

Risk Management Report Guidelines for Diploma and Advanced Diploma of OHS/WHS

IMPORTANT INFORMATION THAT WAS PROVIDED DURING YOUR TRAINING...JUST TO JOG YOUR MEMORY

- 1. This is a report and must be written in a report format. If you have not written a formal report previously – do the research on the internet.**
- 2. Messy documents that are not structured will not be marked. Do not use abbreviations or acronyms within the report inappropriately. DO NOT USE & within reports – put ‘and’.**
- 3. Guidelines on order of the report:**
 - Consider the risk management study scope – not too big but not too small.**
 - Research the hazards (internal organisation information and external organisation information) – have they contributed towards injuries/fatalities.**
 - Are there legislative requirements around the industry and hazards within the scope (not just WHS).**
 - Are there non-statutory sources of information relating to the hazards identified ie. Codes of Practice, Safety Alerts.**
 - Research the types of external specialists that would be required to provide information on controls.**
 - Complete the risk management tables within the report template.**
 - NOW start writing the report. THIS IS LAST NOT FIRST.**
- 4. If you cannot address each one of the points above in section 3 then you will need to reconsider your Risk Study. You may want to send a paragraph of the proposed risk management study to your trainer to review first.**

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Appendices

1. Risk Matrix
2. Hazard Management Procedures (attach procedures relevant to hazards chosen ie. Noise, Working at Heights etc)

1.0 Introduction

1.1 *Purpose*

This section requires you to outline **the specific tasks and environment of the risk management study and the need** for conducting the risk management study. It should be very specific. The risk management study is not asking you to do a general workplace inspection. You should consider very carefully a scope to look at that is not too big but also not too basic.

You should also consider the risk management study that you look at will require you to provide research on the categories of hazards that caused incidents or fatalities. You will also be required to provide evidence of what external consultants specific to the hazards that you will be required to you.

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1.2 *Scope*

This section is requesting that you **outline the risk management study topic** in detail ie. What the task and environment will be. It is also asking you to outline the categories of hazards (and sub categories if applicable) ie. Physical/Noise, Physical/Dust, Biomechanical. Do not just state there are Physical, noise hazards - you must provide explanations.

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2.0 Business Background

2.1 *Overview of Business*

Provide a DETAILED overview of the business, the people, the work undertaken, hours of operation, type of work etc etc. You could consider gaining information from the company website, annual reports or any other company documentation.

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2.2 *Risk Management Context*

2.2.1 Risk Management Stakeholders

Refer to Course Notes BSBOWHS503A - Page 34, 41 and ISO31000:2009 Risk Management Guidelines (these are not provided within your course notes) Section 4.3.6, 4.3.7.

This could be represented in a table - example below

Stakeholder	Support/Blocker	Why are they are Supporter/Blocker?
Frontline Manager	Blocker	The Frontline Manager would be required to provide additional budget towards implementation of guarding controls. They do not have additional funds.

2.2.2 External WHS Specialists

Identify specific external specialists who could be contacted to assist within the risk management study ie. Ergonomist, Occupational Hygienist, Epidemiologist etc.

Refer to your Course Notes BSBWHS503A - Page 21

You could also provide this in a table to make it easy to read?

2.2.3 Risk Management Legislative Operating Environment

In this section you are required to outline the legislation that the organisation is required to comply with and WHY. In relation to Work Health and Safety Act and Regulation, provide information specific to the hazards that you have identified ie. Under the Work Health and Safety Regulation 2011, there is a requirement to ensure that noise exposure is below 85dba – this is a legal requirement.

This could be presented in a table.

2.2.4 Risk Management and Safety Culture

What is the overall culture of the workers (employees and contractors) within the organisation? This will impact on the effectiveness of the risk management controls. Questions to consider – just a few.....there are lots more to consider when addressing the Safety Culture:

1. Is there an effective reporting culture on incidents within the workplace, including near hits/misses?
2. Are procedures followed or are there a high number of incidents due to non-compliance of procedures?
3. Is it known that safety guards are taken off?
4. Are PPE controls used or do workers use them when they want?
5. Are the supervisors effective in dealing with poor performance?

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2.3 Risk Management Criteria

2.3.1 Industry and Internal Risk Management Criteria

What risk management model do you use ie. ISO31000:2009, Fines Method? Why do you use the method that you have identified ie. ISO31000:2009 is a method that can assist in identifying the level of risk and priority not only to Safety but financial, environmental, PR. The model is used by all managers within the organisation to identify the level of risk and its impact. By using one method internally, it ensures that there is no confusion.

Identify if you are in an industry where there is a statutory or legislative requirement in relation to using a risk management model ie. Within a food safety environment there is a requirement to undertake further risk assessments through the HACCP mode (Hazard Analysis of Critical Control Points).

I DO NOT NEED YOU TO OUTLINE WHAT THE RISK MANAGEMENT PROCEDURE IS IE. IDENTIFY HAZARDS, ANALYSE

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2.3.1 Legislative Risk Management Criteria

Refer to 2.2.3 to assist you with this one.

