



**BSBWHS303**

## **Participate in WHS hazard identification, risk assessment and risk control**

This unit describes the skills and knowledge required to maintain a healthy and safe workplace through participation in the process of identifying work health and safety (WHS) hazards and assessing and controlling WHS risks, and the promotion and support of worker consultation. It applies to individuals who assist with the identification of workplace hazards and the assessment and control of WHS risks as part of their WHS responsibilities, which are in addition to their main duties.



## **STUDENT RESOURCE**





# CONTENTS

<b>Elements and performance criteria.....</b>	<b>3</b>
<b>Introduction.....</b>	<b>6</b>
<b>Participate in workplace hazard identification.....</b>	<b>6</b>
Hazard identification.....	6
The Acts, regulations and codes of practice .....	10
<b>Participate in WHS risk assessment .....</b>	<b>12</b>
Risk assessment methods.....	18
<b>Worker consultation and participation in hazard identification and risk assessment.....</b>	<b>20</b>
Encourage worker participation.....	22
<b>Participate in developing, selecting and implementing WHS risk controls .....</b>	<b>25</b>
Risk control options.....	25
Impeding factors .....	31
Risk control implementation and evaluation plan.....	33
<b>Support effective worker consultation and participation in the risk.....</b>	<b>36</b>



Suites 210 – 212  
189E South Centre Road  
Tullamarine VIC 3043  
© IVET  
Created: 10/10/22  
Version: 1.0

The content of this publication is produced for educational purposes only. No claim is made to its accuracy or the authenticity of the content. The information in this document is provided on the basis that the reader takes responsibility for assessing the relevance and accuracy of the content. No responsibility is taken for any information or services which may appear on any linked websites.

IVET Group does not accept any liability to any person for the information or advice (or the use of such information or advice) in this document or incorporated into it by reference.

All content, unless otherwise indicated, is the intellectual property of the IVET Group.

## BSBWHS303

### Participate in WHS hazard identification, risk assessment and risk control

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
<p><b>1.</b> Participate in workplace hazard identification</p>	<p>1.1 Participate in selecting hazard identification methods suitable for the workplace</p> <p>1.2 Use selected methods to identify, report and record hazards according to workplace procedures and WHS Acts, regulations and codes of practice</p> <p>1.3 Provide information and assistance to persons conducting hazard identification</p>
<p><b>2.</b> Participate in WHS risk assessment</p>	<p>2.1 Participate in selecting suitable risk assessment methods for the workplace</p> <p>2.2 Use selected methods to assess and record risks according to workplace procedures and WHS Acts, regulations and codes of practice</p> <p>2.3 Provide information and assistance to persons conducting risk assessments</p>
<p><b>3.</b> Promote and support worker consultation and participation in hazard identification and risk assessment</p>	<p>3.1 Advise workers of, and consult them about, hazard identification and risk assessment activities, according to workplace WHS consultation and participation policies, procedures and processes</p> <p>3.2 Encourage workers to participate in these activities according to workplace WHS consultation and participation policies, procedures and processes</p> <p>3.3 Advise workers of, and consult them about, the results and outcomes of these activities, according to workplace WHS consultation and participation policies, procedures and processes</p>

**4.** Participate in developing, selecting and implementing WHS risk controls

4.1 Obtain workplace records of the outcomes of hazard identifications and risk assessments, and use them to participate in developing risk control options

4.2 Apply knowledge of WHS Acts, regulations, codes of practice, other information and guidelines, and workplace policies, procedures and processes to identify duty holders

4.3 Participate in selecting risk control options using appropriate criteria

4.4 Identify and report factors impeding successful implementation of selected risk controls

4.5 Participate in developing a risk control implementation and evaluation plan

4.6 Provide information about the implementation and evaluation plan to individuals and parties

**5.** Support effective worker consultation and participation in the risk control process

5.1 Advise workers of, and consult them about, developing risk control options, and selecting and implementing risk controls, according to workplace WHS consultation and participation policies, procedures and processes

5.2 Encourage workers to participate in these activities according to workplace WHS consultation and participation policies, procedures and processes





## Performance evidence

Evidence of the ability to:

- participate in selection and use of required methods to identify, report and record hazards
- assess and record risks for identified hazards
- promote and support worker consultation and participation in hazard identification and risk assessment
- participate in developing, selecting and implementing risk control options and plans.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

## Knowledge evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the relevant Commonwealth and state or territory Acts, regulations, codes of practice standards, guidance material and other relevant publications
- summarise work health and safety (WHS) legislative requirements about:
  - communication, consultation and participation
  - notification of incidents
  - recordkeeping
  - specific hazard identification and risk assessment and control methods
- list the basic principles of incident causation and injury processes
- explain the concept of hazards, risks and risk factors
- describe hazard identification and risk assessment methods
- identify internal and external sources of WHS information and data, and how to access them
- summarise organisational WHS policies, procedures, processes and systems
- describe the range of WHS hazards that may be present in the workplace, the harm they can cause and how this harm occurs
- describe risk control options for different hazards and work situations
- identify types of hazard and risk registers
- describe the workplace communication processes for sharing information about hazard identification, and risk assessment and control.

For more information on this unit of competency visit: <https://training.gov.au/Training/Details/BSBWHS303>

## Introduction

It is the responsibility of all staff in a workplace to maintain the health and safety of themselves and those around them including co-workers, managers, clients, customers, visitors and participants. To do this it is important to be an active member of your workplace through participating in the process of identifying work health and safety (WHS) hazards and assessing and controlling WHS risks.

The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace, however it is important to note that each state/territory in Australia enforces different WHS/OHS Acts. For example, in Victoria workplace health and safety is governed by the *Occupational Health and Safety Act 2004*. For the purpose of this unit we will be looking at the WHS Acts, regulations and codes of practice that are most relevant to workplaces in Victoria.

## Participate in workplace hazard identification

### Hazard identification

To prevent risks from occurring in the workplace you need to identify hazards. Hazards are any sources of potential harm or a situation with the potential to cause harm, which could include injury, death, disease, financial loss, environmental and equipment damage. Hazard identification is about examining the work area and work tasks for elements that have the potential to cause serious harm, then assessing the risks that could occur and determining what can be done to control the hazard by eliminating or minimising it from occurring.

Hazard identification in a workplace should be an ongoing process that should be completed at various times including:

- If it has never been done before (e.g. the organisation has just opened and/or obtained a premises).
- When a hazard has been identified. Often when one hazard is found there is the chance that there could be more so it is important to conduct an assessment of all areas of the organisation.
- After an incident, accident or near miss has occurred, irrespective of whether a person was injured or not.
- If concerns are raised by staff or others in the workplace.
- When there are changes made in the workplace, such as the introduction of new equipment, staff, the environment and/or procedures.
- At regular intervals as per the organisation's hazard identification schedule.

Once a hazard has been identified the risks should be assessed to determine what might result from these hazards. Based on this you should then determine the control measures that will be implemented to minimise and where possible eliminate the risks. Once these control measures have been implemented it is important to monitor and review their effectiveness and make modifications if required.

