Risk Management Policy

Purpose:

This policy outlines the expectations that the Council has of all employees with respect to risk management, to ensure management can demonstrate that risks in all parts of the Association are being identified and managed in a way that is appropriate for the business environment and objectives. It also assists James Cook University Student Association (JCUSA) to fulfil its duty under the Work Health and Safety Act 2011 (Qld) (the Act) by documenting the risk management requirements prescribed by the Act.

Principles:

By complying with this policy JCUSA aims to:

- Utilise risk management methodologies and processes to manage WHS risks;
- Consult with workers;
- Document when a risk management approach is to be utilised;
- Record how and when hazard identification is to occur;
- Advise of JCUSA hazard types;
- Inform on locating hazards;
- How to assess risk;
- When a risk assessment is conducted;
- Inform workers on completing a risk assessment;
- Identify acceptable methods to controlling risks;
- Develop and implement control options;
- Consider the costs of control measures;
- Ensure use and reference to the JCUSA Work Health and Safety Risk Register;
- Enforce clubs and societies completing a JCUSA Event Risk Management form;
- Monitor and review controls;
- Stipulate recordkeeping requirements; and
- Inform of the location of JCUSA WHS information.

Scope:

This policy applies to all JCUSA Councillors, workers (including volunteers) and Clubs and Societies members who:

- have duties under the WHS Act and WHS Regulation to manage risks to health and safety;
- have a duty to ensure health and safety to 'manage risks' by eliminating health and safety risks so far as is reasonably practicable;
- gain an understanding of the hazards and risks associated with the operations of JCUSA;
- report hazards when identified; and
- have to comply with all risk control procedures and policies that have been implemented to prevent or minimise incidents and injuries.

Policy Statement:

JCUSA is committed to complying with the WHS Act and WHS Regulation pertaining to incident and hazard management through risk management methodology to:

- assist the Association in achieving its strategic objectives;
- meet legislative obligations;
- safeguard the Associations assets – people, financial, property and information;
- create an environment where all workers assume responsibility for risk management;
- protect workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work or from particular types of substances or plant; and
- provide the highest level of protection against harm to their health, safety and welfare from hazards and risks arising from work or from particular types of substances or plant as is reasonably practicable.

Responsibilities:

All workers, contractors, volunteers and members of associated clubs and societies have a responsibility to take reasonable care for the health and safety of themselves and that their acts or omissions do not adversely affect the health and safety of other persons. This includes the implementation of risk control measures within their control to prevent injuries or illnesses.

The responsibility for managing health and safety ultimately rests with the person in control of the business or undertaking (PCBU), directors and management, which is the JCUSA Council.

A PCBU will have a health and safety duty include when:

- the PCBU engages workers to carry out work;
- the PCBU directs or influences workers in carrying out work;
- other people may be put at risk from work carried in their business or undertaking; and
- the PCBU manages or controls a workplace or fixtures, fittings or plant at the workplace.

JCUSA Council has ultimate responsibility for all workers to comply with approved policies, procedures and safe work procedures that:

- support and align with current legislation, regulations and codes of practice;
- are implemented and monitored;
- are reviewed to evaluate the continuing effectiveness and currency.

The Councillors as the Officers of JCUSA have a duty under the Act to exercise due diligence to ensure JCUSA fulfils its health and safety obligations under the Act. To satisfy this duty, Officers must:

- understand the health and safety risks and hazards of the Associations operations to ensure JCUSA is managing these risks and hazards appropriately;
- eliminate risks to health and safety, so far as is reasonably practicable; and, if it is not reasonably practicable to do so, to minimise those risks so far as is reasonably practicable;

- exercise due diligence to ensure JCUSA fulfils its health and safety obligations under the Act;
- satisfy that they understand the health and safety risks and hazards of the Associations operations to ensure JCUSA is managing these risks and hazards appropriately;
- provide support, guidance and training to assist the JCUSA community with risk assessments, selection of appropriate risk controls and the maintenance of the Work Health and Safety Risk Register; and
- consult with stakeholders to ensure the risk management process is meeting the needs of the Association.

Officers have a duty to exercise due diligence to ensure the PCBU complies with the WHS Act and the WHS Regulation. This includes taking reasonable steps to gain an understanding of the hazards and risks associated with the operations of the business or undertaking, and ensure the business or undertaking has and uses appropriate resources and processes to eliminate or minimise risks to health and safety.

