

## HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL

### PROCEDURE/S

#### 1 1. INTRODUCTION

This procedure describes the process to be followed for Hazard Identification, Risk Assessment and Control (HIRAC) at all of **Baptist Camping Victoria**, facilities, programs and activities. It outlines how hazards may be identified, assessed and appropriate control measures identified and implemented.

#### 2 2. DEFINITIONS

##### 2.1.1 Hazard

A possible condition or energy source which, (if not properly controlled) could result in injuries to persons, or damage to equipment, property, the environment and wildlife.

##### 2.1.2 Risk

Risk is the likelihood that the condition will actually cause injury or damage. It is a function of the possible severity of occurrence and the likely frequency of occurrence.

##### 2.1.3 Control

A measure intended to prevent the hazard from causing injury or damage.

##### 2.1.4 Item Number

The item number is the sequential number allocated to each hazard exposure.

##### 2.1.5 Hazard Category

The general types of hazards used to identify the actual hazard exposures related to the item of plant or area being assessed.

##### 2.1.6 Hazard Exposure

This is the condition or feature of the plant or area identified as containing or likely to contain the hazards in the various categories.

##### 2.1.7 Hierarchy of Control

The Victorian Plant regulations require all hazards to be assessed using the Hierarchy of Controls. Risk controls should be (where possible) applied in the following order (most to least effective):

- Elimination
- Substitution
- Engineering Control
- Administrative Control
- Personal Protective Equipment.

### 3. PROCEDURE

The form principally used for Hazard Identification, Risk Assessment & Control is

- Hazard Identification - Dual Risk Assessment & Actions Strategy form

Supporting this form is the document:

- Risk Matrix - incorporation consequence & likelihood descriptors & scales

The steps involved in the Hazard Identification, Risk Assessment, Dual Risk Assessment & Actions Strategy form - are as follows

#### 3.1. Personnel Involved

The Risk Assessment & Control (RAC) process should be carried out in conjunction with personnel who have been or are likely to be exposed to the risks being assessed. Management, employees and OH&S Representatives should be involved.

The team leader shall have gained experience in the Hazard Identification, Risk Assessment and Control process, or have undertaken the necessary training course, and display the necessary competency to perform this role.

#### 3.2. Prior Inspection of Area, Plant or Workplace

A physical inspection of the area, plant or workplace should be conducted to observe the use of the equipment and associated systems of work before commencing the formal hazard identification process.

### 3.3 - STEP ONE

#### Hazard Identification & Current Risk Assessment

For each hazard identified (in, plant, equipment, materials or workplace being assessed), identify/review all aspects/details of the current exposure, considering the following

- The likely worst case consequence of the hazard if 'existing' control is lost.
- The likelihood at which the event may occur.
- Any existing Risk Control Measures
- The calculated Risk Value using risk matrix
- Record existing risk value for each existing risk using Dual Risk Assessment & Actions Strategy form.

### 3.4 - STEP TWO

#### Risk Control Determination & Action Required

Using the **Hierarchy of Controls**, (definitions - 2.1.7) assess possible new **Controls**(definitions - 2.1.3) for each **Risk** (definitions - 2.1.2) identified using the list of possible **Hazard** categories (definitions - 2.1.5) listed down the left hand side risk form. Controls must be identified and used or eliminated/rejected as not feasible against each category in the following order -

**Elimination - Substitution - Engineering Control - Administrative Control - Personal Protective Equipment.**

Then using form

- Revised Consequence
- Revised Likelihood.
- Calculated the revised Risk Value
- Record NEW risk value each for each on the using - Dual Risk Assessment & Actions Strategy form.
- Arrange for all risks to be prioritized and attended to in order of highest to lowest risk.
- Arrange for authorized person ( usually site manager), to sign off equipment, process or material to be signed off as available for use

#### NOTE

**Plant, Equipment, Materials, Work processes or Workplace identified as HIGH must be put off line and tagged as such until risk is reduced to acceptable or low levels.**

#### 4. RECORD KEEPING

All documentation from the Hazard Identification, Risk Assessment and Control process **MUST** be retained on file.

#### 5. RELATED DOCUMENTS

- Hazard Identification - Dual Risk Assessment & Actions Strategy form
- Risk Matrix Form
- AS 4360-1999 Risk Management

**Note 1** - All hazards in all areas of **Baptist Camping Victoria** Facilities and programs should be considered. Also, when modifications, upgrades or other plant or equipment changes have been made, risk assessments should be carried out prior to commissioning the new plant, equipment, process or procedure.

**NOTE 2** - all OH&S assessments completed on behalf of **Baptist Camping Victoria** (in general) by any site or manager **MUST** be reviewed/assessed on a site by site basis and signed off as approved by the manager or the individual site, or the equipment taken off line and tagged as such immediately.