Hazard identification should be a consultative process in a workplace and all employees should be encouraged to participate in selecting hazard identification methods that are suitable for the workplace.

There are a number of methods that can be used to identify potential hazards in a workplace. You could draw on expertise from within an organisation or source external assistance from outside of the organisation. Hazard identification methods may include:

- **Talking with staff**

When talking with staff and others involved in the workplace, such as contractors and suppliers, ask them to identify any potential hazards that they see. They will be able to offer you the most insight into the workplace and potential hazards as they work in the environment and conduct their role everyday. You could talk to staff one-on-one or ask them to brainstorm a list of potential hazards during a staff meeting or you could ask them to complete a questionnaire which you can then review.

It is also important that you communicate regularly with staff about the importance of reporting hazards in the workplace. On a regular basis staff meetings should touch on and review WHS procedures in the workplace and the importance of taking immediate action when you identify a hazard, reporting it to the relevant person and completing any required paperwork.

- **Conducting physical inspections**

One of the most effective and simple ways to identify hazards in a workplace is to conduct physical inspections. This is where you do a walk-through of the workplace and look out for hazards. It can be helpful to create a checklist specific for the workplace that can be used when conducting a physical inspection. A checklist will remind you of each area and/or item that should be checked as well as documenting the inspection conducted.

For example, if you worked at a pool your checklist might include the pool hose is appropriately stored, chemicals are covered and stored, that lane ropes are attached correctly and that the appropriate swim lane signage has been allocated and erected.

- **Reviewing records of accidents and 'near misses'**

One of the most effective ways to identify hazards that you were unaware of is to review records of accidents, incidents and near misses that have occurred in your specific workplace. By using these records to identify hazards in the workplace you are learning from previous incidents and mistakes and doing your best to ensure that they don't happen again.

When accidents or incidents occur in the workplace they should be documented as part of a workplace incident reporting procedure. Reports should also be generated for 'near misses'; these are minor accidents/incidents or close calls, where serious injuries or loss were narrowly and luckily avoided. An example of a near miss would be a worker tripping over a weight lying on the gym floor but avoids serious injury by grabbing onto the frame of the lat pull-down machine. When a near miss occurs in the workplace it is important to not just ignore it and be happy that it didn't eventuate in serious injury or loss. Near misses need to be documented and given to an appropriate person in the workplace such as a supervisor, manager or WHS/OHS representative so that they can action the hazard and reduce the chance of it occurring again.

- **Media reports**

When serious accidents occur in workplaces they are often reported on by the media, in print and online. For organisations and businesses in like industries this should prompt them to review their own workplaces for similar hazards. This type of media coverage can be beneficial in identifying hazards that have not been previously identified, as well as prompting employees to be more vigilant and proactive in identifying and reporting hazards in the workplace.



- **Enlisting the assistance of professional consultants and/or industry specialists**

As mentioned previously employees are an excellent source when it comes to identifying hazards in the workplace. However, it is important to note that they may be so used to the environment that they work in that they might not see the hazards or have learnt to unconsciously avoid them.

Enlisting the assistance of professional consultants and/or industry specialists can be beneficial as they may see things that those within the organisation fail to notice and because they don't work for the organisation they may feel more comfortable identifying hazards. Professional consultants and/or industry specialists will have visited a number of worksites and be familiar with common hazards that may exist in similar organisations and businesses. For example, most gyms would have similar hazards such as machine maintenance, weights on the floor, sweat causing slip hazards, damage to frames and upholstery of gym equipment and wear and tear on cables and pulley systems.

- **Publications, such as online hazard alerts**

When an injury or loss has occurred in a specific industry the governing body or regulator for WHS/OHS in that state or territory will issue a hazard alert. These alerts are designed to provide information based on a real-life serious incident that has occurred so that similar workplaces are aware of them and can be proactive in preventing them. Depending on the organisation issuing the hazard alerts they may also provide practical advice and guidance for appropriate procedures and risk control measures that should be implemented.

- **Talking with representatives from like organisations and businesses**

Another great method for identifying hazards and preventing risks from occurring in the workplace is to speak to WHS/OHS representatives from like organisations. Speak to them about any incidents that have occurred in the workplace as well as any documented near misses. Sharing information can be beneficial, allowing organisations to learn from the mistakes or mishaps of others and maintain the health and safety of everyone in workplace.





## Hazard alert investigation – ICT activity

Access the Victorian Department of Education website:  [www.education.vic.gov.au](http://www.education.vic.gov.au)

Then, in the search bar type, 'Health and safety hazard alerts'. Then click search.

Explore three of the hazard alerts issued by the Department of Education for schools and document each issue and the recommendations for action required.

Title of the hazard alert	Description of the issue	Recommendations for action required

## The Acts, regulations and codes of practice

Once you have selected a suitable method to identify hazards in your workplace you need to report and record hazards according to workplace procedures and WHS Acts, regulations and codes of practice. WorkSafe regulates Victorian workplace compliance with the relevant acts, regulations and code of practice.

Workplaces in Victoria are required to act in accordance with the following:

### Occupational Health and Safety Act 2004 (Vic)

#### The Act:

These are the key principles, duties and rights that relate to OHS. The Act covers a wide variety of circumstances. It is up to the duty holder (i.e. the employer) to determine how they choose to comply with the Act.

### Occupational Health and Safety Regulations 2017 (Vic)

#### Regulations:

These regulations are under the Act. They provide specific ways that employers must adhere to the Act, such as the reporting and recording of incidents, required licenses and situations that require external notification. There may also be specific regulations for particular employment areas. For example, those who work with chemicals are mandated to abide by the Dangerous Goods (Storage and Handling) Regulations 2012.

### Victorian Compliance Codes

#### Codes of practice:

Provides advice and guidance for specific elements of OHS in the workplace, such as working in confined spaces, first aid in the workplace and communication of OHS in the workplace. These codes provide easy to read and understand practical applications of the Act. If these codes are followed and applied appropriately a workplace will have complied with their OHS obligations.







Organisations will have their own procedures, i.e. the steps that must be followed when reporting and recording hazards. However it is mandatory that these procedures be in line with the relevant Act, regulations and codes of practice of the industry.

All hazards must be reported and recorded internally within an organisation. However, in some cases it is mandatory to also report them to WorkSafe. This is the responsibility of the person in charge of WHS/OHS in the workplace. Any health and safety incidents where a death has occurred or an employee or person within the workplace requires medical treatment by a doctor or immediate treatment as an in-patient in a hospital must be reported to WorkSafe within 48 hours. Also any incidents involving high risk equipment, explosives (theft or injury) or the releases of dangerous goods such as toxic gases need to also be reported.

Failure to report such incidents to WorkSafe could result in formal warnings, fines and enforceable undertakings, the penalty given will be based on the severity of the incident and the circumstances around the failure to report the incident. A form to report hazards, incidents and accidents in the workplace can be obtained from the WorkSafe website. This form should be used for recording all health and safety issues that arise whether they are required to be submitted to WorkSafe or not. The purpose of this record is to record the details of the hazard, incident or accident that has occurred, what happened, the investigation that occurred and what action has been taken to prevent injury or illness, who is responsible and by when will it be completed.

