responsibility for this policy. If there are any questions regarding this policy, please direct these to the Business Services Manager or General Manager.