2.4 Current WHS Management System Practices to Manage Risk

Refer to guidelines below. This is not asking you to state what each chapter is about it is asking you to **IDENTIFY HOW EACH CHAPTER ASSISTS THE RISK MANAGEMENT PROCESS.**

WHS Management Program	How Effective in Managing Risk (Provide Detailed explanation on how this chapter manages risk - if you do not have an WHSM or Chapter state how it could help)
Roles and Responsibilities	
Consultation and Communication	
Incident Investigation and Corrective Action	
Competency and Training	
Reporting and Record Keeping	
System and Individual Performance Review	
Procurement of Goods and Services	

3.0 Methods of Identifying the Hazards

The following methods were used within the Risk Management Study to identify the hazards were:

This needs to be detailed. Refer to your Course Notes BSBWHS503A Page 59.

Method of Identifying Hazards within the Risk Study - YOU MUST IDENTIFY A MINIMUM OF FIVE METHODS	DETAILED explanation on how method identified hazard and associated risk

4.0 Hazards within the Industry

4.1 Hazards specific to the risk study

YOU MUST REFER TO BSBWHS503A P58 COURSE NOTES - THE TABLE MUST BE DETAILED. You must identify a minimum of 12 Hazards within the Risk Study covering a MINIMUM of FOUR MAIN CATEGORY of HAZARDS

Main Category of Hazard Physical, Psychosocial, Biomechanical, Mechanical, Biological and Chemical Course Notes BSBOHS504B Page 63 - 68	Sub Category of Hazard This is only applicable to Physical Hazards ie. Noise, Dust etc	Risk ie. Health implications	Relevant Statutory or Non Statutory Legislation Applicable (Provide Specific Reference Section with Document)
Detail the hazard and the description - do not just put Biomechanical.			

4.2 Research on Incidents within Industry relating to Hazards

You will need to provide evidence of in-depth research ie. Regulator or Industry Safety Alerts. Also you may wish to consider Australian Bureau of Statistics etc.

Refer to your Course Notes BSBWHS503A P15 - 23.

5.0 Risk Rankings

Here you need to make reference to the risk tables (where the analysis of all hazards have been recorded) – Also identify the key risks with the highest rankings ie. Must Do, Should Do and Could Do.

Refer to Course Notes BSBWHS503A P68 (minimum).

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5.1 Effectiveness of Current Controls

You need to discuss here – the findings of your analysis as to whether the current controls are effective – you must make reference to the hierarchy of control - whether these controls are reducing likelihoods and/ or consequences – are they totally reliant upon people e.g. admin etc.

Refer to Course Notes BSBWHS503A Page 75 - 81 (minimum).

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6.0 Risk Register

Example below only of how they should be documented. ALL tables should be completed fully in this manner.

Risk Register										
Ref	Hazard (Physical, Chemical, Biomechanical, Radiation, Psychosocial, Mechanical)	Risk (Harm caused)	Current controls and their Effectiveness	Risk Analysis			ADDITIONAL CONTROLS REQUIRED (Make sure the hierarchy of control is identified)	Residual Risk		
				Likelihood	Consequence	Level of Risk		Likelihood	Consequence	Level of Risk
1	Physical/Noise The excavator is creating excessive noise above the legislative exposure limit	Long term hearing loss for workers who are exposed.	Workers are required to wear hearing protection for the short term. Current controls are short term. A long term solution will be required.	2	2	H	Organise for supplier and noise consultant to review the noise levels and identify modifications.	2	1	M

7.0 Risk Treatment and Action Plan

Risk Treatment and Action Plan						Person Responsible	Timeframe
Ref	Risk	Action Required (consider short term/medium term)	Residual Risk Analysis				
			Likelihood	Consequence	Level of Risk		

8.0 Summary Risk Ranking of Hazards

Please note the Reference Column will NOT have the hazards in a consecutive sequence. You must consider the Priority for Treatment Column – this will dictate the sequence number. Refer back to your Course Notes BSBWHS503A Page 68.

Table : Summary Risk Ranking of Hazards							
Ref	Hazard Category (Physical, Chemical, Biomechanical, Radiation, Psychosocial, Mechanical)	Possible Consequences	Current Controls and effectiveness	Residual Risk Analysis			Priority for treatment (Must Do Should Do Could Do)
				Likelihood	Consequence	Level of Risk	

9.0 Risk Control Recommendations

Refer to Course Notes BSBWHS503A Page 75 - 81

Table : Recommended Control Measures			
Ref	Hazard (Physical, Chemical, Biomechanical, Radiation, Psychosocial, Mechanical)	Control Measures (Elimination, Substitution, Engineering, Administration, PPE)	Method and Timeframe for Evaluation and Review

10.0 Conclusion

A conclusion is a summary of your findings. If you have not written conclusions within reports previously then undertake research on the internet to assist.

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11.0 Bibliography/References

If you have not previously put a Bibliography/Reference section for a report, please undertake research on the internet. An example below shows you how you would reference a variety of sources.

REFERENCES

Australian Council of Trade Unions. (2003, Dec 2003). *ACTU Welcomes Asbestos Ban*. Retrieved 6th March 2005, from www.actu.asn.au/public/news

Borger, H. (2005, 15th February 2005). Beryllium: The armed forces and beyond. *CCH Daily E-mail Alert*.

Cowley, S. (1990). *Occupational Hygiene – Measurement or Control?* Paper presented at the Managing Safety Into the 1990s conference, Hobart.

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De Bono, E. (1987). *Six thinking hats*. London: Penguin.