

	Angaston Agricultural Bureau WHS HAZARD MANAGEMENT PROCEDURE	Version No: 1.0
		Issued: 15/10/2017
		Next Review: 15/10/2021

1. Overview

- 1.1. Angaston Agricultural Bureau (AAB) and its Subsidiary, Barossa Improved Grazing Group (BIGG), as part of their commitment under this Hazard Management Policy, recognises their obligation to ensure that all reasonably foreseeable hazards arising from work which may affect the work health and safety (WHS) of workers or other persons are identified, assessed and controlled.
- 1.2. This procedure aims to:
 - 1.2.1. Demonstrate compliance with legislative requirements.
 - 1.2.2. Achieve the highest levels of WHS performance by:
 - a. Providing Executive and workers with the information, instruction and training to enable them to manage risks effectively.
 - b. Having all identified hazards assessed for the level of risk and all risks arising eliminated, or where that is not reasonably practicable, minimised by the application of the Hierarchy of Controls.
 - c. Having systems in place to facilitate the monitoring and evaluation of the effectiveness of those controls.
- 1.3. We are committed to a consistent approach to hazard management that includes cooperation and consultation between Executive, workers, contractors and others in the workplace.

2. Core components

- 2.1. The core components of our hazard management program aim to ensure:
 - 2.1.1. All reasonably foreseeable hazards are identified and recorded.
 - 2.1.2. Risks are assessed and recorded.
 - 2.1.3. Controls are identified as part of the risk assessment process and are aligned to the highest level of the Hierarchy of Controls, wherever possible, and implemented in a timely manner.
 - 2.1.4. Controls are reviewed and are effective and haven't introduced any further hazards.
 - 2.1.5. The relevant workgroup(s) is consulted and informed of the results of the hazard management process.
 - 2.1.6. The risk assessment and control program are reviewed by Executive.

3. Definitions

Refer to the Definitions list

4. Procedure

4.1. Hazard identification

- 4.1.1. Identifying hazards in the workplace involves finding things and situations that could potentially cause harm to people and damage to property.
- 4.1.2. The Executive and Coordinators are accountable for identifying hazards arising from work that may affect workers and others, and should do this in consultation with workers, in accordance with the *Communication and Consultation procedure*.
- 4.1.3. The following activities may be used to identify hazards:

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- a. A review of WHS records, including but not exclusive to, health monitoring, workplace incidents, worker complaints or hazard ID forms.
 - b. Where there is a change to a workplace, work process, policy, procedure or legislation that may affect the WHS of workers.
 - c. Concerns and issues raised by workers.
 - d. Information or advice provided by internal and/or external experts, regulators, industry associations, unions, manufacturers or suppliers.
 - e. Risk assessment processes.
 - f. Inspection, testing and maintenance procedures of Hazardous Chemicals and plant /equipment.
 - g. Incident investigation processes.
 - h. Workplace inspections.
- 4.1.4. Workers are required to report any hazard they identify.
- 4.1.5. As soon as a hazard is identified action should be taken to either eliminate it or put in place interim controls to prevent the risk of an incident occurring or re-occurring.

4.2. Document the hazard

- 4.2.1. If a hazard is identified and is unable to be immediately and permanently eliminated, then the person identifying it should use a Hazard Report form.
- 4.2.2. The person identifying the hazard shall forward the form to their manager as soon as practicable, within 24 hours.
- 4.2.3. Once a manager is in receipt of a Hazard Report form they shall ensure immediate controls are in place pending further investigation.

4.3. The Risk Assessment Process

- 4.3.1. A risk assessment should be undertaken for all identified hazards.
- 4.3.2. A risk assessment must also be done when there are changes at the workplace that may impact on the effectiveness of control measures.
- 4.3.3. Some hazards have exposure standards, such as noise and airborne contaminants, and may require scientific testing or measurement by a competent person to accurately assess the risk and to check that the relevant exposure standard is not being exceeded, e.g. by using noise meters to measure noise levels
- 4.3.4. If a risk assessment is required an assessment of risks associated with a class of hazards, tasks, things or circumstances may be conducted in one risk assessment if:
 - a. All hazards, tasks, things or circumstances in the class are the same; and
 - b. The assessment of risks for the class does not result in any worker or other person being exposed to a greater, additional or different risk to WHS than if the risk assessment were carried out in relation to each individual hazard, task, thing or circumstance.