Workers must:
- take reasonable care for his or her own health and safety;
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Act;
- co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers; and
- if personal protective equipment (PPE) is provided by the business or undertaking, the worker must so far as they are reasonably able, use or wear it in accordance with the information and instruction and training provided.

Workers are to also effectively manage the health and safety risks that might arise out of the conduct of the Associations activities. In practice, this means to:
- immediately report hazards when identified;
- participate in the risk management processes when required; and
- comply with all risk control procedures and policies that have been implemented to prevent or minimise incidents and injuries.

Other persons at the workplace, like visitors, must take reasonable care for their own health and safety and must take reasonable care not to adversely affect other people's health and safety. They must comply, so far as they are reasonably able, with reasonable instructions given by the PCBU to allow the PCBU to comply with the WHS Act.

Risk Owners must become, and maintain competency in, the implementation of risk management processes within the work area to which they have been authorised. Specific responsibilities include:
- documenting information about how work health and safety risks will be managed in the Risk Register and RiskWare;
- consult with all workers that may be impacted; and
- monitor and review risk assessments to ensure the controls that have been applied are effective in minimising the risk to as low as reasonably practicable.

Contents

1   Definitions

Administrative controls	Include work methods or procedures that are designed to minimise exposure to a hazard as well as the information, training and instruction needed to ensure workers can work safely.
Association	James Cook University Student Association
Control measure	An action taken to eliminate or minimise health and safety risks so far as is reasonably practicable. A hierarchy of control measures is set out in the WHS Regulation to assist duty holders to select the highest control measures reasonably practicable. Note: The WHS Regulation also refers to a control measure as a risk control measure or a risk control. In this Code, control measure is used throughout.
Duty holder	Any person who owes a work health and safety duty under the WHS Act including a person conducting a business or undertaking, a designer, manufacturer, importer, supplier, installer of products or plant used at work (upstream duty holder), officer or a worker.
Engineering Control	Is a control measure that is physical in nature, including a mechanical device or process. For instance, use mechanical devices such as trolleys or hoists to move heavy loads; place guards around moving parts of machinery; install residual current devices (electrical safety switches); set work rates on a production line to reduce fatigue; install sound dampening measures to reduce exposure to unpleasant or hazardous noise.
Hazard	Means a situation or thing that has the potential to harm a person. Hazards at work may include: noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace.
Health	Health includes both physical and psychological health.
Managing risk	This is a process set out in the WHS Regulation to eliminate health and safety risks so far as is reasonably practicable, or if this is not reasonably practicable, minimise the risks so far as is reasonably practicable. It includes identifying hazards, assessing and implementing control measures, and reviewing and maintaining the control measures to ensure their ongoing effectiveness.
Manager	Any person who is responsible for workers and the allocation of tasks to workers
Near miss	Any unplanned incident that occurred at the workplace which, although not resulting in an injury or disease, had the potential to do so.
Notifiable Incident	An incident that arises out of the conduct of a business or undertaking; that results in the death, serious injury or serious illness of a person, or involves a dangerous incident and therefore needs to be reported to Workplace Health and Safety Queensland (WHSQ). Refer to Policy POL024 Notifiable Incident Policy.

Officer	An officer under the WHS Act includes: • an officer under section 9 of the Corporations Act 2001 (Cth) • an officer of the Crown within the meaning of section 247 of the WHS Act, and • an officer of a public authority within the meaning of section 252 of the WHS Act. A partner in a partnership or an elected member of a local authority is not an officer while acting in that capacity.
Person conducting a business or undertaking (PCBU)	A PCBU is an umbrella concept which intends to capture all types of working arrangements or relationships. A PCBU includes a: • company • unincorporated body or association • sole trader or self-employed person. Individuals who are in a partnership that is conducting a business will individually and collectively be a PCBU. A volunteer association (defined under the WHS Act, see below) or elected members of a local authority will not be a PCBU.
Reasonably practicable	Deciding what is 'reasonably practicable' to protect people from harm requires taking into account and weighing up all relevant matters, including: • the likelihood of the hazard or risk concerned occurring; • the degree of harm that might result from the hazard or risk; • knowledge about the hazard or risk, and ways of eliminating or minimising the risk; • the availability and suitability of ways to eliminate or minimise the risk; and • after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.
Residual Risk	Risk remaining after control measures have been implemented.
Risk	The possibility that harm (death, injury or illness) might occur when exposed to a hazard.
Risk Assessment	A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking.
Risk Analysis	Process to understand the nature of the work health and safety risk and determine the level of risk.
Risk Control	Means taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.