To assist a person conducting hazard identification it is important to provide them with information. As mentioned previously this information could include a workplace inspection checklist that is specific to the workplace which details areas and equipment to check. Other information you provide may include records of maintenance completed, audit reports (both internal and external) and any records of any previously identified hazards, incidents and accidents that have occurred in the workplace. This information will assist any persons conducting hazard identification to be more effective and efficient in the process and ensure that health and safety is maintained and those in the workplace are well protected.

## Participate in WHS risk assessment

A risk assessment is about finding aspects of an organisation that have the potential to negatively impact the health and safety of employees and others in a workplace. Risk assessment is about looking at each hazard identified and evaluating the potential risks that may occur and the level of harm they may cause. Conducting a risk assessment is an important aspect of protecting the health and safety of those in a workplace, as it helps to:

- Identify hazards that exist in a workplace, where they are located and are most likely to take affect. This information can then be used to educate employees and create an awareness of them and how to best avoid them.
- Protect employees and others in the workplace by preventing injury, illness and loss.
- Determine the likelihood and consequences of each hazard identified and therefore the level of harm it has the potential to cause.
- Allows you to evaluate each risk and determine how to eliminate or minimise it through selecting and implementing appropriate control measures.
- Prioritise which hazards are most likely to occur by rating each risk.

Conducting a risk assessment is a systematic process that follows three key steps.

1. **Identify** the hazard (hazard identification).
2. **Assess** the risk. Determine the likelihood of the risk occurring, turning into an accident, injury or loss, the potential consequences and rate the risk based on the potential severity of the harm.
3. Determine and implement **control** options to eliminate or minimise the risk.

### EXAM TIP

To remember the risk control options and the order that they appear learn the mnemonic:

### **I Appreciate Controlled risks**

(**I**dentify, **A**ssess, **C**ontrol)

### IDENTIFY the hazard (hazard identification)

In the last section we explored a number of effective ways to identify hazards in a workplace. This can be done through drawing on expertise from within an organisation through talking with staff, conducting physical inspections and reviewing records of accidents and near misses.

Hazards can also be identified from drawing on professional expertise external to the organisation. This can offer a different perspective as they have no vested interest in the outcome. This may include hiring professional consultants and industry specialists to complete a work, health and safety audit, the use of publications, the media and case studies from similar organisations and reviewing hazard alerts.

Once a hazard has been identified information should be gathered about the risk, such as its location and who it is most likely to impact (i.e. employees in specific departments, customers or participants) so that an informed decision about the likelihood and consequences of the risk can be made.

## ASSESS the risk

Once a hazard has been identified the frequency or probability (**likelihood**) of that risk occurring needs to be assessed. This assessment is an estimation that is often based on experience, personal opinions, what has occurred in similar situations and data, if available. The likelihood of a risk can then be determined in a number of different ways:

- **Quantitatively** – the likelihood of the risk occurring is expressed in numbers that identify the probability of the risk occurring. These likelihoods may be expressed as percentages, fractions or ratios or a ranking between 0 and 1. For example, the likelihood of a participant in a hospital contracting an infection may be low, as it only happens between 0.1% and 1% of the time. The frequency and probability is low and, therefore, so is the likelihood.
- **Ranking** – if a number of hazards or risks have been identified they can be ranked from the most likely to occur to the least likely.
- **Qualitatively** – the likelihood of the risk occurring is categorised using descriptive words e.g. high, medium, low, rarely, moderate and likely, using a matrix like the one below.



Likelihood

Level	Descriptor	Description
5	Almost Certain	Expected, very likely, often occurs in most circumstances, history has shown it to be a regular occurrence.
4	Likely	Will probably occur, history of frequently occurring in similar instances.
3	Possible	May occur in some situations; history shows occasional occurrences.
2	Unlikely	Not expected but could occur, slight possibility.
1	Rare	Highly unlikely to occur, only occurs in exceptional circumstances, it could happen but is extremely unexpected.

Once the likelihood of a risk occurring has been determined the consequences (impact) need to be considered. If the risk was to occur, what would be the likely result or outcome i.e. injury, death, financial loss? The consequences of a risk can be determined through research and an understanding of the risk. Once the consequences have been assessed an instructor will know what degree of emphasis needs to be placed on the risk.

Just as likelihood can be ranked, so can the consequences of a risk. This ranking is based on the amount of loss a risk may cause (e.g. monetary, loss of time, loss of clients), the severity of the accident or injury (insignificant, minor, moderate, major or catastrophic) and the number of people who might be exposed and effected by the risk.



## Consequences

Level	Descriptor	Description
<b>A</b>	<b>Catastrophic</b>	Worst case scenario, severe loss, multiple deaths and serious casualties. Disastrous impact. Huge financial loss.
<b>B</b>	<b>Major</b>	Major loss and impact, single death and multiple casualties, major first aid required.
<b>C</b>	<b>Moderate</b>	A reasonable amount of loss, medical treatment required, disability and injuries. Significant impact. High financial loss.
<b>D</b>	<b>Minor</b>	Medium loss, first aid, minor injuries, medium financial loss.
<b>E</b>	<b>Insignificant</b>	Negligible impact and loss. No or very minor injury or harm.

Once the likelihood and consequences of a risk have been determined the risk can be rated according to organisational procedures. If the risk is rated as high due to its likelihood of occurring and the severity of the consequences, this risk should be immediately actioned to minimise or eliminate the chances of it occurring. On the other hand, if the risk is rated as low, it should be monitored and managed.

Risks are usually rated using a risk analysis matrix; these vary depending on the industry and the potential for loss, accidents and injury within the specific workplace or organisation.

## Overall risk rating (sample matrix)

Likelihood of risk occurring						
Consequences		1	2	3	4	5
<b>A</b>	<b>Catastrophic</b>	MED	HIGH	EXTREME	EXTREME	EXTREME
<b>B</b>	<b>Major</b>	LOW	MED	HIGH	EXTREME	EXTREME
<b>C</b>	<b>Moderate</b>	LOW	LOW	MED	HIGH	EXTREME
<b>D</b>	<b>Minor</b>	VERY LOW	LOW	LOW	MED	HIGH
<b>E</b>	<b>Insignificant</b>	VERY LOW	VERY LOW	LOW	LOW	MED

### For example

If the risk is a person getting hit in the head while playing indoor cricket, the likelihood of this occurring may be rated as 3 (possible) as it happens at least one a week. The consequences may be that a person gets a black eye, needs first aid, is knocked unconscious and needs to go to hospital with a possible head injury. The consequences may be ranked as C (moderate). By using the sample matrix the risk would therefore be ranked as MED – Medium.

Once you have assessed each of the hazards identified it is time to determine if the level of risk is acceptable. If it is not then you will need to determine how to eliminate or reduce the chance of the risk occurring and how you can further protect those in the workplace from the risk by implementing a suitable risk control option. We will explore risk control options later in this unit.



