

16.3 WHS HAZARD & RISK MANAGEMENT

16.3.1 INTRODUCTION

The Diocese recognises WHS hazards and risks must be appropriately managed to ensure, so far as is reasonably practicable, the health and safety of all workers at Diocesan premises.

16.3.2 PURPOSE

To ensure all WHS risks to the Diocese are consistently managed through a practical and efficient risk management system that is integrated into all aspects of the Diocese's activities. This procedure provides the 'when', 'why' and 'how' to manage WHS risks.

The Diocese is committed to the following, so far as is reasonably practicable:

- Identifying all hazards, including processes, products, plant and services;
- Assessing the level of risk using the Diocesan risk methodology
- Eliminating or minimising risk to health and safety using the hierarchy of control measures, if it is not reasonably practicable to eliminate risks to health and safety
- Reviewing the risk management process for identified hazards to evaluate the effectiveness of controls
- Consulting with relevant workers on risk management
- Reviewing this procedure to ensure it remains effective and implemented within the Diocese.

16.3.3 LEGISLATIVE REQUIREMENTS

- WHS Act 2011 (NSW)
- WHS Regulations 2011 (NSW)
- Code of Practice How to Manage Work Health and Safety Risks

16.3.4 PROCEDURE

Hazards may be **NEW** or **KNOWN**.

A worker may identify a new hazard (Stage 1)

OR

Hazards are known within the Diocese (Stage 2)

Stage 1 A new hazard is identified

Step 1 Worker identifies a new hazard and either immediately controls the hazard or reports it to their Parish Priest / Incumbent and Parish Council Safety Delegate.

NEW Hazards will generally arise from:

- the work environment
- the task or action the person is doing
- the tools, equipment, materials, substances or plant the person is working with
- a building maintenance issue

How to identify hazards

Hazards can be identified by:

- Consulting with workers
- Conducting a workplace inspection
- Changes to work practices (including plant, equipment, tools or work processes)
- Conducting WHS audits
- Analysis of injury/illness records
- Analysis of accident/'near miss' investigation
- Observation within the workplace
- Review of relevant external information from sources such as; Safe Work Australia, WorkCover NSW and the Diocese.

Step 2 Report new hazards

All identified hazards **MUST** be reported to your Parish Priest, Parish Council Safety Delegate and WHS Officer. This must be done by completing the Hazard Report Form.

Step 3 Assess the risk

Consider the likelihood of an incident or injury occurring and the amount of harm that could be caused.

All identified hazards must be risk assessed by the Parish Council Safety Delegate to determine what controls should be implemented or how the risk will be eliminated. These will be completed on the Hazard and Incident Notification Form. All forms must be submitted to the WHS Officer with a copy retained by the Parish in the WHS folder.

Conduct a risk assessment using the risk matrix below, for each identified hazard.

		CONSEQUENCE		
		Minor: First Aid injury or medical treatment	Moderate: Alternate work or lost time injury	Major: Fatality or permanent injury
LIKELIHOOD				
Almost Certain (Will probably occur)	CHECK	STOP	STOP	STOP
Possible (May occur, has happened)	START	CHECK	STOP	STOP
Unlikely (could occur - known to happen)	START	START	CHECK	CHECK

