1. INTRODUCTION
For over 100 years ‘Scouting’ has been an important and integral part of the Australian community, providing non-formal educational and recreational programs that help young people develop emotionally, intellectually, socially, spiritually and physically. The creation of a safe activity environment through the management of hazards and their associated risks has always been at the core of the programs Scouts SA delivers for young people.

Scouts SA is a volunteer and community based, Not-For-Profit organisation that recognises the demands and difficulties associated with volunteering as well as its own obligations in terms of the safety and wellbeing of its members and staff whilst engaged in Scouting activities and at the workplace.

This WHS Framework has been developed to assist members, volunteers and staff plan for WHS. By adopting a planned approach to WHS, Scouts SA will drive continual improvement in its performance and be positioned to achieve its WHS goals and objectives, including compliance with the law. Importantly, this WHS Framework provides broad guidance for an agreed, common understanding of how WHS will apply across all aspects of Scouting in South Australia.

Scouts SA holds the safety and wellbeing of its volunteer members and staff in the highest regard and will continue the tradition of helping young people develop emotionally, intellectually, socially, spiritually and physically in an environment that is consistent with community expectations for health, safety and wellbeing.

2. SCOPE
This WHS Framework provides a broad overview of Work Health and Safety Management Practices in Scouts SA. Where detailed information is required, you should always refer to the most current procedures available on MyScout or Skytrust, or discuss the matter with your immediate supervisor.

This document will be reviewed at intervals of no greater than 24 months from date of endorsement and is only to be amended by the Chief Executive Officer at the direction of the Branch Executive Committee.
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3. TERMS USED IN THIS DOCUMENT

**Code of Practice.** A Code of Practice provides guidance on how to comply with work health and safety requirements. These codes are developed to assist organisations in providing safe workplaces. Essentially these codes provide the minimum expectations required by the law. They may form the basis of any notices, directions or subsequent legal proceedings against or on behalf of Scouts SA for WHS related matters.

**Due Diligence.** Requires an Officer to take reasonable steps to ensure the Association complies with its work health and safety obligations. This includes having up to date knowledge of WHS matters, understand the general hazards and risks associated with the Association, providing the appropriate resources and systems to eliminate or minimise risk, and having in place processes that ensure compliance with the law.

**Duty.** Refers to an obligation held by everyone for safety. The PCBUs, Officers, and Workers all have an obligation to create and maintain a safe and healthy workplace.

**Officer.** A person who makes or participates in making decisions that affect the whole, or a substantial part of the Association, or, has the capacity to significantly affect the corporation’s financial standing.

**PCBU.** A person or entity conducting a business or undertaking. This is the Scout Association of Australia (SA Branch) (Scouts SA) represented by the Branch Executive Committee (The legal entity for the association). The PCBU has the primary Duty of Care under current WHS legislation.

**Reasonably Practicable.** The practise of going the extra distance to create a safe and healthy environment, taking into consideration:

- The likelihood of the hazard or the risk concerned occurring;
- The degree of harm that might result from the hazard or risk;
- What the person concerned knows, or ought reasonably to know, about
  - The hazard or risk, and
  - Ways of eliminating or minimising the risk;
- The availability and suitability of ways to eliminate or minimise the risk; and
- After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

**Regulator.** The body responsible for the inspecting and examining workplaces with a view to enforcing compliance with the WHS legislation. In South Australia this is normally SafeWork SA or The Office of the Technical Regulator.
Volunteer. A person who works on a voluntary basis without any kind of financial reward other than out-of-pocket expenses. Volunteers have the same protections and responsibilities as other types of Workers.

Worker. A person who carries out work for the Association. This includes employees, volunteers, subcontractors, outworkers and labour hire. Youth members are participants in a recreational activity, regardless of the youth leadership role they may hold in that recreational activity, and as such are not considered Workers.

Workplace. A place where Workers conduct activities for the Association. This includes a Workplace such as a Branch HQ, Scout Recycling Centres, Woodhouse Activity Centre or retail outlets where staff are employed as well as a Scout Hall or Activity Centre where Volunteers, Workers and/or staff may work.