## Determine the likelihood

For each of the following potential risks in the sport and recreation environment, assess and determine the likelihood. Rank the likelihood from level 1 – 5 using the table on the previous page, and then briefly explain (justify) the ranking chosen. Remember to use your experience, personal opinions, history and possible data to assist you to determine the likelihood in each situation.

Scenario – potential risk	Likelihood ranking	Justification/explanation
1. A person drowning in a local indoor swimming pool with two lifeguards on duty. There are only 30 swimmers in the water.		
2. A person being kicked in the shin in a beginner soccer class.		
3. A child being knocked unconscious after being hit in the head by a soft dodge ball in a physical education class.		
4. A person being stung by a box jellyfish in January whilst snorkelling in Cairns.		
5. A four-year-old child falling over and scraping their knee when kicking a soccer ball in the backyard.		
6. A person having a heart attack while participating in a circuit class at a gym.		
7. A client has muscle soreness after completing their first personal training session.		
8. An employee working on reception at a fitness centre is verbally abused by a member.		



CONTINUED...

Scenario – potential risk	Likelihood ranking	Justification/explanation
9. A child becomes lost on a school camp, where the ratio of instructors to students is 1:4.		
10. A tourist going on a snow walk in Canada does not have appropriate shoes and needs to hire them.		
11. A sports trainer for a local football club having to perform CPR on a player.		
12. A bungee jumping cord breaks and the participant dies.		
13. A child cuts their hand on a lane rope during a swimming lesson. He swam sideways into the rope when doing backstroke.		







## Exploring the consequences of risk

For each of the following potential risks in the sport and recreation environment, brainstorm:

- the possible outcome of the risk
- the injuries, accident or potential loss
- the consequence rating (A – E).

Risk	Outcome of the risk	Injury, accident or loss	Consequence Rating
<b>Example:</b> A puddle of water on the gym floor.	A person slips over	<ul style="list-style-type: none"> <li>• Hits their head</li> <li>• Broken bones</li> <li>• Strain/sprain</li> <li>• Unconsciousness</li> </ul>	C
Rock climbing in wet weather.			
Swimming outside of the flags at the beach.			
Free weights are left on the gym floor.			
Participants are mucking around while an instructor is giving instructions.			



## Rank the risks

Using the risk rating matrix provided in this unit rank each of the following risks.

Risk	Consequences	Likelihood	Rating
1. Poor reputation – A client received poor service from a staff member.	C	3	
2. A bear attacks a participant during a hiking trip in Canada.	A	1	
3. A participant's breathing equipment fails whilst scuba diving.	A	2	
4. A staff member gets a paper cut while filing participant registration forms.	E	3	
5. The backstop is hit in the face with a bat while playing baseball.	B	2	
6. A kid gets hit in the back with a dodge ball during a physical education class.	D	4	

## Risk assessment methods

It is up to an individual workplace to determine the best way to execute the steps explored in the previous section and conduct a risk assessment of their workplace.

Either way it is important that employees are provided with an opportunity to participate in selecting suitable risk assessment methods for their workplace.

Methods may include, but are not limited to:

- using a checklist
- adopting the What If approach
- using risk assessment software systems.



## Using a checklist

As mentioned earlier, using a checklist of known hazards and potential threats to the health and safety of employees and others in the workplace is an excellent and organised way to conduct a walk through of a workplace and identify potential issues.

A checklist allows the person conducting the risk assessment (step 1 – hazard identification) to focus on specific areas of the organisation that are most dangerous and ensures that they don't forget to check any elements.

However, using this method relies solely on the quality of the checklist. If the checklist is detailed and has been created by someone in the workplace with a high level of experience, this method works well.

On the other hand, if the checklist is poorly written or difficult to understand, the person conducting the check may have difficulty and miss important elements that need to be checked.

It is also important that when creating a checklist that the person doing so is well versed in the WHS Acts, regulations and codes of practice that are applicable to the industry and ensure that they add all required elements to the checklist to be used as part of a risk assessment.

## Adopting the what if approach

This method of conducting a risk assessment is where staff brainstorm as a group and identify things that could go wrong in the workplace and the impact that they would have.

For this method to be effective the staff participating must have knowledge of all aspects of the organisation. Staff would need to review not only the physical workspace but also the system and processes used by the workplace.

## Using risk assessment software systems

There are a number of computer software programs available to make risk assessment in the workplace easy and ensure the health and safety of all employees and others in the workplace. Many of these programs can assist to facilitate the identification, analysis, monitoring, and treatment of existing and potential hazards. Depending on the system chosen, the features and its capabilities will vary. If choosing this method to conduct risk assessment in the workplace it is important to ensure that the software system is suitable for the type of workplace and any specific legislative and regulatory requirements that must be complied with.

Once a suitable method has been selected this method should be used to assess and record risks according to workplace procedures and WHS Acts, regulations and codes of practice. Acts, regulations and codes of practice for some industry areas may dictate the specific elements that must appear on a risk assessment checklist.

### For example

Under the *Occupational Health and Safety Act 2004* employers whose employees work outdoors and are exposed to UV radiation: *'... must provide and maintain systems of work that are, so far as is reasonably practicable, safe and without risks to health.'* [Section 21(2)(a)]

To ensure that they comply with the Act employers should check that adequate protective clothing is available to workers such as long-sleeve breathable clothing, wide-brimmed hats, and safety helmets fitted with flaps or rims and sunglasses. They could do this by adding it to their risk assessment checklist and inspecting that workers on the job are protected.

If someone else is conducting the risk assessment such as another employee, WHS officer or external consultant it is important that you provide information and assistance. This may include checklists, templates and proformas as well as information and documentation about any identified hazards, accidents and injuries that have occurred in the workplace.

## Worker consultation and participation in hazard identification and risk assessment

Worker consultation is an important part of maintaining health and safety in the workplace. Consultation is the process of formally discussing something to seek advice and make decisions. Consultation in the workplace has a number of benefits for both employees and the organisation or business as a whole.

### Benefits of consultation:

Employees	Organisation/business
<ul style="list-style-type: none"> <li>• Removal of hazards from the workplace.</li> <li>• Protects the health and safety of all workers and prevents injuries, illness and loss.</li> <li>• Improves employee confidence and morale in the workplace.</li> <li>• Encourages employees to be responsible for the health and safety of themselves, co-workers and others in the workplace.</li> <li>• Makes them aware of an organisation's legal responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Comply with legal requirements.</li> <li>• Creates a more productive, cooperative and collaborative workplace.</li> <li>• Decreases the incidence of workplace accidents.</li> <li>• Reducing the number of sick days used by employees.</li> <li>• Decreases equipment breakage due to misuse.</li> <li>• Less worker compensation claims.</li> <li>• Creates greater hazard control implementation.</li> </ul>

Consultation with staff in a workplace on matters of health and safety is a legal requirement under the *Occupational Health and Safety Act 2004* (Section 35). Organisations and businesses are required by law to consult employees as far as reasonably practicable on a range of health and safety related issues including:

- Identifying and assessing hazards or risks to health and safety in the workplace
- When making decisions about control measures to implement
- When providing information and training to staff
- The monitoring of the health and safety of employees
- When making decisions about the adequacy of facilities for the welfare of employees.



