



<b>SUBJECT</b>	<b>WORKPLACE RISK AWARENESS</b>
<b>RESOURCES</b>	PowerPoint Presentation

## RISK MANAGEMENT SYSTEM

**Facilitator:** This toolbox talk will cover:

- Define risk and hazards?
- Risk Management Process

Ask trainees to identify what they think hazards are in their working environment both internally and externally and what should be done about rectifying them.

Some answers:

Identify them and report them to manager, find ways to prevent them by putting procedures or standard operating procedures to minimise risks, monitor and review what has been put in place, use PPE where required, communicate and train people.

Explain meaning of hazards and risks.

### **What are risks?**

**Risks in the workplace are potential chance of an incident or circumstances that could cause injury, sickness, death of people, damage or the loss of equipment.**

Risk is a combination of two things – the change that the hazard will cause harm and how serious that harm could be.

### **What are hazards?**

**A hazard is a source of potential harm.**

Can be a source of potential damage, harm or adverse health effects on something or someone (eg: to people as health effects, to a business its property or equipment losses, or to the environment).

#### *Examples*

A wet floor. If no one walks on it, no harm is done. However, if someone walks on it, they run the risk of slipping which could lead to injury.

Heavy lifting – leading to back injury.

Overworked leading to stress.

Bald tyres on a vehicle.

Virtually every workplace presents hazards.

Remember everywhere there are hazards you just need to be aware of your different environments and take care to be focussed on what is going on around you.

### **So far as is reasonably practicable (SFAIRP) means:**

What should be done to ensure safety, weighing up all the relevant factors. It is a question of proportionality – ensuring the measures used to eliminate or minimise risks are proportionate to the likelihood and degree of harm.



## WORKPLACE RISK AWARENESS

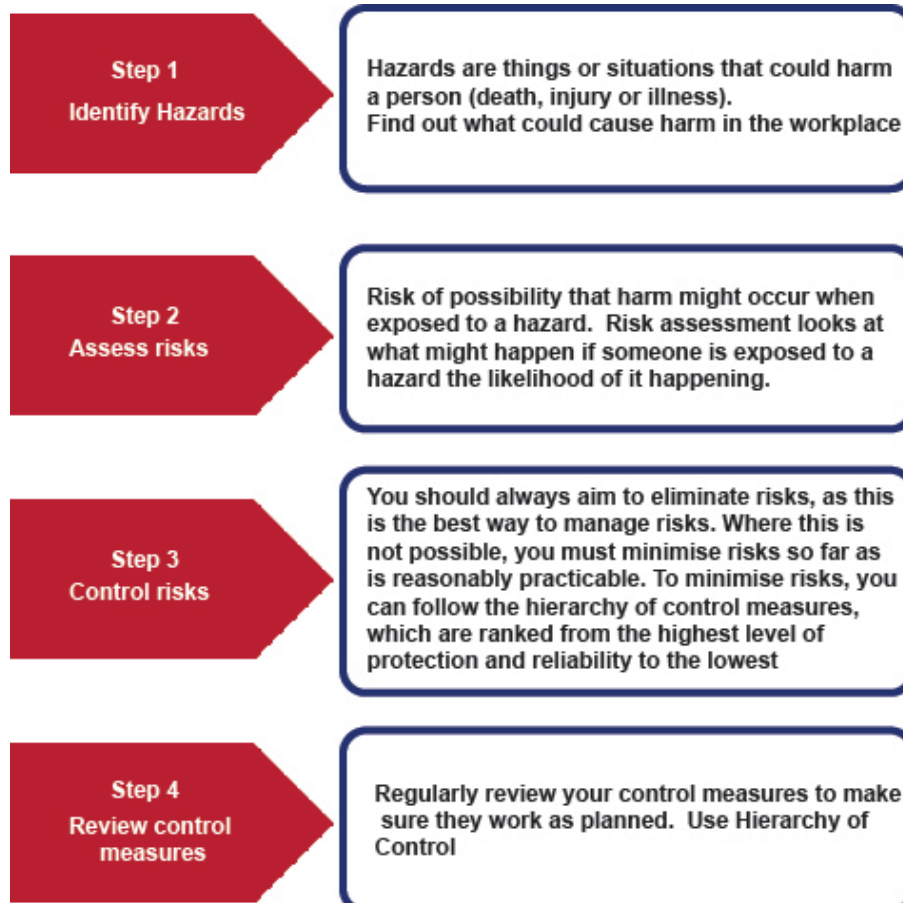
Risks in the workplace are potential chance of an incident or circumstances that could cause injury, sickness, death of people, damage or the loss of equipment. The outcomes of risks can vary based on their nature and severity. Potential consequences may involve trauma, fatalities, stress, illness, physical injuries, financial setbacks, safety incidents, legal obligations, operational interruptions, reduced efficiency, regulatory penalties, harm to reputation and loss of customer confidence.

### Developing a business culture of putting the importance of safety first

#### WHY USE A RISK MANAGEMENT PROCESS

Risk management entails considering the potential consequences and likelihood of exposure to hazards. The goal is to eliminate risks whenever possible – the most effective control measure - and if not possible feasible, to minimise risks so far as reasonably practicable. The hierarchy of control measures helps duty holders choose the most effective controls to manage risks efficiently. Additional risk management measures include regular workplace inspections, servicing vehicles, maintaining equipment, utilising hazard reports and incident reports effectively.