4. RESPONSIBILITIES

Scouts SA

The Branch Executive Committee (BEC) is defined as the PCBU for the purpose of this framework. The BEC is responsible for:

- ensuring the health and safety of Workers,
- ensuring people are not put at risk as a result of work being carried out,
- providing safe systems of work,
- the provision and maintenance of plant and substances to ensure and enhance safety in the workplace,
- the provision of information, instruction, training and supervision of safety requirements in the workplace,
- the provision of safe work environments,
- monitoring of the health of Workers and the conditions of the workplace to ensure the health and safety of Workers, and
- providing adequate facilities for the welfare of Workers at workplaces.

In most circumstances, the day to day management and control of an activity, workplace or campsite will not directly reside with the BEC. This does not diminish the responsibilities of the BEC, but rather places a greater onus on the BEC to establish and utilise effective systems of management. These systems of management are based on the principles of continuous improvement and support communication and consultation, sharing of information, education and training, development and implementation of appropriate procedures and policy, management of risk, and monitoring and review of management system performance.
Scouts SA Officers & Workers

Officers
The Officers of Scouts SA are defined as the key personnel at the Branch level. This includes the members of the Branch Executive Committee, the Chief Executive Officer, the Chief Commissioner, the Chief Financial Officer and all General Managers.

Officers have the specific responsibility to exercise due diligence to ensure Scouts SA complies with its health and safety duties and responsibilities. An Officer is to personally take reasonable steps to:

- Acquire and keep current information on WHS matters,
- Understand the nature of the work and associated hazards and risks of the Workplace,
- Ensure Scouts SA has and uses the appropriate resources to eliminate and reduce risks to health and safety,
- Ensure that Scouts SA has the appropriate processes to receive and consider information about incidents, hazards and risks, and to respond in a timely manner,
- Ensure Scouts SA has, and implements, processes for complying with its duties and obligations, and
- Implement a culture of due diligence in terms of WHS within Scouts SA.

Workers
Workers are to take reasonable care for their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of other people. They are to comply and cooperate with any reasonable WHS direction given by Scouts SA. Additionally, they may cease work if they have a reasonable concern about a serious risk to their health or safety. When this occurs, they are to notify their supervisor as soon as possible.

5. LEGISLATIVE FRAMEWORK
Key components of the WHS legislative framework that Scouts SA operates in are:

- Workplace Health and Safety Act
- Workplace Health and Safety Regulations
- Codes of Practice

In the simplest terms, the Act sets the broad requirements for work health and safety under the law. Regulations support the Act by providing greater detail of what the law requires. Codes of Practice are not legally binding, but may be used as evidence to establish a community standard of expected performance.

From an operational perspective the Codes of Practice should be used to drive our management of work health and safety.
Codes Of Practice

Codes of Practice are available to assist Scouts SA effectively manage risk and establish compliance with WHS legislation. Essentially a Code presents the minimum standard against which the BEC is measured. They are used in addition to the Act and Regulations and should always be followed, unless there is another solution which achieves the same or a better standard of health and safety.

The Codes have a strong focus on the principles of Risk Management. It is these principles that underpin contemporary WHS legislation, hence the eminence that is given to the Codes in the Courts. Importantly, these Codes provide useful and pertinent information for a range of tasks and operations and should always be referred to when seeking guidance on the management of risk.

A representative sample of Codes may be found in Appendix A - Sample Codes of Practice.

6. WORKING WITH INSPECTORS

Inspectors represent the regulators and have certain Powers of Entry. It is worth noting that this differs from the Right of Entry permit exercised by Union representatives.

The Inspectors may enter a workplace without giving prior notice, at any time, without seeking consent. After entry they are required to take all reasonable attempts to notify Scouts SA or the person in control of the workplace, unless this would defeat the purpose of the entry.

