**Sample WHS Risk Management Policy**

Our organisation is dedicated to the provision of a safe and healthy workplace and have adopted the following risk management practices to assist in this regard.

**Prevention of Incidents**

*Adhoc**Identification of Potential Hazards*

***1.*** If a worker identifies a potential health or safety problem he or she must fill in the Maintenance book or a Hazard Report to report the issue directly to the Responsible Manager and the Health and Safety Committee/Representative.

**2** Following the report of a Work Health and Safety problem the Responsible Manager (or H&S Committee member/Representative) will investigate the issue, and determine the action that is needed to resolve the issue.

1. The Responsible Manager will recommend corrective action to be taken to the (Site/Service/Regional) Manager and once approval is received will organise as soon as possible and will provide feedback to the worker who completed the form. Where corrective action is not possible or difficult to determine the Responsible Manager will discuss the issue further with the H&S Committee/Representative.
2. The Responsible Manager will maintain a hazard register so that hazards, their risk rating and control strategy can be documented and the effectiveness monitored and reviewed on a regular basis.

*Systematic identification of workplace hazards*

**1.** *Internal workplace inspections*

H&S representatives will conduct workplace inspections with the local manager/supervisor using specific and general inspection checklists as appropriate and complete the maintenance book or hazard report form for corrective action where required. The Responsible Manager will collate the results of the inspection and provide these to the H&S Committee for review.

***2*** *External workplace inspection*

The Responsible Manager will complete an external areas inspection with the Handyman twice a year as well and ensure that corrective actions are implemented and results provided to the H&S Committee.

3. *Client assessments*

 All clients referred to the service will undergo an initial assessment to identify any risks and then annually or as required.

4. *Home Inspections*

 A home inspection will be undertaken prior to the provision of in- home support to identify any potential hazards by the service manager and will be repeated yearly or as required.

*5. Risk Assessments*

Where a hazard is identified for any activity undertaken and control measures are not readily identified a risk assessment must be completed to determine the frequency of injury or disease that could result, the duration of exposure to injury or disease sources and the likely severity of injury or illness. It may be necessary to break the activity into a series of parts and assess each part separately. Risk assessments will be documented on a risk assessment form – see appendix ?.

Once the risk is identified control measures should be taken to reduce the hazard and risk from the activity. A hierarchy or preferred order of control measures ranging from most effective to least effective should be considered see appendix ?

Activities for which a risk assessment will be undertaken include:

* Community outings
* Special events such as fun days and fund raising events
* Use of hazardous plant/equipment e.g. lawn mower, hoists
* Hazardous manual tasks
1. *Safe Work Procedures*

Arising from risk assessments safe work procedures should be documented for hazardous plant and equipment and hazardous activities. Use the standard template in appendix ?.

**Community Activity Procedures**

Once an activity has been planned a risk assessment must be undertaken and suitable control measures implemented. Where the activity is to a fixed location a venue assessment/risk assessment may be obtained from the controller of the premises/service provider. If not available an alternate location or a pre-visit to conduct your own venue assessment is required.

**Reporting of Incidents and Investigations**

Any accident or dangerous occurrence, that occurs at the workplace must be documented on the Incident Report form (Appendix D) and reported to the Responsible Manager within 24 hours. The incident will be investigated by the supervisor or co-ordinator and the results are to be recorded on the form as well as any corrective action recommended/taken.

Any accident with the potential for medical treatment/insurance claim should also be recorded in an insurer Accident Report and faxed/emailed to the insurer immediately.

The Responsible Manager and H&S Committee/Representative will review the Incident reports received to ensure that adequate corrective action has been implemented.

The Responsible Manager is required to notify the Regulator (e.g.WorkCover NSW) of any accidents involving workers or others which result in in-patient treatment or dangerous incidents such as gas escape or explosion, building collapse or land subsidence.

**Standardised risk control processes**

 Emergency procedures – attach as relevant.

 First aid procedures – first aid kits are located at:

* trained first aiders are:
* first aid kits must be carried in every vehicle and during community visits unless a first aid kit is available at the venue
* first aid kits are to be inspected quarterly

Chemicals - SDS will be obtained at time of purchase for all hazardous chemicals and made available at site

* Only approved chemicals are to be used
* All chemicals in use must be entered onto the chemical register.