# Risk Assessment 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:

- Define the risk management process;
- State when a risk assessment is conducted;
- How to undertake a risk assessment;
- Document recordkeeping requirements; and
- State the location of WHS information.

## Scope:

This policy applies to all JCUSA Councillors and all 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;
- will gain an understanding of risks associated with the operations of JCUSA;
- need to complete risk assessments; 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 providing staff, students, visitors, volunteers and contractors with a productive, safe and healthy working and learning environment that protects all from injury, workplace-related illness and potential hazards to their wellbeing. One method for doing so is by conducting risk assessments to document evidence of what is known about a hazard or risk, risk assessment and risk control.

JCUSA is committed to complying with the WHS Act and WHS Regulation pertaining to identifying and managing risks through risk assessment methodology to:

- 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 undertaking of risk assessments to assist in controlling and 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.

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 and
- consult with stakeholders to ensure risk assessments being conducted meet 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 have a duty to take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. Workers must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace, such as procedures for first aid and for reporting injuries and illnesses.

Workers are to effectively manage the health and safety risks that might arise out of the conduct of the Associations activities. In practice, this means to:

- complete risk assessments as a way of participating in the risk management processes; and
- comply with all risk control procedures and policies that have been implemented to prevent or minimise incidents and injuries.

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 this 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.

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 by the activity to which the risk assessment is being prepared; 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.

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.

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## 1 Definitions

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| 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. |
| Manager | Any person who is responsible for workers and the allocation of tasks to workers |
| 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. |
| 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:<br>• an officer under section 9 of the Corporations Act 2001 (Cth)<br>• an officer of the Crown within the meaning of section 247 of the WHS Act, and<br>• an officer of a public authority within the meaning of section 252 of the WHS Act.<br>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.<br>A PCBU includes a:<br>• company<br>• unincorporated body or association<br>• sole trader or self-employed person.<br>Individuals who are in a partnership that is conducting a business will individually and collectively be a PCBU.<br>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:<br>• the likelihood of the hazard or risk concerned occurring;<br>• the degree of harm that might result from the hazard or risk;<br>• knowledge about the hazard or risk, and ways of eliminating or minimising the risk;<br>• the availability and suitability of ways to eliminate or minimise the risk; and<br>• 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. |

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| 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.<br>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 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. |
| 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 |
| JCU | James Cook University |
| JCUSA | James Cook University Student Association |
| PPE | Personal Protective Equipment |

## 3 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 is utilised by JCUSA to assist in determining:

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

A risk assessment can be undertaken with varying degrees of detail depending on the type of hazards and the information, data and resources that are available to JCUSA. It can be as simple as a discussion with JCUSA workers or involve specific risk analysis tools and techniques recommended by the JCU HSE Unit as safety professionals.

### Risk Management Process

Risk assessment is stage 2 of the risk management process.

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.


Figure 1 The Risk Management Process
Sourced from: WHSQ, How to Manage Work Health and Safety Risks Code of Practice 2021 on 30/6/2021
https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0022/72634/how-to-manage-work-health-and-safety-risks-cop-2021.pdf

**When a Risk Assessment is to be completed**

At JCUSA a risk assessment is to be completed:

- when there is uncertainty about how a hazard may result in injury or illness;
- if 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;
- when changes at the workplace occur that may impact on the effectiveness of control measures;
- prior to a JCUSA or club and society event (Form 045 Event Risk Management and Form 120 Club and Societies Risk Assessment);
- for plant and equipment via Form 039 Plant and Equipment Risk Assessment;
- for hazardous manual handling tasks (Form 084 Hazardous manual handling tasks risk assessment);
- as part of the JCUSA Work Health and Safety Risk Register and the need for hazards and controls to be reviewed and monitored;
- when there is uncertainty about how a hazard may result in injury or illness;
- when 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; and
- for any changes at the workplace that may impact on the effectiveness of control measures.

In some circumstances, a risk assessment will assist to:

- identify which workers are at risk of exposure;
- determine what sources and processes are causing the risk;
- identify if and what kind of control measures should be implemented; and
- check the effectiveness of existing control measures.

