

# HAZARD MANAGEMENT POLICY

## **Preamble**

Poly-Tech Industrial Services (Poly-Tech) is committed to ensuring a safe workplace, management will provide for the regular inspection of worksites to detect hazards before they cause harm or injury.

Employees and other persons have a duty to report and identify hazard but reliance cannot be placed upon these persons to report all hazards. Hazard Management is a system that ensures all risks to health, safety and welfare are identified, assessed and effective control methods are developed, implemented and evaluated. The risk can be minimised by a pro-active approach of a well organised hazard inspection programme.

## **Policy**

### ***Responsibilities:***

Management have a responsibility to ensure:

- Resources are made available to effectively implement this policy and procedure
- Employees/Contractors receive training in the management of hazards in the workplace
- Consultation with employees/contractors is maintained to assist in the management of identified hazards
- Procedures are established to identify, assess and control hazards in the workplace
- The implementation of controls to reduce hazards in the workplace
- First aid and injury statistics are reviewed to assist in the identification of areas of risk.

Employees/Contractors have a responsibility to:

- Comply with legislative requirements and Poly-Tech's Policy and Procedures
- Report all reasonably foreseeable hazards
- Participate in Occupational Health, Safety and Welfare programmes
- Assist in the consultation, implementation and evaluation of the Hazard Management Policy

Make recommendations to Management in regard to the hazard management system.

### ***Hazard Inspections***

The person(s) conducting the inspection should invite the assistance of employees and other persons from the worksite by asking for hazards that have not been reported. The Supervisor must be consulted on the findings of the inspection and control actions taken, planned or recommended to Senior Management.

- The person(s) carrying out the inspection will use an OHS&W Checklist; this will no doubt need to be modified from time to time to meet the worksite circumstances
- The person(s) undertaking the inspection should forward the completed inspection report after notation by the Supervisor/Manager to OHS Officer (currently Kym Lawson).

**EMPLOYEES HAVE A DUTY TO REPORT ANY IDENTIFIED HAZARD TO THE SITE SUPERVISOR**

An "out of order" tag should be attached to any appliance where a hazard exists.

## **Procedure**

Site Management must take appropriate corrective action, in consultation with employees or other persons for hazards identified and immediate action on hazards that are most likely to cause injury of ill health.

Site Management will prioritize the hazards identified by using the Risk Assessment document forming part of this policy.

The Supervisor shall retain a copy of the completed Inspection Report For and forward this duly noted with corrective action taken to the OHS Officer (currently, Kym Lawson).

Site Management are responsible for ensuring control measures are implemented utilising the hierarchy of controls outlined in this policy.

## **Monitoring and Review**

The Management of Poly-Tech will monitor the overall inspection/hazard management process including the schedule of inspections.

Random Inspections may be undertaken at management's direction at any time, and should be carried out to evaluate the effectiveness of the inspection programme. Each Supervisor should maintain a file of completed Inspection Forms and records of corrective action taken.

## **Risk Assessment**

The risk assessment process involves predicting the likelihood that something may happen and the consequences if it does. Considering the following questions will assist in making the best estimate:

1. How often will people be near the hazard?
2. How many people will be exposed to the hazard?
3. Do you know of any situations where this hazard has already caused problems?
4. How easily could someone be hurt?

Gather as much information as possible about the hazards identified, assess the likelihood and consequences of each hazard that may cause harm and then use the risk table to calculate an overall risk rating.

**Likelihood** is assessed as below:-

- Very likely (could happen frequently)
- Likely (could happen occasionally)
- Unlikely (could happen but only rarely)
- Highly Unlikely (could happen but probably never will)

**Consequence** is assessed as possibly resulting in:-

- Fatality
- Major injury (irreversible injury or health damage, or damage requiring several weeks off work)
- Minor injury (reversible injury or health damage, or damage requiring several days off work)
- Negligible injuries (requiring first aid only)

The above can then be expressed in table form:-

## Risk Table

### Likelihood

<b>Consequence</b>	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	<b>HIGH</b>	<b>HIGH</b>	<b>HIGH</b>	<b>MEDIUM</b>
Major Injury	<b>HIGH</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>MEDIUM</b>
Minor Injury	<b>HIGH</b>	<b>MEDIUM</b>	<b>MEDIUM</b>	<b>LOW</b>
Negligible	<b>MEDIUM</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>LOW</b>

If a hazard could result in a major injury but unlikely to happen the overall risk factor is medium. The likelihood of something happening is affected by many factors, the aim of risk assessment is to consider foreseeable factors.

## Hierarchy of Control

1. Eliminate the Risk
2. Minimise the Risk
  - Use engineering controls, substitution, isolation, modification to design, guarding and mechanical ventilation
  - Implement administrative controls including Job Safe Procedures
  - Use personal protective equipment