Risk Identification	Process of finding, recognising and describing work health and safety risks
Risk Management	In the context of this policy, risk management means the identification of work health and safety hazards, the assessment of risks posed by the hazards, the control of those risks either by eliminating the hazard entirely or by minimising the risk and the review of implemented control measures to maintain so far as is reasonably practicable, a work environment that is without risks to health and safety.
Risk Matrix	A matrix that is used as part of a risk assessment to define the various levels of risk as the likelihood of the harm occurring and the consequence of harm.
Risk Owner	The person or entity with the accountability and authority to manage the risk.
Risk Register	A register of risk that identifies the hazards and what action needs to be taken to control the risk.
Riskware	James Cook University's cloud based online electronic incident, injury, hazard and near miss reporting system. This system has been developed specifically for the University's use, and provides a standardised electronic reporting tool that can be accessed via the HSE Unit website.
Safety Data Sheet	Documents how to use and manage hazardous chemicals safely.
Safe Work Procedure (SWP)	A means of briefly documenting the risks associated with a work task and incorporating appropriate controls into a sequence of steps for doing the task safely.
Workers	Any person who carries out work for a person conducting a business or undertaking, including work as an employee, contractor or subcontractor (or their employee), self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' or a volunteer.
Workplace	Any place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. This may include offices, factories, shops, construction sites, vehicles, ships, aircraft or other mobile structures on land or water.

2   Acronyms

HSE	Health Safety Environment
JCUSA	James Cook University Student Association
JCU	James Cook University
PPE	Personal Protective Equipment
SDS	Safety Data Sheet

3   Policy

The WHS Regulation 2011 clearly states that for the management of risks, a duty is imposed on a person to ensure health and safety requires the person:

a) to eliminate risks to health and safety, so far as is reasonably practicable; and

b) if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

Risk Management Process

Risk management is a step-by-step process of:

1. Identify hazards—find out what could cause harm;
2. Assess risks, if necessary—understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening. This step may not be necessary if JCUSA are dealing with a known risk with known controls;
3. Control risks – implement the most effective control measure that is reasonably practicable in the circumstances and ensure it remains effective over time; and
4. Review hazards and control measures to ensure they are working as planned.

Risk management is a proactive process that helps JCUSA respond to change and facilitate continuous improvement for JCUSA business. It should be planned, systematic and cover all reasonably foreseeable hazards and associated risks.

Determining what is 'reasonably practicable

Deciding what is 'reasonably practicable' to protect people from harm requires taking into account and weighing up all relevant matters, including:

- the likelihood of the hazard or risk concerned occurring;
- the degree of harm that might result from the hazard or risk;
- knowledge about the hazard or risk, and ways of eliminating or minimising the risk;
- the availability and suitability of ways to eliminate or minimise the risk; and
- after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

Figure 1 The Risk Management Process

Sourced from : WHSQ, How to Manage Work Health and Safety Risks Code of Practice 2021 on 25/6/2021
https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0022/72634/how-to-manage-work-health-and-safety-risks-cop-2021.pdf

Many hazards and their associated risks are well known and have well established and accepted control measures. In these situations, the second step to formally assess the risk is unnecessary. If, after identifying a hazard, the workers already knows the risk and how to control it effectively, then they may simply implement the controls.

Consulting workers

A PCBU must consult, so far as is reasonably practicable, with workers who carry out work for the business or undertaking and who are (or are likely to be) directly affected by a health and safety matter.

This duty to consult is based on the recognition that worker input and participation improves decision-making about health and safety matters and assists in reducing work-related injuries and disease.

Consultation with Workers is required throughout the entire risk management process.

Consultation involves sharing of information, giving workers a reasonable opportunity to express views and taking those views into account before making decisions on health and safety matters.

Consultation with workers and their health and safety representatives is required at each step of the risk management process. By drawing on the experience, knowledge and ideas of the workers JCUA is more likely to identify all hazards and choose effective control measures.