**Reasonably practicable** means that employers should consult with employees based on what is possible in the circumstances. Reasonably practicable will depend on the size of the organisation or business, the nature and structure of the workplace, work arrangements (i.e. shift or weekend work) and the literacy and language abilities of the employees.

Worker participation in conducting hazard identification and risk assessment in the workplace significantly improves decision making about health and safety issues in the workplace and assists in reducing the incidence of work-related injuries, accidents and incidents.



Consultation does not necessarily mean speaking to each individual worker. In workplaces that are large there may be a designated health and safety representative (HSR) who will represent the group and speak to management on all health and safety related issues. An HSR must be elected by the staff group. Depending on the size of an organisation this person may be the sole representative of the staff group or they may head a WHS designated working group (DWG).

Employers should advise workers of, and consult them about, hazard identification and risk assessment activities, according to workplace WHS consultation and participation policies, procedures and processes. Organisations may have participation policies, procedures and processes for WHS consultation in the workplace, however this is not a mandatory requirement. If the workplace does have one they are required to follow it. Workplaces are required under the WHS Act to consult staff but they are not required to have a formal document that outlines each step of the consultative process.

Where an organisation does have a WHS consultation and participation policy, procedure and/or processes it should outline:

- **Who should be consulted as part of the consultative process.**

Employers are required to consult those employees who are likely to be affected by the OHS issue through their health and safety being impacted and/or their work conditions being changed. For example, the introduction of new equipment or changing the way a particular work task is completed. They may directly speak to staff or through the use of a workplace HSR.

- **How staff will be consulted and what this process should involve.**

This will depend on the type of organisation, number of staff and working conditions. Staff could be consulted through formal staff meetings, employee newsletters, through HSRs, email and staff noticeboards. The WHS Act does not mandate how consultation must take place in the workplace only that it must take place. Through the consultative process staff should be:

- provided with all information about the WHS issue and its potential impact on health and safety as well as working conditions. This information must be provided as soon as possible to staff. Staff should have ample opportunity to look at the information before being asked to consult on it.
- given an opportunity to ask questions, provide feedback, suggest solutions and ways to address the WHS issue/s identified.
- able to raise their concerns and have their concerns listened to and taken seriously.
- able to express their opinions and views and have these views taken into consideration when decisions are being made.
- advised of the outcome of discussions in a timely manner.



It is important to remember that while an organisation needs to consult staff on WHS matters in the workplace it doesn't mean that any decisions made are required to be unanimous. Legislation only mandates that staff are provided with all required information and given an opportunity to be heard, raise their concerns and be part of the decision-making process.

## Encourage worker participation

Staff may not always be forthcoming when it comes to participating in WHS consultation in the workplace, however it is important to encourage workers to participate in these activities according to workplace WHS consultation and participation policies, procedures and processes. You can encourage workers to participate through:

- **Valuing their participation**

WHS consultation in the workplace is mandated by law, however it is important that employees don't feel that their participation is only required so that the organisation can comply with the Act. Employees need to feel that the process is not a waste of their time or that decisions have already been made. They need to feel that their opinion and ideas matter; empower and encourage them to speak up and allow them to be part of the decision-making process.

When people express an idea or opinion it is important to be supportive and thank them for their input. Even if you feel that their opinion or idea is unrealistic or not achievable due to cost, time or resource availability it is still important to make the person feel that their contribution is valuable and worthwhile; if you don't, they will stop contributing.

- **Asking questions**

Involve all members in the consultation through asking open-ended and direct questions. In staff meetings and working groups there are always a few key members who speak up more than others and potentially dominate the discussion. It is important that everyone is given the opportunity to speak and voice their opinions, ideas and concerns. You can encourage and involve all members in a discussion by asking individuals directly what they think or if they have anything to add to the discussion.

- **Sharing information and keeping people informed**

Employees may refrain from participating in workplace WHS consultation, as they are not familiar with the issue and don't have all of the necessary facts and information. If you want people to participate in a discussion you have to give them information about the issue in advance so that they have time to read, digest it and formulate an opinion. For example, if conducting a staff meeting you could email the agenda and any relevant information one or two days before to allow people ample opportunity to read the information, think about the issue and where required conduct their own research.

- **Considering the structure**

If you have a large staff group, consider breaking them down into smaller groups. This allows everyone an opportunity to contribute their opinions and may also encourage those who don't feel comfortable speaking in front of large groups to voice their opinion.



- **Considering how to engage people**

Even though workplace health and safety is so important staff often tune out when the topic is brought up as they feel that it is constantly spoken about and may be viewed as boring.

Engagement is the key to getting people to participate, so it is important to consider how and when you are conducting your consultation.

To engage people consider:

- What time of day you are consulting them? Many staff meetings often take place at the end of the work day. This is probably the worst time to expect staff to engage and participate. At the end of the day they may be tired and too focussed on going home to have meaningful discussions.
- Length of the meeting. Keep it short and sweet; no longer than an hour. After an hour people's attention spans begin to decrease and so does their participation.
- Use visuals, dot points and summarise information.
- Ensure that people feel comfortable and provide refreshments. If people feel comfortable and welcome in their environment they are more likely to speak up and participate in discussions.

Once you have completed your WHS consultative process you should advise workers of, and consult them about, the results and outcomes of these activities, according to workplace WHS consultation and participation policies, procedures and processes. All results and outcomes of hazard identification and risk assessment activities and the consultative process should be documented and distributed to staff to review. This could be done through staff meetings, email, staff bulletins and noticeboards, health and safety representatives or designated working groups. When consulting workers about the results you should ask for any feedback, answer any questions asked, provide any additional information and seek their approval and support. Once staff agree with the hazards identified and how they have been assessed they should participate in developing, selecting and implementing WHS risk controls.





## Learning Checkpoint 1

1. Who is responsible for maintaining health and safety in the workplace?
2. What does WHS and OHS stand for? What is the difference?
3. Define 'hazard'.
4. What is 'hazard identification'?
5. How often should hazard identification take place in the workplace?
6. List three instances where hazard identification should be conducted.
7. Once you identify a hazard, what should be done?
8. Describe three hazard identification methods that would be suitable for a gym setting.
9. Why might an organisation enlist the assistance of professional consultants and/or industry specialists to identify hazards?
10. What is a 'hazard alert'? Why are they useful?
11. What are the Act, regulations and codes of practice that govern WHS in Victoria?
12. Who regulates WHS in Victoria?
13. List three incidents/accidents where workplaces are required to report to the regulator.
14. List three pieces of information that you would provide to a person conducting hazard identification.
15. Why is it important that you provide them with this information?
16. What is a 'risk assessment'?
17. Outline two reasons why it is important for a workplace to conduct risk assessments.
18. Outline the three key steps of a risk assessment.
19. How is a risk assessed? Describe the process.
20. Describe two risk assessment methods.
21. Define consultation?
22. How does WHS consultation benefit employees and the organisation/business as a whole?
23. Are workplaces required to consult staff on WHS issues? Explain.
24. What does 'reasonably practicable' mean in the context of WHS consultation in the workplace?