Inspectors have a broad range of powers after entering a workplace and may:

- Inspect and examine. This includes any documents and electronic records,
- Take measurements, photographs or conduct tests,
- Remove samples or items for testing without paying for it. (The Inspector is required to provide a receipt), and
- Require a person at the worksite to provide reasonable help in exercising their powers.

The Inspector is required to produce their identity card upon request.

The Inspector has a range of enforcement measures.

1. **Issue an Improvement Notice** - The Improvement Notice is issued to remedy or prevent a contravention of the relevant Act. It generally explains the contravention and presents a date by which the contravention is to be rectified,

2. **Issue a Prohibition Notice** - The Prohibition Notice is issued when the Inspector believes an activity that is or is occurring, about to occur, involves a serious risk to a person’s health and safety. The Prohibition Notice differs from the Improvement Notice as it enables the Inspector to direct a cessation of the activity or require a modification to the conduct of that activity, and
3. **Issue a Non-Disturbance Notice** - This notice requires a person to preserve or prevent the disturbance of a site to facilitate the Inspector’s exercise of their powers.

   Note: Failure to comply with these requirements may be considered a criminal action.

Where any formal notice from a regulator is received at any level of Scouts SA, this notice is to be advised to the CEO or Risk and Compliance Manager as soon as possible. Additionally, if a person purporting to be a WHS Inspector requests entry to your premises at any time, you are obliged to allow access. In all cases you are to request and view their identification. You should then report the fact you have given such access directly to the Branch HQ (CEO/GM or Risk and Compliance Manager). Inspectors given access are to be accompanied by a Scouts SA representative at all times.

As so often is the case in these matters, communication is the key to Scouts SA’s success in achieving safe work environments for all members, helpers and workers. It is also the key to the achievement of high levels of compliance and on-going relationship with the regulatory authorities.

Any regulatory action should be viewed as an opportunity for improvement and all reasonable requirements of the Inspector should be openly discussed with the Inspector and complied with. Every opportunity should be taken to assist the regulator understand the unique environment in which Scouts SA operates.

### 7. **RISK ASSESSMENT**

Scouts SA has an obligation to manage risks to health and safety.

Effective risk management starts with a commitment to health and safety from Scouts SA’s leadership team supported by the active involvement of its Workers. A safe and healthy workplace does not happen by chance or guesswork. You have to think about what could go wrong at your workplace and what the consequences could be. Then you are required to do whatever you can (in other words, whatever is ‘reasonably practicable’) to eliminate or minimise health and safety risks arising from your business or undertaking.

This section will provide Scouts SA Workers with a broad understanding of the process before they refer to a Code of Practice.

**Hazard Identification**

A hazard is anything that can cause harm or damage to a person or equipment. It is important to identify all situations or events where this could happen. Ways of identifying hazards include:

- Conducting and recording regular, systematic inspections,
- Reviewing past incidents where things haven’t gone as expected,
- Observing how Scouts SA conduct its activities,
- Trying to predict potential hazards by asking ‘what if?’ questions,
- Seeking opinions from people within the workplace, or involved in the activity concerned, this may be during regular meetings or through other targeted methods, and
- Having independent people assist in identifying hazards

Hazards are to be actively identified. Times when this is to occur include:

- Before performing a task/work activity,
- Before using a site for an activity,
- Before and during the installation, erection, commissioning, or alteration of plant or structures,
- Before changes to practices and systems are introduced,
- Before hazardous substances are introduced,
- Whilst work is carried out, and
- When relevant health and safety information becomes available.

Examples of hazards and related risks include:

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Related Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall distance</td>
<td>Potential injury resulting from a fall.</td>
</tr>
<tr>
<td>Weight of a load</td>
<td>Potential injury resulting from over stressing the body</td>
</tr>
<tr>
<td>Electricity</td>
<td>Electric shock or electrocution</td>
</tr>
<tr>
<td>Sharp edges</td>
<td>Laceration after contact with a sharp edge</td>
</tr>
<tr>
<td>Hot surfaces</td>
<td>Burn after contact with hot surface</td>
</tr>
<tr>
<td>Welding fumes</td>
<td>Toxic effect of inhalation of fumes</td>
</tr>
<tr>
<td>Irritant chemicals</td>
<td>Reaction on contact with skin</td>
</tr>
</tbody>
</table>

**Analysing Risk**

Analysing risks is a way of determining the likelihood or potential of a hazard causing injury or ill health. The number of people exposed to the hazard and the length and frequency of exposure will also influence the level of risk. After identifying a hazard, an assessment of its associated risks is to be performed.

