The Risk Management Process
Overview

Step 1. Identify Hazards

Step 2. Assess the Risks
- Assess the Likelihood & Consequences
- Classify the Risk

Step 3. Control the Risks
- The hierarchy of risk control can be used as a guide

Step 4. Monitor / Review Control Measures
What is a hazard?
Something that has the potential to cause harm to people, property or the environment.

What is a risk?
A ‘risk’ is the chance or probability of that hazard causing harm or damage to people, property or the environment.

What is a control?
A control is a mechanism or process that minimises the risk of the hazard becoming actual so protects people, property or the environment from the identified hazard.
How can hazards be identified?

- Incident report forms
- Self-Inspection Checklists
- Observation & consultation
- Regular maintenance checks
- Specialists assisting with specific issues in the workplace
- Knowledge sharing

Example of DET's playground self-inspection checklist.
1. Assessing likelihood

“How likely is it that someone will be exposed to the hazard?”

The likelihood will depend on *probability* and *frequency* of exposure to a hazard.

2. Assessing consequences

“Realistically, what is the likely outcome?”

The severity or range of the potential consequences resulting from the hazard.
How can a risk be assessed?

Plot **likelihood** and **consequence** on the risk matrix to find the **risk level**.

**EXAMPLE**

**Hazard** = Small raise/crack in pathway

What is the probability of this hazard causing harm - the risk?

The assessor rates the **likelihood** as high. The path is frequently used by both employees and visitors daily, therefore there is a high probability that someone will be exposed to the hazard.

The assessor rates **consequences** of a trip in this section of path as **moderate** – with a sprain or break the worst foreseeable outcome.

Therefore the risk rating for this particular hazard was assessed as **high**.
**The Risk Management Process**

**Step 2 Classify Risks**

What does the risk level mean?

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extreme / High Risk</td>
<td>Imminent / Serious danger. Immediate action required - stop work. Identify and implement controls (temporary or permanent) to reduce risk to as low as reasonably practical.</td>
</tr>
<tr>
<td>Medium Risk</td>
<td>Moderate danger. Action as soon as possible to implement controls (long &amp; short term) to reduce the risk to as low as reasonably practical.</td>
</tr>
<tr>
<td>Low Risk</td>
<td>Minor to negligible danger. Assess if further action can be taken. Take steps to monitor the controls so the hazard is maintained as “low“ if the hazard cannot be eliminated completely.</td>
</tr>
</tbody>
</table>
How are controls implemented?

Often a series of controls should be implemented to reduce the risk posed by a hazard. The hierarchy of risk control (next slide) is useful in determining appropriate or interim risk control measures.

The best method of controlling a risk is to eliminate the hazard – (it is not always possible to do this immediately)

The aim of implementing controls is to get as many controls in place so the risk is reduced to as low as possible.
The Hierarchy of Risk Control

**Elimination**
- Completely eliminate the hazard by removal from the workplace

**Substitution**
- Replace the activity, process or substance with a less hazardous one

**Engineering**
- Isolate the hazard from employees with mechanical aids

**Administration**
- Implement safe work practices, procedures and policies

**Personal Protective Equipment**
- Provide suitable PPE to cover and protect an employee
# The Risk Management Process
## Step 3 Control Risks

**Example** – Using the Hierarchy of Risk Control

**Hazard** = *Small raise/crack in pathway*

<table>
<thead>
<tr>
<th>Control Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elimination</strong></td>
<td>Engage a contractor to repair the section of path – therefore completely eliminating the hazard</td>
</tr>
<tr>
<td><strong>Substitution</strong></td>
<td>Use a different path/walkway to get from A to B</td>
</tr>
<tr>
<td><strong>Engineering</strong></td>
<td>Rope the section of path off to employees/visitors</td>
</tr>
<tr>
<td><strong>Administration</strong></td>
<td>Ensure all path users are aware of the hazard, paint the rise yellow. Have systems in place to inspect paths regularly so that paths are repaired before injuries occur.</td>
</tr>
<tr>
<td><strong>PPE</strong></td>
<td>Provide employees with knee and elbow pads (unrealistic!)</td>
</tr>
</tbody>
</table>

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**Step 3 – Control Risks**

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The Risk Management Process
Step 2 Assess Risks

How is the risk re assessed?

Plot *likelihood* and *consequence* on the risk matrix to find the *risk level with controls in place*.

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Probability</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Equal</td>
<td>Low</td>
<td>Medium</td>
</tr>
<tr>
<td>High</td>
<td>Low</td>
<td>Medium</td>
</tr>
<tr>
<td>Very High</td>
<td>Low</td>
<td>Medium</td>
</tr>
</tbody>
</table>

The assessor rates the *likelihood* as **low**.
The assessor rates *consequences* as still **moderate** – with a sprain or break the worst foreseeable outcome.

The rating is now assessed as **Moderate**.

**EXAMPLE**

**Hazard** = Small raise/crack in a pathway

*The rating was assessed as high when no controls were in place.*

Controls in place:
1. Path is cleaned and examined on a weekly basis to ensure it is free from mould and trip hazards (sticks, gravel, seed pods, damage etc)
2. Each month the school grounds are inspected using a checklist.
3. Staff are encouraged to complete Incident/Injury Report forms if hazard identified
All identified hazards and their controls should be documented – usually referred to as a Hazard Register.

Hazards and controls need to be reviewed regularly but at least every 5 years or when:

- New plant or substances are introduced to the workplace
- Before work of a type not previously performed at the workplace is commenced
- When there is a change in the type of work, work practices or plant that may result in an increased risk to workers or others
- When information becomes available concerning work, work practices, plant or substances that may impact of workers or others
How are controls monitored?

- Ensure audits and workplace inspections are conducted; and
- Ensure listed control measures are in use and maintained.
- Risk Register reviewed on regular basis

It is an ongoing process and should be integrated into all workplace activities.

*Hazard Management is the responsibility of both employees and management.*
DET OHS Webpage
http://staff.det.nt.gov.au/quickfind/hr/ohs/index.shtml

DET OHS email - ohs.det@nt.gov.au
DET OHS Phone - 8901 4985

DBE OHS Information
http://uluru.nt.gov.au/dbe/hr/forms_procedures.shtml#ohs