A risk assessment can be undertaken with varying degrees of detail depending on the type of hazard and the information, data and resources that JCUSA have available. It can be as simple as a discussion with JCUSA's workers or involve specific risk analysis tools and techniques developed for specific risks or recommended by safety professionals. For some complex situations, expert or specialist advice may be useful when conducting a risk assessment.

Some hazards that have exposure standards, such as noise and airborne contaminants, may require scientific testing or measurement by a competent person to accurately assess the risk and to check that the relevant exposure standard is not being exceeded (for example, by using noise meters to measure noise levels).

A risk assessment is not necessary in the following situations:

- Legislation requires some hazards or risks to be controlled in a specific way – these requirements must be complied with;
- A code of practice or other guidance sets out a way of controlling a hazard or risk that is applicable to JCUSAs situation and JCUSA chooses to use the recommended controls. In these instances, the guidance can be followed; and

- There are well-known and effective controls that are in use in the particular industry, that are suited to the circumstances in the JCUSA workplace. These controls can simply be implemented.

In these situations, JCUSA may be able to simply implement these control measures. A risk assessment may be appropriate to reuse in situations where all the hazards, tasks, things, workers or circumstances are the same and no worker or other person will be exposed to greater, additional or different risks. However, as stated above, if there are any changes at the workplace, a new risk assessment should be performed

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 not required. If after identifying a hazard JCUSA already know the risk and how to control it effectively, JCUSA may simply implement the controls.

## Completing a Risk Assessment

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

For example, heavy liquefied petroleum gas (LPG) cylinders can cause muscular strain when they are handled manually. However, if the cylinder is damaged causing gas to leak which is then ignited, a fire could result in serious burns. If that leak occurs in a store room or similar enclosed space, it could result in an explosion that could destroy the building and kill or injure anyone nearby. Each of the outcomes involves a different type of harm with a range of severities, and each has a different likelihood of occurrence.

### Working out how severe the harm could be and the likelihood

In most cases, incidents occur as a result of a chain of events and a failure of one or more links in that chain. If one or more of the events can be stopped or changed, the risk may be eliminated or reduced.

One way of working out the chain of events is for persons completing risk assessments to determine the starting point where things begin to go wrong and then consider: 'If this happens, what may happen next?'

When a person completes a risk assessment they are to think about how each hazard may cause harm, and should consider:

- the effectiveness of existing control measures and whether they control all types of harm;
- how work is actually done, rather than relying on written manuals and procedures; and
- infrequent or abnormal situations, as well as how things are normally meant to occur.

To estimate the severity of harm that could result from each hazard, the following questions are to be considered:

- What type of harm could occur (e.g. muscular strain, fatigue, burns, laceration)? How severe is the harm? Could the hazard cause death, serious injuries, illness or only minor injuries requiring first aid?

- What factors could influence the severity of harm that occurs? The harm may occur immediately something goes wrong (e.g. injury from a fall) or it may take time for it to become apparent (e.g. illness from long-term exposure to a substance).
- Do JCUSA need to use specific tools or processes to assess how severe the harm could be? This could include sending samples to a lab for testing or arranging noise exposure level testing.
- How many people are exposed to the hazard and how many could be harmed in and outside the JCUSA workplace?
- Could one failure lead to other failures?
- Could a small event escalate to a much larger event with more serious consequences? For example, a minor fire can get out of control quickly in the presence of large amounts of combustible materials.

**Work out how hazards may cause harm**

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

**Work out the likelihood of harm occurring**

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 will be determined as per the matrix below (Table 1.0). 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

## How to control risks

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

In deciding how to control risks, as a PCBU, JCUSA must consult JCUSA's workers and their representatives who will be directly affected by this decision.

JCUSA must consider various control options and choose 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, JCUSA should prioritise areas for action, focusing first on those hazards with the highest level of risk.

### Hierarchy of Control Measures

The hierarchy of control measures is to be applied.

The ways of controlling risks are ranked from the highest level of protection and reliability to the lowest as shown in Figure 2.

The WHS Regulation makes it mandatory for duty holders to work through this hierarchy when managing certain risks.

