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LSR 1

Always do a Risk Assessment Activity & follow procedures.

RISK

Different environments, complex operations and tasks performed within the vicinity or in connection to others increase the risk of something going wrong. Our work environments are constantly changing and can present a range of risks that need to be controlled.

A Risk Assessment Activity is an interactive means of identifying, assessing, treating and communicating the hazards associated with a job. It also provides the opportunity to confirm equipment and people are working within safety guidelines and limits and will also allow you to consider some specifics with a job that could expose you or others to injury.

Risk Assessment Activity should be conducted:

- As part of your planning activity prior to starting work;
- When your equipment, task, materials or personnel changes;
- When things are not as you expected;
- When new equipment is purchased, and new projects commenced;
- If there are any other changes to the organisation which may impact safety.

A Risk Assessment Activity can be formal or informal; before you even start your job, you may already be doing a Risk Assessments in your head, this is usually where you determine what type of Risk Assessment Activity is required.

Some of our Risk Assessment Activities tools include;

- Take Five
- Job Hazard Analysis (JHA)
- Standard Operating Procedures
- Safe Work Method Statement
- Task-based Risk Assessment
- A Client's Risk Assessment Tools
- Specific Risk Assessment
- Pre-Start Checklists
- Plant Risk/Hazard Assessments
- Project Risk Assessments

The difference between a formal and informal Risk Assessment Activity usually relates to the traceability of the process.

Because a Risk Assessment Activity is more than just an assessment, action may often have to be taken to ensure a job is safe to go ahead.

Following on from the assessment phase of your Risk Assessment Activity:

- You should use control measures identified using the Hierarchy of Control.
- Plans and procedures may need to be updated.
- People are to be given appropriate information to enhance their knowledge.
- Wherever possible, people need to be allocated work they are familiar with or provided sufficient time to become familiar with safe work systems of work (SOP, JHA, SWMS).
- Supervisors need to support Risk Assessment Activities and do regular checks of controls (e.g. Safe Task Observations).
- Everyone needs to be encouraged to routinely review procedures for improvements or changes.

Risk Assessment Activity is about you.

The effectiveness of a Risk Assessment Activity comes down to you and how well you include others around you to really consider the things that can go wrong, how to control them and how this is communicated to all involved.

It is important to ask yourself and others **4 key questions**;

What am I about to do?

- you know what the job requires;
- you have the right skills, training and tools;
- you are authorised to do the job.

What could go wrong?

- you have stepped through the job;
- you can identify the hazards and the risks;

How can I do it safely?

- you have the right controls for the risks identified;
- you have checked that the controls are adequate for the risk.
- What do I do if the risk is still too high?
- you can 'stop the job' if the risks are still too high;
- you can speak up, discuss this

with those involved, or the Ausco representative onsite;

- you can look to find another way to do the job safely.

PERSONAL BEHAVIOURS

Before commencing any task confirm that:

- I am fit for work.
- I am familiar with the equipment I am about to use.
- I understand the task and procedure for the task.
- I have completed a Risk Assessment Activity and involved others also doing the job.
- I have a clear understanding about how I will perform the task safely from start to finish.
- I have approvals to make any changes or modifications to procedures or equipment from the relevant people.
- I have completed prestart activities (equipment checks, isolations etc.).
- I know who to call if something changes.
- I have explained the risks and controls about the job to those around you.