This step requires you to:

a) Estimate consequences (how bad could the injury be) - Insignificant, Minor, Moderate, Major, or Catastrophic. As a guide:
   - Insignificant indicates no injuries
   - Minor indicates first aid injury
   - Moderate indicates medical treatment is required
   - Major indicates hospital admission or permanent disability
   - Catastrophic indicates fatality
b) Estimate the likelihood of the consequence, taking into account any existing controls that are in place. As a guide:
  - Almost certain indicates the event is expected to occur in most circumstances
  - Likely indicates the event will probably occur in most circumstances
  - Possible indicates the event should occur at some time
  - Unlikely indicates the event could occur at sometime
  - Rare indicates the event will only occur in exceptional circumstances

Evaluating Risk

Scouts SA’s Risk Management System provides a matrix (Table 1 Risk Matrix) and detail on evaluating the level of risk.

To arrive at an estimated level of risk you need to consider the interaction of Consequences and Likelihood. This is done by finding the column that reflects the Consequences you have identified and cross referencing it with the row that reflects the Likelihood you have identified.

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Insignificant</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Catastrophic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost Certain</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>Extreme</td>
<td>Extreme</td>
</tr>
<tr>
<td>Likely</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td>Extreme</td>
</tr>
<tr>
<td>Possible</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>Unlikely</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
<td>High</td>
</tr>
<tr>
<td>Rare</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
</tr>
</tbody>
</table>

Table 1 Risk Matrix

As an example if an activity has the potential to produce an incident that results in a broken arm, the Consequence may be considered Moderate. If you expect the incident to occur every time you run the activity, then the Likelihood is Almost Certain. If you move across the columns to find Moderate and then move down that column until it intersects with the Almost Certain row, you will arrive at a box that is identified as HIGH. This would indicate the activity is a high risk.

Treating Risk

Health and safety legislation provides Scouts SA with a convenient tool to understand the methods required to treat risk. This tool is referred to as the Hierarchy of Controls and is to be followed in all risk assessments. As a hierarchy it has the preferred method at the top and then works down in order until it reaches the least preferred method of treating the risk.
The hierarchy of controls is:

- Eliminate the hazard (E.g. Remove noisy equipment. Don’t conduct the activity)
- Substitute the hazard with something of a lesser risk (E.g. Buy smaller, lighter packages. Vacuum rather than sweep)
- Isolate the hazard (E.g. Place barriers around the activity to prevent access)
- Use engineering controls (E.g. Use mats as padding. Use harnesses when falls could result in an injury)
- Use administrative controls (E.g. Use procedures. Signage. Training)
- Use personal protective clothing or equipment (E.g. Dust masks, safety glasses, Hi-Viz vests)

Your method of treating risk may use more than one element of the hierarchy of controls, but you should always start at the top of the hierarchy to seek the most effective control. The two lower level controls should only be used as a support to higher level controls and should not be relied on in isolation.

A sample risk assessment template is available at Appendix B of this framework.

8. COMMUNICATION AND CONSULTATION

Note: For greater detail refer to the Work Health and Safety Communications and Consultation Procedure

Scouts SA will communicate and consult with Workers on matters that may affect their health and safety. The views of Workers are to be taken into consideration when making decisions that may affect their health and safety at Work. Within Scouts SA this process is already supported by the extensive network of existing committees and structures. For example:

- Parent Committees
- Leaders Councils
- Branch Commissioners Council
- Branch Executive Committee
- Commercial Managers Meetings
- Team Meetings
- Supervisors Meetings
- All Leader Updates

Work Health and Safety is to be a standing agenda item at all Scouts SA Councils and formal meetings. Using our existing communication and consultative structures will ensure our volunteers and workers are informed with regard to work health and safety matters and be able to make a constructive contribution to the continuous improvement of our work health and safety management system.
9. INCIDENT MANAGEMENT

The purpose of incident management is to control the impact of injuries or damage. This may require contacting emergency services or taking other measures to prevent further harm.