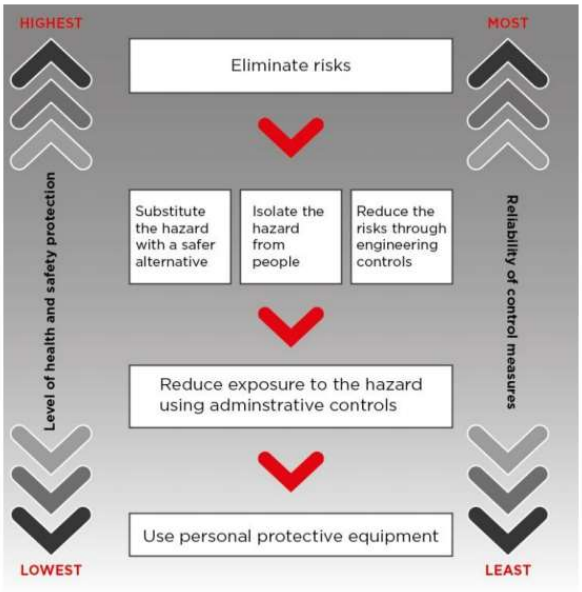


Figure 2 The hierarchy of control measures

JCUSA must always aim to eliminate the risk, 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 lower levels in the hierarchy are less effective because controls that change the hazard or minimise exposure to the hazard can only minimise the risk. One cannot eliminate the risk without eliminating the hazard.

Administrative controls and PPE are the least effective at minimising risk because they do not control the hazard at the source and rely on human behaviour and supervision. These control measures should only be used:

- to supplement higher level control measures (as a back-up)
- as a short-term interim measure until a more effective way of controlling the risk can be used, or
- when there are no other practical control measures available (as a last resort).

## 4 Recordkeeping

Keeping records of the risk assessments demonstrates potential compliance with the WHS Act and WHS Regulation.

Keeping records of the risk assessments:

- 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.

It is useful to keep 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;
- who JCUSA consulted with;
- 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, plant and equipment. If such hazards have been identified at JCUSA then relevant records must be kept for the time specified.

JCUSA will electronically store all completed risk assessments in the following locations:

| Form name: | Completed forms stored here: |
|---|---|
| Form 039 Plant and Equipment Risk Assessment | S:\Common\WHS\Plant and Equipment\Risk Assessment Records |
| Form 045 Event Risk Management | S:\Common\WHS\Risk Assessments\Clubs and Societies Events or<br>S:\Common\WHS\Risk Assessments\Council Events |
| Form 064 SWP Risk Assessments | S:\Common\WHS\Safe Work Procedures\Risk Assessments |
| Form 084 Hazardous manual handling tasks risk assessment | S:\Common\WHS\Risk Assessments\Manual Handling |

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<br>DOC004 V1.2 JCUSA Integrated Safety management System<br>Microsoft Teams-JCUSA – Staff/Corporate Governance Documents Policies |
| Policies | S:\Common\Sorted\Governance\Policies, Procedures & Agreements\1 Policies<br>Microsoft Teams-JCUSA – Staff/Policies |
| Forms | S:\Common\Sorted\Forms\WHS Forms<br>Microsoft Teams-JCUSA – Staff/WHS and Cleaning Forms |
| Safe Work Procedures | S:\Common\Sorted\Governance\Policies, Procedures & Agreements\3 Safe Work Procedures<br>Microsoft Teams-JCUSA – Staff/Safe Work Procedures |
| Procedures | S:\Common\Sorted\Governance\Policies, Procedures & Agreements\2 Procedures<br>Microsoft Teams-JCUSA – Staff/Procedures |
| Work Health and Safety Risk Register | S:\Common\Sorted\WHS\Risk Register |

## Related instruments

JCUSA Integrated Safety Management System
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
POL021 Hazardous Manual Handling Tasks Policy
POL025 Outdoor Work Policy
POL026 Personal Protective Equipment Policy
POL027 Risk Management 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
Form 039 Plant and Equipment Risk Assessment
Form 045 Event Risk Management
Form 047 Individual Plant and Equipment Hazard Checklist
Form 048 JCUSA WHS Risk Register
Form 064 SWP Risk Assessments
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

## Administration

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

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| Approval Authority | JCUSA Council |
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