4.4. Assess the Risk

- 4.4.1. If the hazard is not included in the Hazard register, then the Executive shall undertake a risk assessment with the worker(s) who identified the hazard involved in the activity being assessed.

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- 4.4.2. During the process the participants should consider how the hazards may cause harm including:
- a. The effectiveness of existing control measures and whether they control all types of harm;
 - b. How the work is actually done;
 - c. Infrequent or abnormal situations, as well as how things are normally meant to occur, and;
 - d. Maintenance and cleaning tasks as well as breakdowns of equipment.
- 4.4.3. The Hazard register shall be reviewed to determine if the hazard has been previously identified and controls have been implemented.
- 4.4.4. If the Hazard register:
- a. Shows that controls have been previously implemented and considered effective but have not been applied in the current situation, a corrective action plan shall be developed and implemented to rectify the gap (go to 4.6 below).
 - b. Shows that controls have been previously implemented but now are not considered effective another risk assessment will need to be undertaken (complete actions in 4.5).
 - c. Does not contain a record of the hazard it must be added to the Hazard register and a risk assessment undertaken (complete actions in 4.5).
- 4.4.5. The assessment shall document outcomes on one of the risk assessment tools, and include:
- a. The agreed estimation of the potential consequences, i.e. how severe the harm could be if the event did occur, using the following classification table:

Level	Descriptor	Description
1	Insignificant	No injuries, low financial loss
2	Minor	First aid treatment, on- site release immediately contained, medium financial loss
3	Moderate	Medical treatment required, on site release contained with outside assistance, high financial loss
4	Major	Extensive injuries, loss of production capability, off site release with no detrimental effects, major financial loss.
5	Catastrophic	Death, toxic release off-site with detrimental effect, huge financial loss

- b. The agreed estimation of the likelihood or probability of the event occurring, using the following table:

Level	Descriptor	Description
A	Certain to occur	Is expected to occur in most circumstances
B	Very Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time

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E	Rare	May occur only in exceptional circumstances
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- c. The level of risk is identified by locating where the selected measures for likelihood and consequence meet in the following table:

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (moderate)	L	M	H	E	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

- d. Rate the risk to ensure any risks to WHS are eliminated or, where that is not reasonably practicable, minimised and, priorities set for action in accordance with the following table:

E: extreme risk:	Operation of item or activity should not be allowed to continue until the risk level has been reduced <ul style="list-style-type: none"> Will commonly be an unacceptable level of risk May include both short term and long-term control measures
H: high risk:	Reduce the risk rating ALARP, if possible <ul style="list-style-type: none"> Should only be an acceptable level of risk for 'Major' or 'Catastrophic' consequences
M: moderate risk:	Reduce the risk rating ALARP, if possible, <ul style="list-style-type: none"> May be an acceptable level of risk
L: low risk:	Reduce the risk rating ALARP, if possible, <ul style="list-style-type: none"> Commonly is an acceptable level of risk

4.4.6. The hazards shall be prioritised with the highest rated risks requiring the most urgent attention.

4.5. Control the risk

4.5.1. The Hierarchy of Control must be used when managing risks. Executive, in consultation with workers, should implement controls that effectively eliminate the hazard or minimise the risk. This may involve a single control measure or a combination of different controls that together provide the highest level of protection that is reasonably practicable.

- a. Level 1 Control Measures:

Elimination is the most effective control measure involving elimination of the hazard and associated risk by either removing or designing it out.