An incident is an occurrence that involves either:

- The potential for injury, damage financial loss, or media scrutiny; or
- The occurrence of injury, damage financial loss, or media scrutiny

For all incidents that can’t be treated with minor First Aid (e.g. scratches and grazes), Branch should be advised of the incident as soon as possible to ensure the appropriate support and guidance is available.

Immediate Action

The purpose of incident management is to control the impact of injuries or damage. This may require contacting emergency services or taking other measures to prevent further harm.

If an injury has been sustained, first aid treatment should be given immediately.

Reportable Incident and Notifiable Incidents

Reportable Incidents are those incidents that can’t be treated with minor First Aid (e.g. scratches and grazes), Branch should be advised of the incident as soon as possible to ensure the appropriate support and guidance is available. These incidents are also to be reported through your chain of command on an approved Incident Report form. If in doubt, report the incident immediately through your chain of command and seek guidance directly from Branch HQ.

A Notifiable Incident is an incident in which the regulator is to be notified by Scouts SA. The notification is to be made immediately after becoming aware of the event. The CEO would normally determine if an incident is considered Notifiable and make a report of a Notifiable Incident to the regulatory authority on behalf of Scouts SA.

Notifiable Incidents are incidents of significant gravity and typically include incidents involving:

- Death
- Amputation
- Serious head or eye injuries
- Spinal injury
- Loss of bodily function
- Serious laceration
- Explosions
- Electric shock
- Uncontrolled escape of gas
- Collapse of a structure
- Collapse of an excavation

**Preserving the Scene**

Whenever an event is considered to be significantly serious to require an investigation, the site where the incident occurred is not to be disturbed in any way, other than to assist an injured person or make the area safe, until such time as Branch HQ has cleared the site for release.

**Guidance**

Reports should be made as quickly as possible through the Scouting chain-of-reporting in order for the Branch HQ to determine if the regulator is to be advised.

If in doubt, report the incident immediately through your chain of command and seek guidance directly from Branch HQ.

The CEO would normally determine if an incident is considered Notifiable and make a report of a Notifiable Incident to the regulatory authority on behalf of the PCBU per the Branch reporting policy.

**10. INCIDENT ANALYSIS AND CORRECTIVE ACTIONS**

**Incident Analysis**

The purpose of an Incident Analysis is to identify the root causes of an incident and then put in place corrective actions to prevent it happening again. An Incident Analysis should not be used to blame a person for an incident, but rather focuses on systemic failures that enabled the incident to occur.

**Corrective Actions**

Corrective actions are the things we put in place to stop a similar incident occurring again. These do not differ from the treatment measures put in place during the risk management process and should follow the same hierarchy of controls.

Importantly, after identifying the corrective actions, the actions are to be allocated to someone who has the ability to fix the problem. This may be a person at the local level, or require action at the Branch level. Always discuss this with the person you are assigning the action to. It is also suggested that an estimated time frame be provided to enable a review of progress towards implementing the corrective action.

**Communicating Results of an Incident Analysis**

Once a WHS matter has either been reported and/or finalised and the Branch believes there may be value in sharing the occurrence with other Branches of Scouting, a report (including the outcome if known at the time) should be submitted to the National Office for evaluation and wider discussion if deemed appropriate.
11. WHS TRAINING

To ensure Scouts SA is able to meet WHS obligations and strive to continually improve performance, it is vital to ensure Workers at all levels have the necessary skills and knowledge to meet their responsibilities through the provision of education and training.