JCUSA workers have agreed to be consulted via email and at monthly staff meetings.

Consult with workers will also occur to review the controls that have been implemented and the following will be discussed annually at the October or November Staff meeting and is triggered to occur from the JCUSA calendar:

- Are the control measures working effectively in both their design and operation?
- Have the control measures introduced new problems?
- Have all hazards been identified?
- Have new work methods, new equipment or chemicals made the job safer?
- Are safety procedures being followed?
- Has instruction and training provided to workers on how to work safely been successful?
- Are workers actively involved in identifying hazards and possible control measures? Are they openly raising health and safety concerns and reporting problems promptly?
- Is the frequency and severity of health and safety incidents reducing over time?
- If new legislation or new information becomes available, does it indicate current controls may no longer be the most effective?

When a risk management approach will be used

Managing work health and safety risks is an ongoing process that is triggered when any changes affect JCUSA work activities such as:

- changing work practices, procedures or the work environment;
- purchasing new or used equipment or using new substances;
- new information about workplace risks becomes available;
- responding to workplace incidents (even if they have caused no injury);
- responding to concerns raised by workers, health and safety representatives or others at the workplace; and
- required by the WHS regulations for specific hazards.

It is also important to use the risk management approach when designing and planning products, processes or places used for work, because it is often easier and more effective to eliminate hazards before they are introduced into a workplace by incorporating safety features at the design stage.

Hazard identification

Identifying hazards in the workplace involves finding things and situations that could potentially cause harm to people. Hazards generally arise from the following aspects of work and their interaction:

- physical work environment;
- equipment, materials and substances used;
- work tasks and how they are performed; and
- work design and management.

JCUSA hazard types will include:

The JCUSA Work Health and Safety Risk Register will utilise the below hazard types:

- Substances – chemicals and hazardous materials;
- Biological – animals in the workplace;
- Electrical – test and tag and shock;
- Physical – plant and equipment (BBQ), noise (hearing loss) and vehicular (driving);
- Psychological – harassment and conflict;
- Environmental – swimming, working outdoors, and cleaning;
- Gravitational – falling objects;
- Objects – gas cylinders; and
- Human – training, supervision, induction, safe work procedures.

Locating hazards

A different worker each month walks around the workplace and observes the general working environment and this provides an opportunity to identify any hazards. Form 026 Workplace Inspection Checklists and Form 027 Workplace Inspection Checklist – Gymnasium are completed to capture any hazards.

Workers are encouraged to be vigilant and look at how people actually work, how plant and equipment is used, what chemicals are around and what they are used for, what safe or unsafe work practices exist as well as the general state of housekeeping.

Workers are also consulted monthly at staff meetings where they are asked about any health and safety problems they have encountered in doing their work and any near misses or incidents that have not been reported.

The standard agenda items are

- What have I seen that could be unsafe?
- What have I done to rectify it?
- Facility issues; and
- Any near misses or incidents that have not been reported?

Review available information

Information and advice about hazards and risks relevant to particular industries and types of work is available from regulators, industry associations, unions, technical specialists and safety consultants and JCUSA will access and utilise this information.

Manufacturers and suppliers information about hazards and safety precautions for specific substances (safety data sheets), plant or processes (operating/instruction manuals) are also utilised by JCUSA for hazard identification and the need for safe work procedures.

JCUSA will analyse records of health monitoring, workplace incidents, near misses, worker complaints, sick leave and the results of any inspections and investigations to identify hazards. If someone has been hurt doing a particular task, then a hazard exists that could hurt someone else. These incidents will be investigated to find the hazard that caused the injury or illness.

4   Assessing Risk

Policy POL028 Risk Assessment provides greater detail about risk assessment and should be read in conjunction with this policy

A risk assessment involves considering what could happen if someone is exposed to a hazard and the likelihood of it happening. A risk assessment will assist JCUSA to determine:

- how severe a risk is;
- whether any existing control measures are effective;
- what action should be taken take to control the risk; and
- how urgently the action needs to be taken.

When a risk assessment is conducted

A risk assessment should be done when:

- there is uncertainty about how a hazard may result in injury or illness;
- the work activity involves a number of different hazards and there is a lack of understanding about how the hazards may interact with each other to produce new or greater risks;
- changes at the workplace that may impact on the effectiveness of control measures; and
- prior to a JCUSA or club and society event.