## Participate in developing, selecting and implementing WHS risk controls

To participate in developing, selecting and implementing WHS risk controls it is important to have access to all relevant information that can assist you. You should obtain workplace records of the outcomes of hazard identifications and risk assessments and use them to participate in developing risk control options. It is important to note that specific controls exist for some industries and work practices. These are mandated by OHS regulations and must be implemented regardless of the outcomes of workplace consultations, results and records. For example, being provided with a compliant sharps disposal container if your job requires their use, such as an immunisation nurse or doctor.



Sharps disposal container

### Risk control options

There are a number of different methods that can be adopted to control risks in the workplace. It is the responsibility of duty holders to ensure the health and safety of all employees and others in the workplace by managing and controlling risks. Duty holders may include health and safety officers, workers, supervisors, managers and persons conducting a business or undertaking (PCBU). You should apply knowledge of WHS Acts, regulations, codes of practice, other information and guidelines, and workplace policies, procedures and processes to identify duty holders in your workplace.

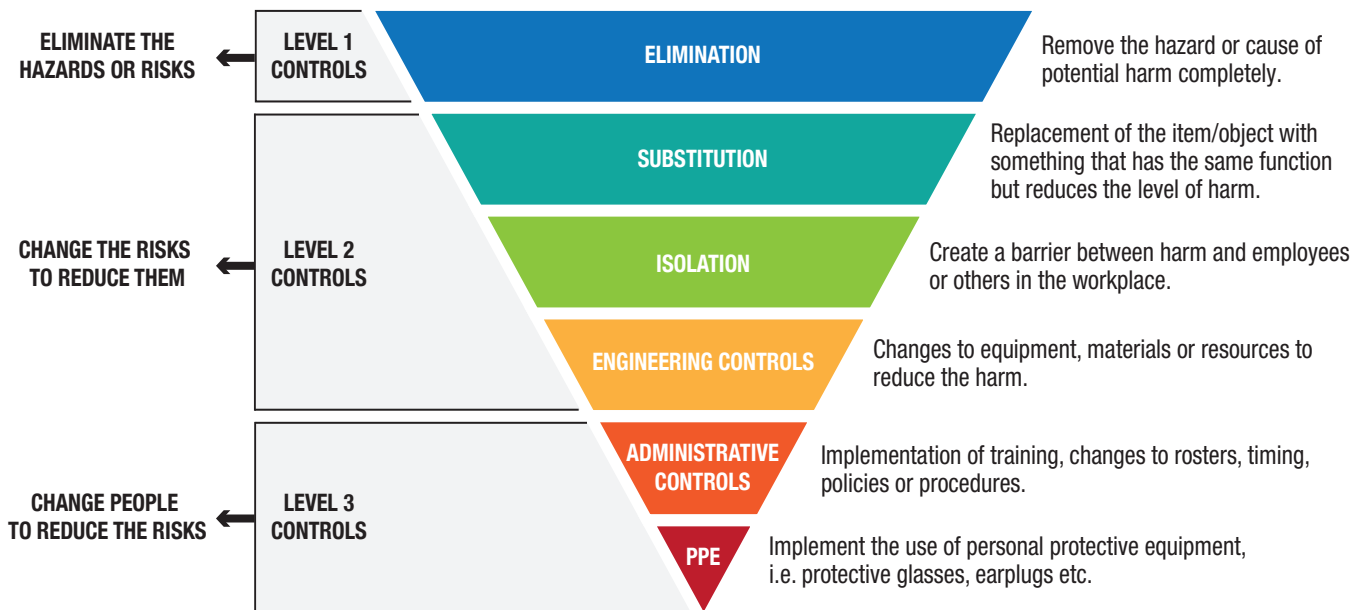
Duty holders have a responsibility to do what is reasonably practicable to prevent risks in the workplace, taking into account:

- the likelihood of the risk occurring
- the level of harm it has the potential to cause
- the availability of suitable options for eliminating or reducing the risk
- the financial costs associated and whether it is possible.

Some risk control options are more effective and reliable than others. The hierarchy of control from WorkSafe provides a number of options for managing and controlling hazards and risks within the workplace. The options are ranked from the highest level (Level 1) of protection and reliability to the lowest (Level 3).



Elimination of the risk completely is the most effective and reliable way to deal with risks however it is not always possible. The second most effective way to reduce risks is to change the risk in some way to reduce its level or harm, or the likelihood of it occurring by substituting or isolating it or through implementing physical controls such as equipment or changing current systems. The least effective control option is the use of personal protective equipment (PPE) and changes to the way people work. These are the least effective methods as they rely on people doing the right thing and remembering to wear the right protective gear.

**EXAM TIP**

To remember the risk control options and the order that they appear learn the mnemonic:

**Effective safety is easy as pie**

(**E**limination, **S**ubstitution, **I**solation, **E**ngineering controls, **A**ministrative controls, **P**PE)





## Risk control options

Read each the following risks and determine which of the risk control options would be most suitable. Provide a brief explanation for each.

Risk	Risk Control Option	Explanation
1. An employee tells a client how to perform a seated row incorrectly.		
2. You arrive to conduct a sport and recreation session at a school gym. On arrival you immediately spot a large puddle of water in the middle of the gym floor.		
3. While conducting a warm-up a client performing squats with dumbbells drops one on their foot.		
4. An employee fails to open the leisure centre on time.		
5. An employee injures themselves moving mats when trying to set up a gymnastics session.		
6. A lifeguard at the local pool gets severely sunburnt during their shift.		
7. An employee injures themselves trying to open a roller door manually to access the equipment storage room.		
8. A client uses a broken piece of equipment.		
9. When conducting a ground check prior to a training session you find an area that is full of potholes and cracks.		
10. A participant accidentally lets go of their baseball bat after they hit the ball.		

Most often there will be a range of options that can be used to control a hazard. Workplaces should where possible adopt the highest level of control, however, this may not always be possible. Implementing control options such as changes to equipment (engineering control) can be costly and time consuming for a business, so instead they may need to settle for providing staff with PPE equipment.