Leaders and Supervisors have an obligation to ensure the workplace health and safety of all Workers and other people under their control by preventing or minimising their exposure to risk. To meet this obligation, Leaders and Supervisors are expected to:

- be familiar with legal requirements and standards and ensure Workers and other people under their control are operating within these requirements;
- include relevant health and safety information in all training; and
- ensure all Workers are confirmed as competent to conduct their tasks or activities prior to that task or activity commencing.

Scouts SA provides training to Leaders, Workers and members to enable them to meet their workplace health and safety responsibilities, and participate in Scouting events and activities safely.

All new and existing Workers are to complete induction training on commencement and have this training refreshed on a regular basis or when significant organisational changes occur.

Leaders and Supervisors are expected to provide training to Workers and members on the job. This type of training should be used to introduce new or redesigned standard work processes and associated equipment.

Formal, structured training sessions are provided to Scouts SA Workers and members to improve knowledge and skills in relation to workplace health and safety.

Leaders are required to complete the Nationally mandated training module BCORE WHS (WHS for Scouting).

The training provided should be evaluated and reviewed by Branch to ensure it is meeting current requirements.

Full records of any training conducted should be retained by Branch.

12. INSPECTIONS AND AUDITS

Inspections and audits are an effective way of measuring your WHS performance. They answer the question “How are we doing in managing WHS?”

Inspections are often conducted against a set of criteria, usually based on legislation and standards and assessing if the organisation, or a part of the organisation is meeting expectations. Basic inspections can be conducted at the local level, with a view to housekeeping, use of equipment or buildings, or maintenance. They can be formal or ad hoc.
When an inspection is conducted against legislative requirements, it is recommended that external expertise be engaged in completing a formal report to assure independence and confidence in the findings.

Audits differ considerably from inspections and are a formal assessment of the WHS Management System, or its components. The basic purpose of a WHS audit is to ensure that procedures and behaviours are in alignment - is Scouts SA really doing what its procedures require of it.

Formal WHS audits are usually conducted by an external party. Internal experts may audit the system, but it should be noted this often introduces a bias to the result. Internal auditing is generally used to prepare for an external audit.

13. REPORTS, REVIEW, & SYSTEM PERFORMANCE
The previous sections demonstrate that an effective WHS Management System generates a great deal of data. The question then is “What does Scouts SA do with this data to improve its performance?”

For individual Groups and enterprises, the amount of data collected may appear quite small; yet collectively these small quantities of data provide a critical insight into Scouts SA’s WHS performance and drives WHS planning.

Examples of data that may be collected include:

- Number of facilities that have had a WHS Inspection
- The number of incidents reported
- The number of incidents that have been analysed
- The number of incidents involving the regulator
- The number of facility requests for improvements stemming from inspections

This data can be presented graphically with short notes to support Branch WHS planning, by reviewing performance against expectations and identifying strengths and weaknesses in current WHS planning methods and outcomes.
APPENDIX A - SAMPLE CODES OF PRACTICE

- First Aid in the Workplace
- Hazardous Manual Tasks
- How to Manage and Control Asbestos in the Workplace
- How to Manage Work Health and Safety Risks
- Labelling of Workplace Hazardous Chemicals
- Managing Electrical Risks in the Workplace
- Managing Risk of Falls at Workplaces
- Managing Risks of Hazardous Chemicals in the Workplace
- Managing Risks of Plant in the Workplace
- Managing Work Environment and Facilities
- Work Health and Safety Consultation Co-operation and Co-ordination

These examples and a full range of Codes can be obtained through SafeWork SA. It is important to understand that these Codes represent the standard upon which Scouts SA (and any other organisation) will be evaluated. Scouts SA may already have and maintain higher standards than those contained above, and where this is the case, the Scouts SA standard is to apply.
## APPENDIX B - SAMPLE RISK ASSESSMENT FORM

### PART A – Assessment Summary

<table>
<thead>
<tr>
<th>Assessment Date:</th>
<th>Date Re-Assessment Due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Title (Item/Activity Description):</td>
<td></td>
</tr>
<tr>
<td>Initial Assessment</td>
<td>Revised Assessment</td>
</tr>
</tbody>
</table>

