Risk Management Guide

What is health and safety risk management? ppri y28.3 4oS0.01a ??

Examples of common hazards

Hazard	Risk (Potential harm)
Manual tasks	Overexertion or repetitive strain

Questions to ask in determining likelihood	Explanation and examples

Risk Matrix

Risk Rating

Consequences/ Likelihood	Insignificant No injuries*	Minor First Aid treatment*	Moderate Medical treatment*	Major Serious or extensive injuries*	Catastrophic Death or large number of serious injuries*
Almost Certain	Low	Medium	High	High	Extreme
Likely	Low	Medium	High	High	High

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A review is required:

- when the control measure is not effective in controlling the risk;
- before 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;
- if a new hazard or risk is identified;
- if the results of consultation indicate that a review is necessary; and
- if a health and safety representative requests a review.

Record Keeping

Keeping records of the risk management process demonstrates potential compliance with the WHS Act and Regulations. It also helps when undertaking subsequent risk assessments.

Keeping records of the risk management process has the following benefits. It:

- allows you to demonstrate how decisions about controlling risks were made;
- assists in targeting training for key hazards;
- provides a basis for preparing safe work procedures;
- allows you to more easily review risks following any changes to legislation or business activities; and
- demonstrates to others (regulators, investors, customers) that work health and safety risks are being managed.

During an investigation by Workplace Health and Safety Queensland, they may ask for evidence of risk assessments, training documents and consultative practices. There may be some records that are required to be kept under the Regulations e.g. hazardous chemicals,. If this is the case, the relevant records must be kept for the relevant time. Workers also must be aware of records are kept and where they are kept.

Summary of the Risk Management Process

Source: How to manage work health and safety risks –