Risk control options should be selected based on whether or not the organisation or business feels that the level or risk is acceptable or tolerable. If they feel that is it not acceptable or tolerable then suitable risk control options should be selected based on using appropriate criteria. This criterion may include:

- **Cost** – It is important to weigh up the costs involved in implementing a particular risk control option and determine if it is worth spending the money to prevent the risk, or if there is a cheaper option that may be only slightly less effective. Costs may be direct or indirect. A direct cost would be the exact cost of the control such as the purchasing and fitting of a guard on a machine costing \$6,000. Indirect costs are those that result from the control such as workers being paid for the day but not being able to work as the machinery is out of action or the loss of productivity from not being able to utilise the piece of equipment.
- **Time** – How long is it going to take to implement the control and how much productivity time will be lost with implementing the control, such as a machine being fitted with a guard and having to be turned off for the day leading to 10,000 less products being manufactured. An organisation needs to determine if the threat or the risk and potential harm it could cause is worth the loss of productivity for the day.
- **Suitability** – Not all workplaces are the same, they can vary in their location, operations and staff. This is why it is important to carefully choose risk control options and determine whether they are suitable for the workplace. Consider if the control will be effective in controlling the identified risk based on the type of workers on staff, current work practices and processes and the physical workplace conditions such as logistics, set-up and the type of work duties people are doing. Consider if the risk option chosen will increase workload and/or make it more time consuming for workers to complete their designated tasks. If this is the case, it is important to weigh up what is more important and potentially look for alternative controls.
- **Resource availability** – Does the organisation have the equipment and/or staff required to implement the chosen risk control option? Staff may need to have specific expertise, qualifications and/or training to implement an engineering control or substitute a piece of equipment or workplace process for a safer one. If they don't the organisation may need to consider hiring an additional staff member or training all current staff which can lead to additional costs.

Resource availability also includes the ability of the organisation to access the control option that they require. For example, you may decide to install a guard on a piece of equipment, however the manufacturer may have a 12 to 16 week wait on its delivery. Resource availability may also be impacted by the location of the organisation and its level of accessibility. For example, if the organisation is open 24 hours a day, 7 days a week they may not have the capability to shut down to implement the controls, such as making modifications to a piece of equipment. Instead they might opt for an alternative risk control option that does not require them to stop operating, such as providing staff with additional PPE.





**NOTE:** It is important to note that in some instances risk control is not an option for workplaces. There are some hazards in the workplace that are required to be identified, assessed and controlled under WHS/OHS regulations, these include hazards associated with:

- manual handling
- asbestos
- plant
- hazardous substances
- noise
- confined spaces
- lead
- dangerous goods (storage and handling).

The codes of practice for each of these areas can assist workplaces to determine how to best comply with the regulations.



## Risk control options

Read each the following scenarios, then:

1. What method was used to identify the risk?
2. Identify the risk control option that has been suggested.
3. Taking into consideration the criteria identified, describe an alternative risk control option that would be more appropriate to implement.

**Scenario 1:** Happy-mc-dees is a fast food restaurant. During a risk audit it was identified that some kitchen items were not washed correctly so that they were not completely sanitary. It has been suggested that the business re-train all of their staff. However, the organisation has more than 34 employees and doing this will be quite expensive.

To re-train their staff they will have to pay for each staff member to attend a training course and also pay them their hourly rate to complete the course. Happy-mc-dees are barely making a profit this year and will be lucky to break even at the end of the year. Re-training staff is an additional expense that they don't need.



## CONTINUED...

**Scenario 2:** A sportswear manufacturing company (Aussiewear) has identified a potential risk through networking with another organisation that produces similar sportswear (Biowear). During a WHS networking meeting the HSR of Biowear explains that last month an employee sustained a serious back injury after slipping on some material left on the floor. He explained that the material ended up on the floor because the machine that manufactures t-shirts discards material off-cuts onto the floor under the machine. Since the accident they have had giant tubs fitted under the machine to catch the off-cuts. He explains that these tubs are then emptied two times a day as per a schedule.

Biowear only produce about 10% of the amount of product that Aussiewear does so adopting this control would require the tubs to be emptied up to 20 times a day which would slow down production.

**Scenario 3:** Finnick College is a secondary school located in regional Victoria. From August to October every year students get swooped by magpies regularly during physical education classes. This is very dangerous. It has been suggested by staff during a hazard inspection walk-through that the school purchase a giant marquee that can be erected over the school oval which can be used during physical education class from August to October. A giant marquee will cost the school in excess of \$120,000. This amount has not been factored into this year's school budget. Proceeding with this option would mean taking allocated funds away from particular school learning programs and resources.

**Scenario 4:** Season Sports is an after-school sports program for kids aged between 8 – 14 years of age. Their program runs on a three-week cycle, where they run a specific sport for three weeks and then change to another. After speaking to similar organisations about their programs and reviewing their incident reports and near misses it was identified that the most dangerous sport that incurred the most number of injuries was cricket and football. Tackling and being hit in the head by the ball caused the majority of injuries in football and for cricket the majority of injuries were bruises caused by being hit by the cricket ball. Season Sports has decided to remove both of these sports from their after-school programs as they feel that the cost of a child being injured and a potential lawsuit could close the business down.

## Impeding factors

When implementing risk control options things will not always go to plan. You may find that after implementing the control that the risk still exists or that the risk has just been transferred to another source. For example, a workplace fences off a hazardous area and only those with a specific pin code can access it, however this means that employees without access need to walk around the fenced off area taking them longer to access the staff toilets and break room. After a few months employees with pin codes have shared them with others and now everyone is accessing the restricted area defeating the purpose of isolating the risk.

You may also find that the risk control chosen turns out to not be suitable as it is costing too much money or potentially taking workers too long to work around. These factors impede the success of risk controls. To impede means to delay or prevent something, in this case risk controls. To prevent health and safety issues in the workplace it is important that you identify and report any factors impeding the successful implementation of selected risk controls immediately so that an alternative option can be selected and employees and others in the workplace are not exposed to the risk.

Examples of factors that could impede the successful implementation of risk controls may include:

### Staff

Often organisations may have resistance from staff when it comes to changing the way things are done in the workplace. Staff frequently become comfortable in their job roles and distrust any form of change. Research in workplaces has shown that about 20% of people are against change. People often resist change for a variety of reasons including a fear of the unknown, increased workload, stress, they are afraid of losing their job or worried that they don't have the skills or ability to make the changes required, such as moving from a paper-based system to online. This is why staff consultation and participation is so important when it comes to WHS activities in the workplace. With consultation staff understand the importance of risk control and how it relates to maintaining their health and safety. The workplace can also help to ease some of the potential fears and worries that are affecting staff from embracing change through positive and well thought out communication.

### A lack of resources or money

In order for a risk control option to be implemented successfully an organisation needs to ensure that they have the correct resources in place and that the changes can be funded. It is important that once a risk control option has been selected that it is implemented straight away.

#### For example

If staff decide that PPE is required to reduce the risk of UV exposure the workplace needs to act immediately in order to obtain the required equipment. If the required resources are not made available or delayed the changes cannot be implemented quickly and this can frustrate staff and affect morale as staff may feel that discussions regarding the control were a waste of time, or that the workplace has not followed through on the decision of the staff group.

## A lack of planning

Changes in the workplace need to be well thought out and implemented correctly. Staff need to be communicated to so that everyone is on board, comfortable with the change and understands exactly how their work role has changed and what needs to be done. While it is important to act quickly when controlling risks in the workplace to prevent incidents, any complex changes need to be well thought out and planned with all aspects and obstacles considered such as staff resistance and strategies to deal with the situation if it arises.

