

RISK MANAGEMENT PLAN

Action Item	Responsible Person	Action Date	Completed
1. Complete a Risk Management Checklist addressing each item as it applies to your business			
2. Determine a consultation mechanism for your business using an OHS Consultation Checklist. Agree on the form of consultation with employees			
3. Record and communicate the agreed OHS consultation arrangement. Refer to the OHS Consultation Code of Practice Schedule 2 for a sample OHS Consultation Statement to help you record your OHS consultation arrangement.			
4. Identify key people in your workplace, who will be involved in carrying out risk management for the business. Establish a risk management team to ensure that all employees are represented.			
5. Identify and use the following resources to assist with hazard identification: (tick each used) ☐ Consultation with employees ☐ Investigation of past incidents (Check the Register for Injuries and your Incident Report Forms) ☐ Job Safety Analysis forms ☐ Complaints by employees ☐ Hazard Report forms			
6. Communicate to employees the steps that will be taken to manage your business health and safety risks (how hazards will be identified and assessed)			

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7. Look for hazards arising from a variety of sources: (tick the items relevant to your business) ☐ work premises ☐ work practices and systems of work ☐ Plant ☐ Hazardous substances ☐ Manual Handling ☐ Layout and condition of the workplace ☐ Working environment (e.g. exposure to noise, airborne contaminants; hot and cold) ☐ Biological hazards ☐ Asbestos ☐ Workplace violence			
8. Anticipate hazards taking into account changes to the workplace such as: (tick items that are appropriate for your business) ☐ new work/new projects planned ☐ before plant is installed, commissioned, erected or altered ☐ hazardous substances introduced ☐ New employees, Labour Hire Employees, or contractors employed ☐ Changes to work procedures ☐ New technology			

SPECIFIC HAZARDS (IDENTIFY, ASSESS AND CONTROL)			
PLANT SAFETY			
9. Identify plant in your workplace and record this on a Plant Register			
10. Obtain and read safety information provided by the plant manufacturer or supplier			
11. Use a Plant and Equipment Risk Assessment Checklist to assess the risks associated with plant			
12. Identify risk control measures and document these on a Risk Control Plan			
13. Set up a scheduled maintenance program for all plant			
14. Identify plant that requires registration			
15. Ensure that people in the workplace required to operate industrial equipment are certified under the National certification scheme (eg. forklifts, crane operators, etc)			
16. A register of certified operators should be kept. Copies of certified operator's certificates should be recorded, filed and updated as required.			
17. Display safe work loads on lifting /carrying equipment			
18. Develop an isolation procedure for plant.			
19. Develop a procedure for the withdrawal of unsafe plant			
20. Ensure operating manuals are available and are kept near plant			

CHEMICAL SAFETY			
21. Identify chemicals that are hazardous. (Check with your supplier to determine if the chemicals are hazardous)			
22. Obtain Material Safety Data Sheets (MSDS) for chemicals identified to be hazardous These can be obtained from your supplier or manufacturer of the product			
23. Assess the risks associated with hazardous substances being used at the workplace using a Chemical Safety Checklist. Determine whether additional safety precautions are required. (Refer to the MSDS and consult with employees)			
24. Identify risk control measures and document these on a Risk Control Plan			
25. Compile a Hazardous Substances Register Sheet, Material Safety Data Sheets and Risk Assessments to form a Hazardous Substances Register. File this and ensure that it is accessible to all employees exposed to the chemicals.			
ELECTRICAL SAFETY			
26. Refer to an Electrical Equipment Inspection Checklist for information on equipment that requires testing and tagging.			
27. Keep written records of all inspections, tests and maintenance of all electrical equipment			
28. Ensure power outlets, distribution boards are protected by earth leakage protection device/s (safety switch) and appropriate signage displayed			

MANUAL HANDLING			
29. Identify manual handling tasks			
30. Schedule manual handling risk assessments			
31. Conduct manual handling risk assessments using an Manual Handling Risk Assessment Checklist			
32. Identify risk control measures and document these on your Risk Control Plan			
33. Schedule training for employees of safe lifting techniques and safe manual handling practices			
NOISE			
34. Conduct a Noise Risk Assessment using a Noise Risk Assessment Checklist to determine employee's exposure to noise. (This survey may need to be conducted by an external specialist)			
35. Identify risk control measures and document this on your Risk Control Plan			
36. Ensure areas where persons may be exposed to noise levels exceeding an 8 hour noise level equivalent of 85dB (A), or peak at more than 140dB(C) are signposted as "Hearing Protection Areas". (These signs must conform to Australian Standard AS 1319)			
37. Communicate, supervise and enforce the wearing of hearing protection			

FORKLIFT			
38. Conduct a risk assessment of the forklift/s using a Forklift Job Safety Analysis Form			
39. Conduct a risk assessment using a Safety Cage/Work Platform Job Safety Analysis Form (if appropriate)			
40. Review and adapt to suit your business, any safe work procedures for forklift use and use of a safety cage with a forklift			
41. Implement a Pre-op Forklift Checklist for forklift trucks			
42. Conduct a risk assessment of traffic management using a Traffic Management Risk Assessment Checklist			
CONFINED SPACES			
43. Use a Confined Spaces Risk Assessment Checklist to conduct a risk assessment of confined spaces at your workplace.			
44. Identify the risk control measures and document this on your Risk Control Plan			
45. Ensure appropriate equipment is used for confined space entry			
46. Ensure that employees required to enter a confined space receive appropriate training and a confined space entry permit			
47. Ensure that contractors that enter confined spaces have the relevant certification, qualifications and equipment prior to entry			
LADDERS			
48. Adapt and implement safe work procedure for the safe use of ladders			
ERGONOMICS			
49. Identify risk control measures for ergonomic issues and document these on your Risk Control Plan			