### Site: RISK ASSESSMENT TEAM

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
<th>SIGNED</th>
<th>DATE</th>
</tr>
</thead>
</table>

### Formation:

Location:

Activity

Other:

Purpose of the Risk Assessment:

Incident History (Incident Numbers):

Group Leader/Supervisor:

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
</table>

Proposed Verification Date(s):

Signed: Date:

Member/Employee Assisting:

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
</table>

Signed: Date:

**INSERT PHOTO / DIAGRAM IF AVAILABLE**
### PART B – Hazard Identification

Use the following prompts to identify the hazards associated with the item or activity. If the prompt is applicable tick ‘Yes’ then continue with the risk assessment in the following section. If the prompt is not applicable tick ‘No’. If the prompt does not apply tick ‘N/A’.

<table>
<thead>
<tr>
<th>Code</th>
<th>A. Explosion – Due to</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Detonation of explosive materials</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>A2</td>
<td>Detonation of explosive materials</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>A3</td>
<td>Overpressure of vessel or tank</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>A4</td>
<td>Dust explosion</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>A5</td>
<td>Ignition of flammable or explosive vapours</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>A6</td>
<td>Chemical reaction</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>B. Fire – Due to</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td>Ignition source in hazardous area</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>B2</td>
<td>Generation of static charge</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>B3</td>
<td>Ignition of flammable vapours</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>B4</td>
<td>Decomposition reaction</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>B5</td>
<td>Runaway uncontrolled chemical reaction</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>B6</td>
<td>Reaction of incompatible materials</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>C. Personal Injury/Illness or Death – Due to</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>Manual handling (lifting, bending, twisting, repetitive, cramped, awkward, heavy)</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>C2</td>
<td>Ergonomics</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>C3</td>
<td>Plant and equipment (entanglement, crush, cut, stab, puncture, shear, burn, strike, stuck by)</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>C4</td>
<td>Electrocuttion/electric shock</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>C5</td>
<td>Slipping</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>C6</td>
<td>Tripping</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>C7</td>
<td>Falling from the same level</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>C8</td>
<td>Falling from height</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>C9</td>
<td>Falling objects</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>C10</td>
<td>Suffocation (lack of oxygen, exposure to toxic chemical vapours, exposure to toxic combustion products, exposure to toxic chemical reaction gases)</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>C11</td>
<td>Chemical exposure (use and handling, spill or leak)</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>C12</td>
<td>Noise</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>C13</td>
<td>Vibration</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td>C14</td>
<td>Radiation</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td>C15</td>
<td>Laceration from sharp or rough edges</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>D. Property Damage – Due to</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1</td>
<td>Vehicle impact (truck, forklift)</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td>D2</td>
<td>Aircraft impact</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td>D3</td>
<td>Corrosion failure</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td>D4</td>
<td>Fatigue failure</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td>D5</td>
<td>Structural failure</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td>D6</td>
<td>Lifting equipment failure</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td>D7</td>
<td>Pressure vessel failure</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td>D8</td>
<td>Flood</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>D9</td>
<td>Lightning strike</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td>D10</td>
<td>Storm</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>D11</td>
<td>Cyclone/winds</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td>D12</td>
<td>Earthquake</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>E. Environmental Damage – Due to</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>E1</td>
<td>Release into waterways</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>E2</td>
<td>Release into sewerage system</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>E3</td>
<td>Release to groundwater</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>E4</td>
<td>Release to soil</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>E5</td>
<td>Firewater runoff</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>E6</td>
<td>Flora and/or fauna damage</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td>E7</td>
<td>Environmental noise</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td>E8</td>
<td>Release of toxic gas/vapour</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>E9</td>
<td>Odour release off-site</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td>E10</td>
<td>Visual air pollution</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<table>
<thead>
<tr>
<th>Code</th>
<th>F. Other</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>F1</td>
<td>Loss of power and services</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<td>F2</td>
<td>Adverse publicity</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td>F3</td>
<td>Loss of business</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td>F4</td>
<td>Reduced security</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td>F5</td>
<td>Other – Specify</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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</table>
PART C – Risk Rating & Action Plan