Completing a risk assessment

Procedure PRO019 Risk Assessment Procedure provides a detailed process as to how to complete a risk assessment and should also be read in conjunction with this policy.

All hazards have the potential to cause different types and severities of harm, ranging from minor discomfort to a serious injury or death.

One has to determine how severe the harm could be, work out how the hazards may cause harm and then work out the likelihood of harm occurring.

JCUSA will consider maintenance and cleaning as well as breakdowns of equipment and failures of health and safety controls.

The worker undertaking the risk assessment will rate the likelihood as one of the following:

- Almost certain to occur - expected to occur in most circumstances.
- Likely - will probably occur in most circumstances.
- Possible – might occur occasionally.
- Unlikely – could happen at some time.
- Rare – may happen only in exceptional circumstances.

The level of risk will increase as the likelihood of harm and its severity increases.

For each risk, the likelihood and consequence should be determined as per the matrix below. The overall risk ranking is then determined to help prioritise risks and subsequent controls/actions.

			Likelihood				
			May occur within every 10 year period or more	Could occur within a 5-10 year period	Could occur within a 1 to 5 year period	Could occur within a 3 to 12 month period	Likely to occur within a 3 month period or during the performance of an actual task
			Rare	Unlikely	Possible	Likely	Almost Certain
Consequence	Fatality, prosecution or legislative non-compliance impacts a substantial part or whole of University with significant works > $100k	Catastrophic	Medium	High	High	High	High
	Significant lost time injury (>6 months), notifiable event, finding, notice, suspension of work impacts a substantial part or whole of University with major works between $50-$100k	Major	Medium	Medium	High	High	High
	Lost time injury (<6 months), finding, ISOS combined extreme / high risk, impacts a moderate to substantial part of University with moderate works between $10-50k	Moderate	Low	Medium	Medium	High	High
	Incident including medical treatment, near miss, safety finding resolved in 3 days, impacts a minor part of University with minor works <$10k	Minor	Low	Low	Medium	Medium	Medium
	Incident including first aid, workplace hazard contained immediately and no ongoing safety risk impact. No known similar risk with University	Insignificant	Low	Low	Low	Low	Medium

Table 1.0 Risk Matrix

Legend
H = High Risk – Council attention needed
M = Moderate risk – management responsibility must be specified
L = Low risk – manage by routine procedures

5   Controlling Risks

The most important step in managing risks involves eliminating them so far as is reasonably practicable, or if that is not possible, minimising the risks so far as is reasonably practicable.

In deciding how to control risks workers must be consulted as their experience will help choose appropriate control measures and their involvement will increase the level of acceptance of any changes that may be needed to the way they do their job.

There are many ways to control risks. Some control measures are more effective than others and JCUSA will consider various control options and chooses the control that most effectively eliminates the hazard or minimises the risk in the circumstances. 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.

Some problems can be fixed easily and should be done straight away, while others will need more effort and planning to resolve. Of those requiring more effort, these are to be prioritised for action, focusing first on those hazards with the highest level of risk.

The ways of controlling risks are ranked from the highest level of protection and reliability to the lowest as shown in Figure 2 below. This ranking is known as the hierarchy of risk control.

The WHS Regulation require duty holders to work through this hierarchy when managing risk under the WHS Regulation.
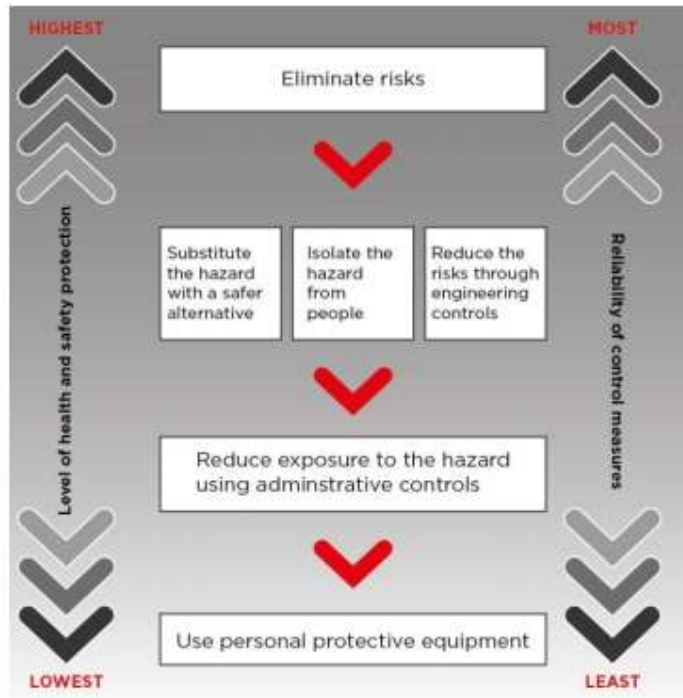
Figure 2 – The Hierarchy of Risk Control

