SEALS HQ HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL PROCEDURE

Version   : 1A

Date of Original Issue : 1 January 2021

1.   Purpose

The purpose of this Procedure is to establish the systematic process used by Seals HQ to identify and manage Health, Safety and Wellbeing (HSW) hazards and risks and to ensure that there is a formal process for hazard identification, risk assessment and control to effectively manage workplace and safety hazards within Seals HQ.

2.   Scope

This procedure applies to all Seals HQ employees and work activities. Risk management applies to contractors, they may use their own forms and templates to document the risk management process, Seals HQ's General Manager must verify that the contractor's system meets the intent of this procedure.

3.   Risk Management Process

3.1   What is the risk management process?

A safe workplace does not happen by chance.

There are four simple steps of risk management that allow for our people at Seals HQ go home safely to their families.

- **Step 1** – Identify the hazards – find out what could cause harm.
- **Step 2** – Assess risks – how serious the consequence could be and the likelihood of it happening.
- **Step 3** – Control the risk – implement the most effective control measure that is reasonably practicable with consideration given to the hierarchy of control to ensure residual is at an acceptable level.
- **Step 4** – Review and maintain control Measures – make sure the controls are working as planned

3.2   When to apply the risk management process?

All Workers must be proactive in identifying hazards and controlling the hazard in accordance with the hierarchy of controls to manage the risk of harm. The list below helps identify when to apply the risk management process;

- if the task has not been done before
- when planning or making a change to a workplace
- when responding to workplace incidents (even if they have not caused any harm or any damage to property)
- when responding to concerns raised by workers
- at regular or scheduled intervals appropriate to the nature of the workplace and the hazards
- before work starts or when creating a work order not covered by an existing procedure, SWMS or work instruction
- when internal or external conditions change (e.g. personnel, workplace or weather changes).

3.3   Step 1 – How do I identify a Hazard?

A hazard can be identified in a variety of ways including:

- observing how tasks are performed
- consulting with workers who perform the tasks
- reviewing psychological demands of the task
- during scheduled assurance activities
- reviewing incident trends

3.3.1 Immediate Action

1. A worker who identifies a hazard must:
2. notify all others in the vicinity
3. take action, so far as is reasonably practicable and where it is safe to do so, to eliminate the hazard
4. where it is not reasonably practicable to eliminate the hazard, the worker must take preventative action to prevent injury or damage (e.g. erect barricades); and
5. report the hazard to the General Manager as soon as possible for further action and implementation of controls.

3.3.2 Communication

The General Manager will provide feedback regarding the elimination of the hazard or implementation of controls to the worker who reported the hazard

3.4   Step 2 – How do I assess the risk?

To undertake a risk assessment the following actions are to be undertaken:

- identify the hazard
- identify the risks; and
- identify the controls.

3.5   Step 3 – How do I control the risks?

1. Identify the risk controls in the following specific order (hierarchy of control). Can the HSW hazard be removed? Can I eliminate it?

If it is not reasonably practicable to eliminate the hazard then apply the hierarchy of controls.

2. Can I change what I am doing? Can I substitute (wholly or partly) the hazard with something that gives rise to a lesser risk?

3. Can I isolate the hazard? Can I remove people from the hazard?

4. Can I implement engineering controls?

If a risk remains, then minimise the remaining risk by implementing administrative controls e.g. Signage and/or providing use of suitable Personal Protective Equipment (PPE).

When selecting control measures, workers should also consider whether:

- there are any critical controls that need to be implemented
- they effectively control the risk
- new hazards have been introduced
- workers can do their work without undue discomfort or distress
- they are proportionate to the degree and nature of the risk and comply with Seals HQ procedures, the WHS Legislation and other relevant requirements.
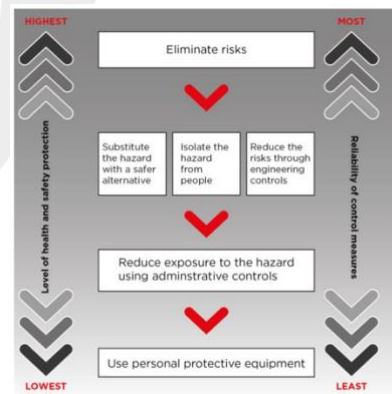
A combination of risk controls should be used when a single risk control measure is not sufficient to eliminate or effectively manage the risk.

3.6   Step 4 – Implement risk controls

The following steps should be undertaken to ensure effective implementation of controls:

1. actions shall be allocated to a person with responsibilities assigned and agreed on for implementation.
2. where required, actions shall be recorded and actions shall be monitored and tracked for completion.

3.   monitoring activities are carried out to verify implementation and effectiveness of controls.

4.   General Manager must provide adequate communication, consultation, training and supervision to workers regarding implementation of controls.

3.7   Step 5 – How do I make sure controls are effective?

Reviewing the risk assessment and the controls on a regular basis make sure that the controls are relevant, still in place, implemented and effective. Reviews must occur when;

- •   notifiable incident occurs
- •   a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control
- •   new hazard or risk is identified
- •   results of consultation indicate that a review is necessary

4.   Hazards and Risks Identified

4.1   Risk / Hazard – What are they?

Seals HQ has identified and registered the hazards and potential risks listed below:

HAZARD / RISK IDENTIFIED	ASSESS THE RISK	CONTROL THE RISK	PRIORITY OF RISK LEVEL	ACTION BY WHOM
Physical Strain	Prolonged exposure to physical strain might lead to long term effects to the body.	All workers trained to squat down and stand when lifting heavy items.	High	ALL
		PPE is provided to all workers including steel toe shoes, back brace and gloves.	High	ALL
		All Suppliers have been instructed not to send cartons weighing over 18kgs.	High	GM
		Office equipped with height adjustable desks.	Low	GM
Machinery	Moving machinery has the potential to be extremely dangerous. Incorrect usage or carelessness might result in injury or death.	All forklifts are driven by licensed personnel only.	High	GM
		No forklifts in common walkway areas.	High	GM
		Forklifts have audible alerts when reversing.	Medium	GM
		No children in the warehouse area.	Low	GM
		All staff will wear high visibility vests when in the warehouse.	Medium	ALL
Loading and Unloading	When loading or unloading stock (especially from height), there is a risk of object falling from height. This will cause serious injury.	All goods stored higher than Tier 1 on racking must be palletised and shrink wrapped.	High	ALL
		Only forklifts can be used to retrieve goods stored higher than Tier 1 on racking.	High	ALL

4.2 Hazard Reporting

If there is a serious injury or illness, death or a dangerous incident, the worker must report this to the General Manager immediately. The General Manager is responsible to notify Safework NSW immediately on 13 10 50. For more information, please visit this website:

5. Training

New staff will need to undergo an induction program where the Hazard and Risk Program forms part of the training material. New staff is also issued with appropriate PPE during the training and the correct use of the PPE is demonstrated.

Existing staff who have undergone training will have a refresher training every 12 months.

6. Review of Hazard Identification and Risk Assessment

This Hazard Identification and Risk Assessment Procedure will be reviewed every 12 months.