Can the item/activity be eliminated?  [ ] Yes  [ ] No

<table>
<thead>
<tr>
<th>Code</th>
<th>Task Step and Hazard Description</th>
<th>Current Controls</th>
<th>Risk Rating</th>
<th>Proposed Additional Controls</th>
<th>Risk Rating</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>E</td>
<td>E</td>
<td>H</td>
<td>Responsible:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>H</td>
<td>H</td>
<td>M</td>
<td>Due date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M</td>
<td>M</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>L</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|      |                                  |                  | E          | E                            | H          | Responsible:      |
|      |                                  |                  | H          | H                            | M          | Due date:         |
|      |                                  |                  | M          | M                            | L          |                   |
|      |                                  |                  | L          |                              |            |                   |

|      |                                  |                  | E          | E                            | H          | Responsible:      |
|      |                                  |                  | H          | H                            | M          | Due date:         |
|      |                                  |                  | M          | M                            | L          |                   |
|      |                                  |                  | L          |                              |            |                   |

|      |                                  |                  | E          | E                            | H          | Responsible:      |
|      |                                  |                  | H          | H                            | M          | Due date:         |
|      |                                  |                  | M          | M                            | L          |                   |
|      |                                  |                  | L          |                              |            |                   |
## Risk rating matrix

<table>
<thead>
<tr>
<th>LIKELIHOOD</th>
<th>INsigNIFICANT 1</th>
<th>MINOR 2</th>
<th>MODERATE 3</th>
<th>MAJOR 4</th>
<th>CATASTROPHIC 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – Almost certain</td>
<td>Low (L)</td>
<td>Medium (M)</td>
<td>High (H)</td>
<td>Extreme (E)</td>
<td>Extreme (E)</td>
</tr>
<tr>
<td>B – Likely</td>
<td>Low (L)</td>
<td>Medium (M)</td>
<td>High (H)</td>
<td>High (H)</td>
<td>Extreme (E)</td>
</tr>
<tr>
<td>C – Possible</td>
<td>Low (L)</td>
<td>Medium (M)</td>
<td>Medium (M)</td>
<td>High (H)</td>
<td>High (H)</td>
</tr>
<tr>
<td>D – Unlikely</td>
<td>Low (L)</td>
<td>Low (L)</td>
<td>Medium (M)</td>
<td>Medium (M)</td>
<td>High (H)</td>
</tr>
<tr>
<td>E – Rare</td>
<td>Low (L)</td>
<td>Low (L)</td>
<td>Low (L)</td>
<td>Medium (M)</td>
<td>Medium (M)</td>
</tr>
</tbody>
</table>

### Consequence Description

- **Insignificant**: No injuries, negligible financial loss, negligible disruption to non-essential infrastructure/data
- **Minor**: Minimal financial loss, injuries requiring first aid treatment only, minor political impact, minor disruption to non-essential infrastructure/data
- **Moderate**: Moderate financial loss, moderate political impact, injuries requiring medical treatment only, medium term loss of some essential infrastructure/data
- **Major**: Major financial loss, major political impact, multiple people requiring medical treatment, long term loss of some critical infrastructure/data
- **Catastrophic**: Huge financial loss. Huge political impact, death or permanent injury, permanent loss of critical infrastructure/data

### Consequence Summary

- **E: Extreme risk**: Operation of item or activity is not to be allowed to continue until the risk level has been reduced
  - Will commonly be an unacceptable level of risk
  - May include both short term and long term control measures
  
- **H: High risk**: Reduce the risk rating as low as reasonably practicable (ALARP)
  - Should only be an acceptable level of risk for ‘Major’ or ‘Catastrophic’ consequences

- **M: Medium risk**: Reduce the risk rating ALARP
  - May be an acceptable level of risk

- **L: Low risk**: Reduce the risk rating ALARP
  - Commonly is an acceptable level of risk