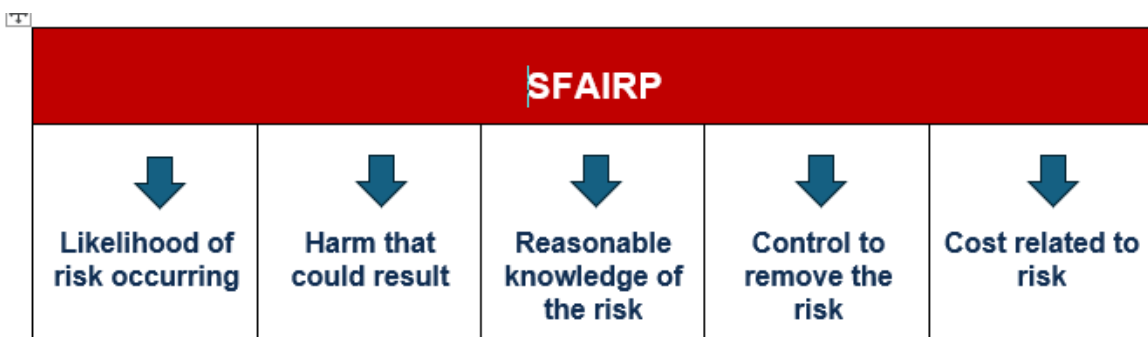
The step-to-step approach for managing risks are:





Reasonably practicable is part of effective risk management and involves addressing both Workplace Health & Safety and Chain of Responsibility risks to the extent that is reasonably practicable. When evaluating risks, it is important to ensure that risk management measures are implemented to the extent that is reasonably practicable. Therefore, when determining what is reasonably practicable, it is crucial to consider the following factors:

- the likelihood of the hazard or risk
- the harm that could occur
- ways to minimise or eliminate the risk, and if these are available and suitable
- cost, include whether the cost is grossly disproportionate to the risk



The SFAIR test is:

To demonstrate SFAIRP, document how each of the five parts of the reasonably practicable obligation is met for each of the major incidents identified in the safety assessment. The likelihood of a major incident should be determined in the safety assessment, along with causes, consequences and the incident pathway.

There are four levels in the risk management process to consider:

**Step 1: identify hazard**, find out what could cause harm.

**Step 2: Assess risks**, look at what could happen if someone was exposed to a hazard and the likelihood of it happening. Ask the following questions:

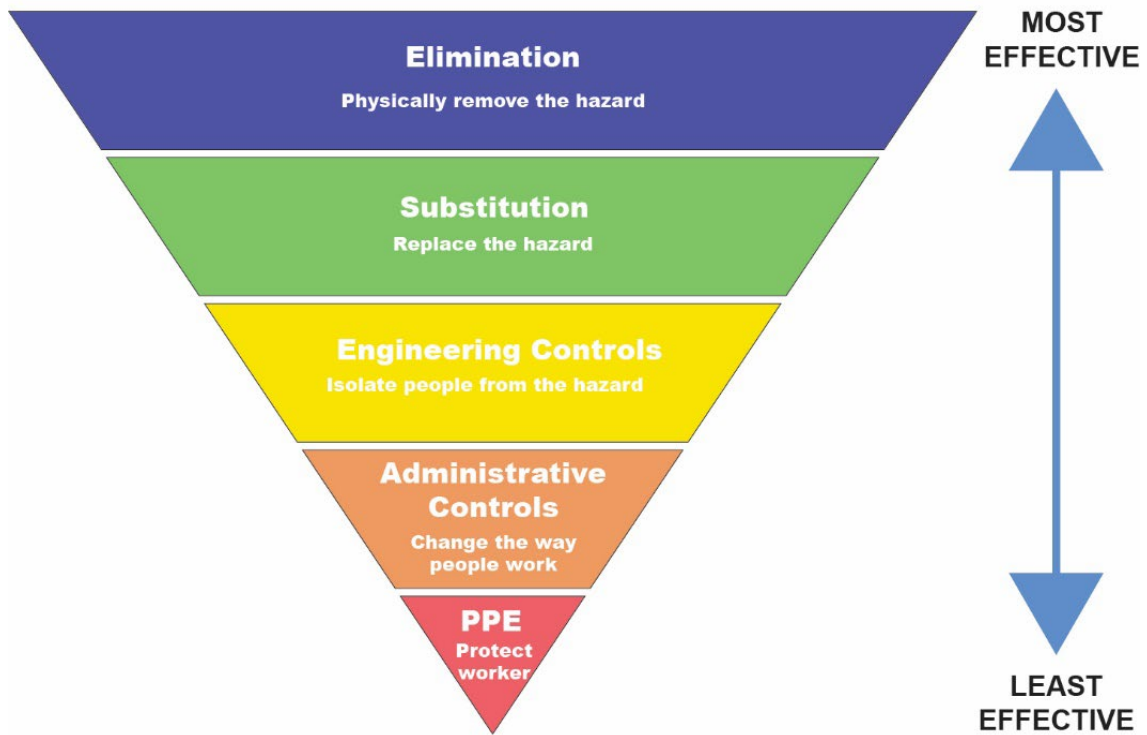
- how severe a risk is
- if your control measures are effective
- what action you should take to control the risk
- how urgently you need to take action

**Step 3: Control risks**, look at ways to eliminate risks, as this is the best way to manage risks, so far as reasonably practicable. Using this process is a way to choose what the most effective controls are to help manage risk efficiently. It helps identify the level of health and safety protection and the reliability of the control measures.

The hierarchy of controls is a system (see diagram) for classifying safety measures to identify the most effective way to control a certain hazard. It is used to help choose the best way to prevent workplace hazards.



## HIERARCHY OF CONTROLS



**Step 4: Review control measures** to make sure what has been put in place works. It is crucial that a business prioritise risk management strategies to ensure the safety and well-being of employees and visitors to their workplace and the protection of valuable assets for business's operations.

**WORKPLACE RISK AWARENESS TOOLBOX TALK**



Items Raised/Corrective Action	Action By	Action completed	
		Sign off	Date

**DATE:**.....

**FACILITATOR SIGNATURE**.....