Sourced from : How to Manage Work Health and Safety Risks Code of Practice 2021 on 25/06/2021
https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0022/72634/how-to-manage-work-health-and-safety-risks-cop-2021.pdf

JCUSA will always aim to eliminate a hazard, which is the most effective control. If this is not reasonably practicable, JCUSA must minimise the risk by working through the other alternatives in the hierarchy.

The most effective control measure involves eliminating the hazard and associated risk. The best way to do this is by, firstly, not introducing the hazard into the workplace.

Eliminating hazards is often cheaper and more practical to achieve at the design or planning stage of a product, process or place used for work. In these early phases, there is greater scope to design out hazards or incorporate risk control measures that are compatible with the original design and functional requirements.

If it is not reasonably practicable to eliminate the hazards and associated risks, JCUSA will minimise the risks using one or more of the following approaches:

- Substitute the hazard with something safer.
- Isolate the hazard from people.
- Use engineering controls.

If risks remain, they must be minimised by implementing administrative controls so far as is reasonably practicable. Administrative controls include work methods or procedures that are designed to minimise exposure to a hazard as well as the information, training and instruction needed to ensure workers can work safely.

Some administrative measures will be necessary to ensure substitution, isolation and engineering controls are implemented effectively, for example, following safe work procedures when using equipment.

Any remaining risks must be minimised with suitable PPE.

If PPE is to be used at the workplace, the PCUB will ensure the equipment is:
- Selected to minimise risk to health and safety, including by ensuring that the equipment is suitable for the nature of the work and any hazard associated with the work and is of suitable size and fit and reasonably comfortable for the worker who is to use or wear it; and
- Maintained, repaired and replaced so that is continues to minimise risk to the worker who uses it, including by ensuring that the equipment is clean and hygienic, and in good working order.

Developing and implementing control options

JCUSA will utilise information about suitable controls for many common hazards and risks from:
- codes of practice and guidance material; and
- manufacturers and suppliers of plant, substances and equipment used in the workplace.

JCUSA may need to develop specific control measures if the available information is not relevant to the hazards and risks or circumstances in the workplace. This can be done by referring to the chain of events that were recorded during the risk assessment.

Where the hazard or risk has the potential to cause death, serious injury or illness, more emphasis will be given to those controls that eliminate or reduce the level of harm, than those that reduce the likelihood of harm occurring.

JCUSA will ensure that chosen solutions do not introduce new hazards.

Costs of Control Measures

The cost of controlling a risk may be taken into account in determining what is reasonably practicable, but cannot be used as a reason for doing nothing.

The greater the likelihood of a hazard occurring and/or the greater the harm that would result if the hazard or risk did occur, the less weight should be given to the cost of controlling the hazard or risk.
If two control measures provide the same levels of protection and are equally reliable, JCUSA will adopt the least expensive option.

Cost cannot be used as a reason for adopting controls that rely exclusively on changing people's behaviour or actions when there are more effective controls available that can change the risk through substitution, engineering or isolation.

6   Implementing Controls

The control measures will usually require changes to the way work is carried out due to new or modified equipment or processes, new or different chemicals or new personal protective equipment. In these situations, it is usually necessary to support the control measures with:

- Safe Work procedures;
- Policies;
- Procedures;
- Training, instruction and information; and
- Supervision.

Supervision

The level of supervision required will depend on the level of risk and the experience of the workers involved. High levels of supervision are necessary where inexperienced workers are expected to follow new procedures or carry out difficult and critical tasks.

Maintenance

Control measures need regular monitoring and maintenance to ensure they remain effective. JCUSA will decide what is required when implementing the controls and establishing a schedule for routine checks and maintenance appropriate to the controls.