## Poor management and communication

As part of planning for the implementation of risk control options management need to consider how they will communicate the changes to staff. The effectiveness of this will determine how the changes are received by staff and how supportive they are.

Unfortunately, as important as WHS is in the workplace, many employees have become bored of discussing risk. Management need to take this into consideration when communicating risk control options and how they will be implemented to ensure that staff pay attention and don't automatically switch off. It is important to make staff understand why the hazard identified is a problem and why it needs to be controlled. When implementing risk control options management need to keep the communication channels open with staff and allow them input and a forum to voice their opinions, ideas and concerns. Staff participation in the consultation process is so important as it empowers them to be part of the decision-making process and more likely to receive and implement the required changes successfully.

It can also be helpful for management to utilise designated working groups and HSRs to work with other staff to implement the control. This way the message is being delivered by fellow staff members and not managers who are often not directly impacted by the changes.



### Learning Checkpoint 2

1. Give three examples of duty holders in a workplace.
2. What are duty holders responsible for?
3. What is the 'hierarchy of control' and how does it work?
4. How do the level 2 and level 3 controls differ?
5. Outline the six options for risk control.
6. Describe two criteria that may be considered when selecting an appropriate risk control.
7. List three hazards that are required by WHS/OHS regulations to be identified, assessed and controlled.
8. Outline two factors that could impede the successful implementation of risk controls.





8. Review the process and risk control options implemented. Consider if the control was implemented according to the timeline created and if there were any delays, determine why and what can be done. Then, evaluate the risk control options chosen. It is important to evaluate each option to ensure their suitability to control each risk. An evaluation of risk control options should look at three key aspects:

**a) The extent of the risk reduction**

How much has the risk control option chosen reduced the likelihood (probability and frequency) of the risk? This can be measured in terms of reported instances of the risk, for example, after the risk control option was implemented only two members reported tripping over weights left on the floor in the gym in the last month. Previously an average of 10 members would report this risk. The risk control option has been successful in reducing the incidence but not in eliminating it completely.

The extent of the risk reduction could be reviewed through re-assessing the risk. This means assessing the likelihood and consequences of the risk again and rating the risk after the risk control option has been applied. Through this review process, the organisation can ensure that improvements in safety are being made to reduce the risk of potential hazards and therefore injuries and loss.

**b) Extent of benefits or opportunities created**

Has the risk control option chosen been successful in creating a positive outcome for the organisation? Was a risk taken in order to gain, benefit or create an opportunity for the organisation to grow? This may be evaluated by examining financial profits, publicity, member or client numbers, etc. For example, a fitness centre may decide to invest \$10,000 to build, buy equipment and hire a professional staff member to run pump classes. If the classes are popular the fitness centre may attract more clients and increase revenue, therefore creating an opportunity that benefits the organisation.

**c) Taking into account the risk-evaluation criteria**

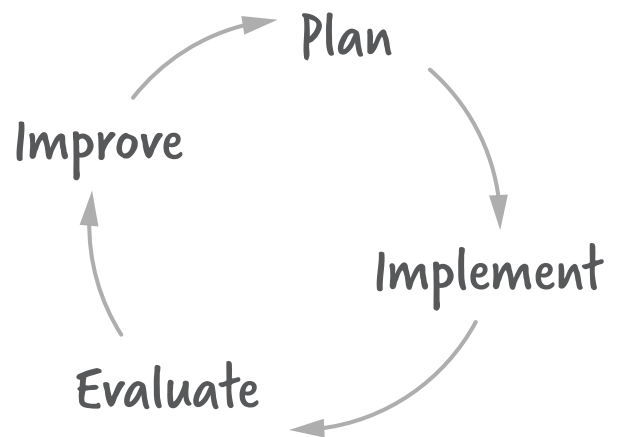
Risk control options should always be evaluated based on risk evaluation criteria suitable to the organisation. This may include legislation, regulations, codes of practice, organisational policies, aims and objectives, operating procedures and guidelines. For example, an organisation may decide to implement the use of back support braces for all employees as a risk control option for reducing the risk of manual handling injuries in the workplace, however, WHS/OHS regulations may dictate that while this is helpful there are more appropriate, reliable and effective choices to further reduce the risk. Organisations are required to comply with risk evaluation criteria and should source relevant information when deciding on risk treatment options; this will ensure that the option chosen is safe and suitable.



**NOTE:** It is important to note that the above elements may be interpreted differently from organisation to organisation. There is not one specific way to document a risk control implementation and evaluation plan. Organisations may design their own templates that are suitable for their workplace or download ones that have been created by WorkSafe Victoria.



Each workplace will differ on who is involved in the process of creating the risk control implementation and evaluation plan. Either way once it is completed and has been approved by the PCBU it is important that the information (i.e. implementation and evaluation plan) is provided to individuals and parties. This information could be provided in hardcopy or electronically and distributed via email, discussed in a staff meeting, displayed on a bulletin or noticeboard or featured in a staff newsletter. A workplace needs to provide the information to individuals and parties based on what is most suitable and effective to ensure that it is read, understood and successfully implemented. As mentioned earlier in this unit it might be best to provide the information to staff to allow them time to digest it, understand it and where required conduct their own research and then discuss it at a staff meeting. All individuals and parties required to implement the risk controls must be involved.



## Support effective worker consultation and participation in the risk

An organisation/PCBU should advise workers of, and consult them about, developing risk control options, and selecting and implementing risk controls, according to workplace WHS consultation and participation policies, procedures and processes. This should be done by providing them with all relevant health and safety information that will assist them in this process. Workers should be encouraged to participate in these activities according to workplace WHS consultation and participation policies, procedures and processes. To encourage and support workers to be part of the consultation process it is important to allocate them time to do so. Workers are less likely to be motivated to contribute and be a part of the process if they are being asked to give up their own time or make time in their busy work schedules to participate. Workers should be given ample notice of any WHS consultation in the workplace. This allows them to prepare and ensure they are in the right frame of mind to be an active participant.

Where required an organisation should also provide training and instruction to support workers in this process. Special considerations should also be made for workers who may have a disability or language difficulties such as English being their second language. It is imperative that these workers also have an opportunity to offer their input and are appropriately supported through this process so that they understand how their work roles may have changed with the implementation of the risk control.



### Learning Checkpoint 3

1. What is a 'risk control plan'?
2. Why is it useful for an organisation to have one?
3. Who should be involved in creating a 'risk control plan'?
4. Outline four elements that should appear on a 'risk control plan'?
5. Why is it important to evaluate the risk control option/s implemented?
6. What are the three aspects that should be considered as part of an evaluation?
7. What does PCBU stand for? What is their role?
8. Identify three things that should occur as part of the worker consultation process.
9. Finish this sentence: 'Workers should be encouraged to participate in WHS activities in accordance with .....'
10. Outline three ways workplaces could support and encourage workers to participate in the consultation process.







[www.ivet.edu.au](http://www.ivet.edu.au)