WORKING SPACE/HEIGHTS/PASSAGEWAYS/HOUSEKEEPING			
50. Implement the safe work procedure for working from heights			
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51. Ensure that risks associated with falls from a height are controlled by providing and maintaining: ☐ a stable and securely fenced work platform (e.g. scaffold) ☐ secure permitted screens, fencing, handrails or other forms of physical barriers ☐ Physical restraints (e.g. safety harness) that are capable of arresting the fall of a person from height of more than 2 metres			
52. If fall arrest systems are used, ensure that: (tick appropriate box) ☐ all anchorage points for the device are inspected by a competent person before the first use and regularly inspected ☐ if the load-bearing capacity of an anchorage point is impaired, the anchorage is immediately made inoperable to prevent its use ☐ any harness, safety line or other component of the device that shows wear or weakness to the extent it may cause the device to fail is not used ☐ all persons using a fall arrest device have received training in the selection, assembly and use of the system ☐ adequate provision is made for the rescue of a person whose fall is arrested by a fall arrest device			
53. Ensure clear width of passageways/walkways of 600mm			
54. Where the floor is likely to become wet and collect liquids, ensure there are measures for the removal of liquid from the floor by drainage or other means			

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55. Ensure sufficient working space is provided to allow persons to work safely			
56. Ensure persons are unhindered and able to move safely around a place of work			
57. Display signs and mark passageways that outline areas for forklift use and pedestrian access			
WORK ENVIRONMENT			
58. Use a Workplace Environment Risk Assessment Checklist to determine employee's exposure to airborne contaminants (Please note an occupational hygienist may be required for further analysis)			
59. Identify risk control measures and document these on your Risk Control Plan			
60. Ensure adequate risk control measures are in place for employees exposed to hot and cold working environments (e.g. ventilation; rest regimes; PPE)			
EMERGENCY RESPONSE			
61. Identify potential emergency situations for your business.			
62. Develop emergency evacuation procedures and display these in the workplace (Use an Emergency Procedure Form to help you to develop emergency procedures)			
63. Schedule training for employees on emergency and evacuation procedures.			
64. Display emergency evacuation plans			
65. Appoint and train personnel to oversee emergencies			

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66. Train employees in emergency procedures			
67. Conduct regular fire drills			
68. Use an Incident Report and Investigation Form provided to report all incidents			
FIRST AID			
69. Provide first aid facilities			
70. Obtain a Register of Injuries book to record first aid injuries and treatment			
71. Appoint and train a first aider/s (if there are 25 or more persons in the workplace)			
72. Erect First Aid Sign/s in the workplace with contact details and telephone numbers.			
JOB SAFETY ANALYSIS AND SAFE WORK PROCEDURES			
73. Identify tasks from the Risk Management checklist that pose a significant risk to health and safety of personnel. Identify and assess the risks using a Job Safety Analysis form.			
74. Develop safe work procedures based on the risk control measures identified in your Job Safety Analyses.			
75. Establish a schedule to conduct regular workplace inspections to identify hazards and test risk control measures			

PERSONAL PROTECTIVE EQUIPMENT (PPE)			
76. Identify and assess personal protective equipment requirements using a PPE Checklist			
77. Ensure personal protective equipment (PPE) is appropriate for controlling hazards employees are exposed to			
78. Consult with employees on PPE required prior to purchasing			
79. Instruct, train, supervise and enforce employee PPE requirements. Document this training.			
80. Review and adapt (to suit your business) the Personal Protective Equipment Policy (PPE Policy)			
81. Implement the safe work procedure for Personal Protective Equipment			
HAZARDOUS WORK PROCESSES			
82. Refer to OHS Regulations for risk control measures to be implemented for specific hazardous processes (e.g. welding, spray painting, electrical work, lead processes, etc)			
TRAINING			
83. Identify training needs for all employees, contractors and casual staff			
84. Develop and implement training programs that address health and safety needs of personnel			
85. Keep records of training conducted. (Refer to Guidance Material for more information)			
POSTERS			
86. Display your business Return to Work Program (this can be obtained from your Insurer)			

CONTRACTORS			
87. Implement a Pre-qualification checklist for Contractors			
88. Develop on site safety requirements and inform contractors, visitors of these requirements			
89. Obtain safe work method statements from contractors and document OHS contractor accountabilities.			
90. Check contractors for qualifications, licenses, permits and current workers compensation policy			
CONTROLLERS OF PREMISES			
91. Determine areas of control with the building owner. Review contractual arrangements of the lease and ensure there are provisions for maintenance and repair of the building (e.g. provision of fire extinguishers, emergency procedures; maintenance of air-conditioning, etc)			
ADDITIONAL ACTIVITIES			
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