Scheduling and performing regular inspection and testing, repair or replacement of damaged or worn plant and equipment is captured via Form 038 Plant and Equipment Register and Maintenance Schedule.

Monitoring and reviewing controls

There are certain situations when JCUSA must review control measures under the WHS Regulation and, if necessary, revise them. A review is required:

- when the control measure is not effective in controlling the risk;
- before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control;
- if a new hazard or risk is identified;
- if the results of consultation indicate that a review is necessary; and
- if a health and safety representative requests a review.

JCUSA will monitor the control measures that have been implemented and ensure that they remain effective by undertaking the following:

- Accountability for health and safety which is undertaken by managers who have been provided with the authority and resources to implement and maintain control measures effectively.
- Maintenance of plant and equipment via regular inspection and testing, repair or replacement of damaged or worn plant and equipment through the completion of Form 038 Plant and Equipment Register and Maintenance Schedule and Form 039 Plant and Equipment Risk Assessment. It includes checking that any control measures are suitable for the nature and duration of work, are set up and used correctly.

- Up-to-date training and competency which is monitored via the completion of Form 035 General Managers Workplace Inspection Checklist – Quarterly.
- Up-to-date hazard information reviewed via:
  - Form 025 Hazardous Chemical Register;
  - Form 028 Computer based work checklists;
  - Currency of SDSs in accordance with Form 035 General Managers Workplace Inspection Checklist – Quarterly;
  - Historically completed Form 040 Accident Incident and Injury Report Form;
  - Form 045 Event Risk Management;
  - Form 047 Individual plant and equipment hazard checklists;
  - Form 058 Test and Tag Register;
  - Form 064 SWP Risk Assessments;
  - Form 071 Discomfort Survey that have been completed;
  - Form 084 Hazardous manual handling tasks risk assessment;
  - Form 120 Club Society Risk Assessment Form
  - Form 122 Water Activities Checklist
  - Form 123 BBQs and Gas Risk Assessment
  - Form 190 Club Society Risk Register; and
  - Regular reviews and consultation via annual reviews of work procedures which is documented in the Document Record Management System.

7   JCUSA Work Health and Safety Risk Register

A risk register that identifies the hazards, what action needs to be taken, who will be responsible for taking the action and by when is located in S:\Common\Sorted\WHS\Risk Register.

The Risk Register records details of all the risks identified which have not been eliminated and provides a mechanism for ongoing monitoring and review of the suitability of the control strategies implemented.

Risks associated with activities and strategies and are identified then graded in terms of likelihood of occurring and seriousness of impact.

As a formal document, the analysis contained in a risk register can be used to document and improve workplace practices. The register can also be used to notify Council of emerging risk exposures that warrant immediate attention.

8   JCUSA Event Risk Management

Form 045 Event Risk Management needs to be completed and submitted to the General Manager at least 2 weeks prior to the following events:
- O Week events;
- JCUSA Council led events;
- JCUSA Advocate led events; and
- Clubs and Societies events require Form 120 Clubs and Societies Risk Assessment to be sent to the relevant Campus Officer.

The form contains the risk assessment for the planned event.

Failure to provide documentation that is adequately and accurately completed will prevent the event from occurring.

9   Recordkeeping

Keeping records of the risk management process demonstrates potential compliance with the WHS Act and WHS Regulation. It also assists when undertaking subsequent risk assessments.

Keeping records of the risk management process has the following benefits to JCUSA. It:

- allows JCUSA to demonstrate how decisions about controlling risks were made;
- assists in targeting training at key hazards;
- provides a basis for preparing safe work procedures;
- allows JCUSA to more easily review risks following any changes to legislation or business activities; and
- demonstrates to others (regulators, investors, shareholders, customers) that work health and safety risks are being managed.

JCUSA will electronic store information on:

- the identified hazards, assessed risks and chosen control measures (including any hazard checklists, worksheets and assessment tools used in working through the risk management process);
- how and when the control measures were implemented, monitored and reviewed;
- how and when consultation occurred;
- relevant training records; and
- any plans for changes.

There are specific record-keeping requirements in the WHS Regulation for some hazards, such as hazardous chemicals. If such hazards have been identified JCUSA must keep the relevant records for the time specified.

