

CARRUS

Hazard Management Procedure

Definitions

- **Hazard** – Anything that is a potential source of harm i.e.: trip, slip, work tools etc.
- **Significant Hazard** – Any hazard that has the potential to cause serious harm.
- **Serious Harm** – Any injuries or illness that causes temporary or severe loss of bodily function (e.g. fractures, amputation).
- **All Practicable Steps** – Practicable steps are actions that a **reasonable** person would take to reduce the chance of harm occurring.
- **Controls** – Actions to reduce the likelihood of harm or the potential consequence of harm.

Hazard Identification

All hazards in the workplace need to be identified. Once identified, they need to be recorded on a hazard register.

Examples of potential hazards include:

- Dangerous equipment,
- Chemicals
- Stacked shelving
- Repetitive jobs that may cause strains and/or fatigue from lifting,

Hazard Assessment

Using the Risk Matrix, assess each hazard for risk. Once you have determined the hazards that would cause the most harm you will need to deal with these first.

When assessing each hazard, consider the following:

- **Likelihood** – What are the chances the hazard could occur
- **Consequence** – If the hazard did occur, what would be the potential outcome

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Likelihood <i>(chances that harm could occur)</i>	Consequences <i>(potential outcome)</i>					
		Insignificant <i>(minor first aid)</i> 1	Minor <i>(medical treatment)</i> 2	Significant <i>(time off work)</i> 3	Major <i>(serious harm)</i> 4	Catastrophic <i>(fatality)</i> 5
Very Rare	1	2	3	4	5	6
Unlikely	2	3	4	5	6	7
Moderate	3	4	5	6	7	8
Likely	4	5	6	7	8	9
Almost certain	5	6	7	8	9	10

Risk Matrix

Note: The higher the risk, the more important it is to establish control measures to prevent people getting hurt.

A hazard with a score greater than '4' (see over) is high risk which is regarded by 'Carrus' as a 'significant' hazard and needs to be controlled in accordance to The Health and Safety in Employment Act 1992 requirements.

Hazard Control

Hazard controls are put in place to keep people safe from harm. The Health and Safety in Employment Act 1992, requires all employers to put hazard controls in place.

The steps to follow are:

- **Eliminate the hazard** (e.g. remove it, remedy it, etc), or,
- **Isolate the hazard.** If it is not possible to eliminate the hazard, then, all practicable steps should be taken to isolate the hazard. An Isolating control measure may include, the placing of barriers around the hazard, confining the hazard to a specific area etc, or
- **Minimise the hazard** If the hazard cannot be eliminated or isolated, you must minimise the hazard. Minimisation control measures may include e.g. providing personal protective equipment; (gloves, earmuffs, aprons), develop safe work procedures, provide training etc.

Hazard Control Action Guide

Risk Rating	Action Required	Reporting/discussion
Low risk = 2, 3, 4 <i>(blue shaded area)</i>	If possible and low cost, fix it.	Employee discussion to raise awareness and agreed controls.
Moderate Risk = 5, 6, 7 <i>(no shading)</i> Significant hazard	Follow hazard management procedure. Take all practicable steps to eliminate, isolate and minimise the hazard	Employee discussion to raise awareness and agreed controls. Update register
High Risk = 8, 9, 10 <i>(red shaded area)</i> Significant hazard	Take immediate action. Follow hazard management procedure. Take all practicable steps to eliminate, isolate and minimise the hazard	Discuss with staff and management as soon as possible to agree on actions. Update register

Communication

Remember,

- where applicable communicate all hazards to staff and,
- discuss the hazard and the control measures used and,
- Review completed hazard reports to ensure controls are adequate providing review dates (if not already identified).

Hazard Management Flow Chart