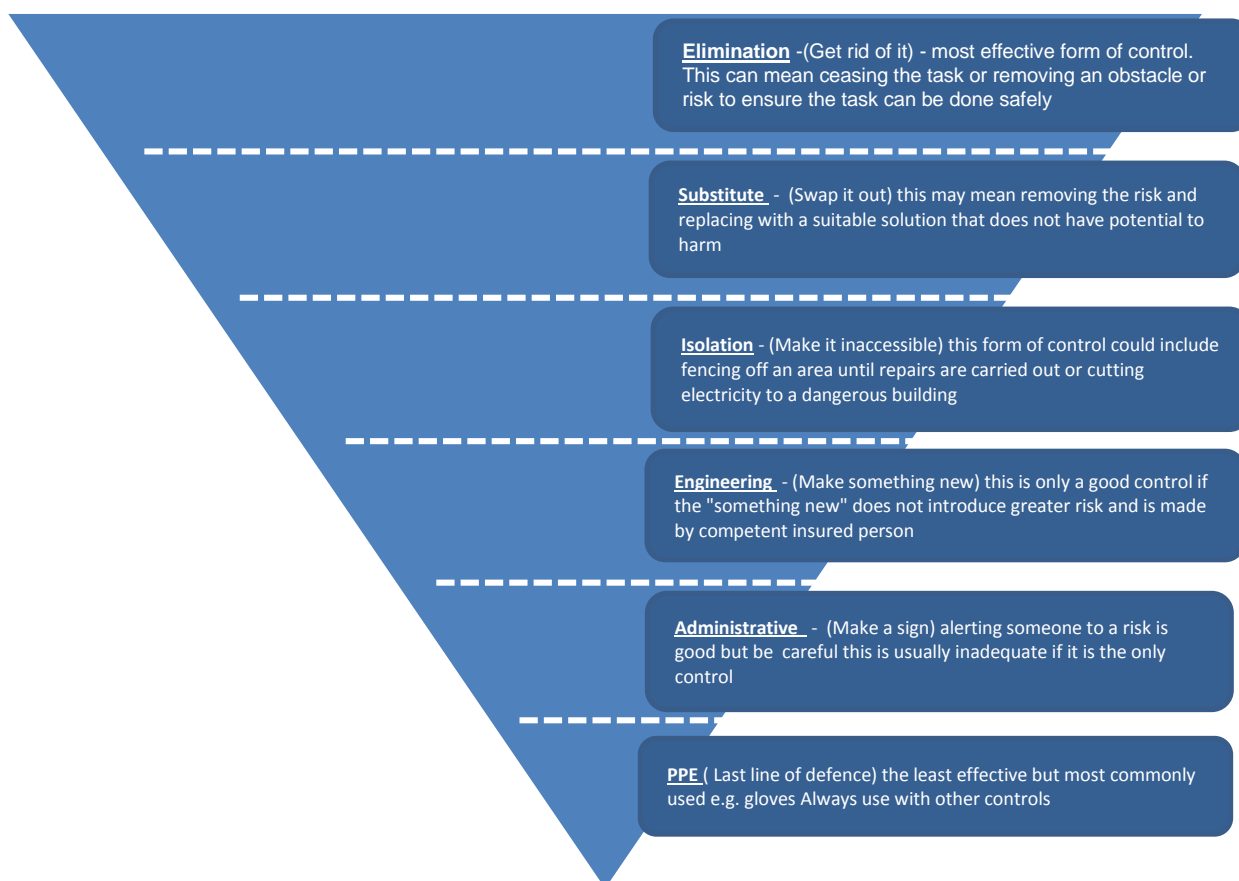
Risk assessments should be conducted in consultation with one or more of the following parties

- Parish Priest
- Church Warden
- Parish Council Safety Delegate
- Workers
- WHS Officer

Step 4 Consider what is being done or could be done to reduce the risk.

Risks should be eliminated or removed as the first option. If the risk cannot be eliminated, then the Diocese will utilise the hierarchy of control (as outlined below) to determine the most appropriate action.

A combination of controls may be suitable.



When determining the most appropriate control, the Diocese may also consider information from:

- WHS codes of practice
- WHS regulations
- WHS manufacturers and suppliers manuals in relation to plant, equipment and substances
- WHS industry standards

Once a control or controls are in place, the risk rating must be reviewed to provide the 'Controlled Risk Rating'.

All Parish Council Safety Delegates must complete the Hazard and Incident Report Form and provide this to the Parish Priest and WHS Officer within 24 hours.

Step 5 Review controls

Ensure what has been done to improve the safety of the environment is working

Controls should be reviewed following implementation to ensure they are effective and not creating additional hazards. The timeframes for review should be aligned to the level of risk determined.

Completed risk assessments will be retained in the Parish WHS Folder.

Step 6 Should changes be made to work practices, all affected workers shall be provided with adequate information, instruction and training regarding these changes.

Stage 2 Hazards are common or KNOWN

Step 1 Workers will consider what could cause harm to people by identifying hazards.

KNOWN or common hazards for the Diocese include:

- Ergonomics
- Cash Handling
- Fall hazards (including slips and trips)
- Hazardous manual tasks
- Asbestos
- Plant operation and maintenance

Step 2 Assess the risk.

For known hazards, the following have been developed.

- Procedure - Hazardous manual tasks
- Procedure - Managing fall hazards
- Procedure - Plant operation and maintenance
- Procedure – Safe cash handling
- Procedure – Asbestos Management
- Checklist - Ergonomic checklist
- Parish Council Safety

Parish Council Safety Delegate will ensure workers have read and understood the relevant Standard and detailed risk assessments.

Step 3 Review controls

Ensure what has been done to improve the safety of the environment is working.

Controls should be reviewed following implementation to ensure they are effective and not creating additional hazards. The timeframes for review should be aligned to the level of risk determined.

Risk controls should also be reviewed following any incident/injury.

At a minimum, controls should be reviewed annually.

Step 4 Should changes be made to work practices, all affected workers shall be provided with adequate information, instruction and training regarding these changes.