- b. Level 2 Control Measures:

Where it is not reasonably practicable to eliminate the hazard, the risks of the hazard should be reduced using one or more of the following approaches:

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- i. Substitution - replace the hazard with something that does the same job but with a lower level of risk.
 - ii. Isolation – this involves physically separating the source of harm from people by distance or using barriers.
 - iii. Engineering - is a control measure that is physical in nature, including a mechanical device or process.
- c. Level 3 Control Measures:
- i. Administrative controls- these are work method statements, procedures or signage designed to minimise exposure to a hazard.
 - ii. Personal protective equipment (PPE) - limits exposure to the harmful effects of a hazard but only if workers wear and use the PPE correctly. Where PPE is used as a control the PPE must be:
 - Selected to minimise the risk to WHS.
 - Suitable for the nature of the work and any hazard associated with that work.
 - A suitable size and fit and reasonably comfortable to wear.
 - Maintained, repaired or replaced so that it continues to minimise the risk.
 - iii. Administrative controls and the use of personal protective equipment are the lowest priority on the Hierarchy of Control. These controls **shall not** be relied upon as the primary means of risk control and should only be used:
 - When there are no other practical control measures available (as a last resort).
 - As an interim measure until a more effective way of controlling the risk can be used.
 - To supplement higher-level control measures, i.e. as a back- up.

4.5.2. A combination of control measures may be required to effectively manage a hazard. Depending on the outcomes of the specific risk assessment, this may include both short and long-term control measures.

4.5.3. The findings of the risk assessment process shall be documented on the relevant form and the Hazard register.

4.5.4. Executive shall review the proposed controls to ensure they are appropriately prioritised, reasonably practicable and achievable. They shall then assign somebody to facilitate the implementation of the controls, set a timeframe for completion and update the Hazard register.

4.5.5. Executive shall inform all relevant persons about the control measures selected or corrective actions that have been implemented and ensure all relevant documentation, including work procedures, training, information and/or instruction are amended to reflect the changes. Records shall be kept.

4.6. Monitor and evaluate controls

4.6.1. Executive, in consultation with workers and their representatives, shall check the effectiveness of the selected controls and ensure that new hazards have not been introduced by:

- a. Monitoring and evaluating controls for effectiveness.

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- b. Recommencing the risk assessment process if new hazards are identified.
 - c. Reviewing controls during workplace inspections.
 - d. Communicating the outcomes of the risk assessment process to workers.
 - e. Retaining the completed risk assessment form.
- 4.6.2. Executive shall monitor the effectiveness of the selected control(s) by:
- a. Providing authority and resources to implement and maintain control measures effectively.
 - b. Incorporating verification measures into workplace, plant and equipment maintenance and testing schedules, as required.
 - c. Providing training and/or refresher training to maintain skills and competencies.
 - d. Providing up-to-date hazard information to workers who are, or are likely to be, directly affected by a matter relating to WHS.
 - e. Conducting regular review and consultation with workers who are, or are likely to be, directly affected by a matter relating to WHS.
- 4.6.3. Executive shall review hazard and incident statistics, audit results, legislative changes and other information relating to the hazard management program and direct action when required. Records shall record outcomes of discussions and actions undertaken.
- 4.6.4. Include the hazard management procedure as part of the ongoing management review process and include the findings of internal audits into the procedure, as relevant.
- 4.6.5. Set, monitor and review objectives, targets and performance indicators for any hazardous manual task program, as relevant.

5. Training

- 5.1. The training needs analysis shall identify the hazard management training needs of all workers.
- 5.2. Executive shall be trained in hazard management.
- 5.3. Persons undertaking risk assessments shall have specific training.
- 5.4. All workers and contractors shall have the hazard management procedure explained to them during the induction process.
- 5.5. Contractors shall be made aware of the hazard management procedure during the contractor tendering process

6. Records

- 6.1. The following records shall be maintained:
 - 6.1.1. Hazard reports.
 - 6.1.2. Risk assessments.
 - 6.1.3. Risk register.
 - 6.1.4. Safe Work Instructions (SWIs).
 - 6.1.5. Training records.

7. Responsibilities

- 7.1. Executive are accountable for the actions listed above, and:

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Emergency Management Procedure

Hazardous Chemicals Procedure

Hazardous Manual Tasks Procedure

Plant Procedure

Lone or Isolated Work Procedure

Workplace Inspection Procedure

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	1.0	15/10/2017	New Document