Location of WHS information

Information type	Computer file pathway
JCUSA Integrated Safety Management System	S:\Common\Sorted\Governance\Corporate Documents DOC004 V1.2 JCUSA Integrated Safety management System Microsoft Teams-JCUSA – Staff/Corporate Governance Documents Policies
Policies	S:\Common\Sorted\Governance\Policies, Procedures & Agreements\1 Policies Microsoft Teams-JCUSA – Staff/Policies
Forms	S:\Common\Sorted\Forms\WHS Forms Microsoft Teams-JCUSA – Staff/WHS and Cleaning Forms https://www.jcusa.edu.au/clubs/clubs-and-societies-forms/

Safe Work Procedures	S:\Common\Sorted\Governance\Policies, Procedures & Agreements\3 Safe Work Procedures
	Microsoft Teams-JCUSA – Staff/Safe Work Procedures
Procedures	S:\Common\Sorted\Governance\Policies, Procedures & Agreements\2 Procedures
	Microsoft Teams-JCUSA – Staff/Procedures
Work Health and Safety Risk Register	S:\Common\Sorted\WHS\Risk Register

10   Related Legislation and Documents

JCUSA Integrated Safety Management System

JCUSA Work Health and Safety Risk Register

Work Health and Safety Act 2011 (QLD)

Work Health and Safety Regulation 2011 (QLD)

Workplace Health and Safety Queensland, How to Manage Work Health and Safety Risks Code of Practice 2021

Workplace Health and Safety Queensland, Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2021

Workplace Health and Safety Queensland, Managing Risks of Plant in the Workplace Code of Practice 2021

POL003 WHS Policy

POL006 Safe Work Procedures Policy

POL018 General Working Environment

POL019 Emergency Preparedness Policy

POL020 Health and Wellbeing Policy

POL021 Hazardous Manual Handling Tasks Policy

POL022 Incident Reporting Policy

POL024 Notifiable Incidents Policy

POL025 Outdoor Work Policy

POL026 Personal Protective Equipment Policy

POL028 Risk Assessment Policy

POL032 Safety Data Sheets Policy

POL035 Workplace Inspections Policy

POL040 Electrical Safety Policy

PRO002 Consultation and Participation Procedure

PRO006 Document Records Management Procedure

PRO010 Hazardous Chemicals Procedure

PRO015 Outdoor Work Procedure

PRO016 Personal Protective Equipment Procedure

PRO017 Plant and Equipment Procedure

PRO018 Risk Management Procedure

PRO019 Risk Assessment Procedure

PRO021 Safe Work Procedures

PRO022 Safety Data Sheets Procedure

PRO023 Storage of Flammable or Combustible Substances Procedure

PRO024 Training and Supervision Procedure

PRO025 Workplace Inspections Procedure

PRO026 Workstation Ergonomics Procedure

PRO027 Test and Tag Procedure

How to Manage Work Health and Safety Risks, Code of Practice 2011, Safe Work Australia

How to Manage Work Health and Safety Risks, Code of Practice 2011, Office of Industrial Relations, Work Health and Safety Queensland

Form 025 Hazardous Chemical Register;

Form 026 Workplace Inspection Checklists

Form 027 Workplace Inspection Checklist – Gymnasium

Form 028 Computer Based Work Checklist annually

Form 035 General Manager Workplace Inspection Checklist

Form 038 Plant and Equipment Register and Maintenance Schedule

Form 039 Plant and Equipment Risk Assessment

Form 040 Accident Incident and Injury Report Form

Form 045 Event Risk Management

Form 047 Individual plant and equipment hazard checklists

Form 058 Test and Tag Register

Form 064 SWP Risk Assessments

Form 071 Discomfort Survey that have been completed

Form 072 Induction Checklist-Full-time and Part-time

Form 073 Induction Checklist-Casuals and Volunteers

Form 084 Hazardous manual handling tasks risk assessment

Form 118 Induction_Unsupervised Visitors

Form 120 Club Society Risk Assessment Form

Form 122 Water Activities Checklist

Form 123 BBQs and Gas Risk Assessment

Form 190 Club Society Risk Register

PRO016 Personal Protective Equipment Procedure

PRO017 Plant and Equipment Procedure

PRO018 Risk Management Procedure

PRO019 Risk Assessment Procedure

Administration

Note: Printed copies of this policy are uncontrolled and currency can only be assumed at the time of printing.

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