

1 PURPOSE

This requirement describes the University of Melbourne's methodology for the:

- identification of health and safety hazards;
- risk assessment of hazards;
- development of risk controls;
- implementation of the risk controls; and
- review of effectiveness of risk controls.

2 SCOPE

This requirement applies to all staff, students, contractors and other personnel at workplaces under the management or control of the University of Melbourne.

3 DEFINITIONS

Hazard

A source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these. (AS 4801)

Hazard identification

The process of recognising that a hazard exists and defining its characteristics. (AS 4801)

Health and safety representative (HSR)

A staff member elected by members of a designated work group (DWG) to represent them in health and safety matters. Staff HSRs have powers under the *Occupational Health and Safety Act 2004* (Vic).

Hierarchy of risk control (Hierarchy of control)

A sequence of risk control categories listed in order of effectiveness, and arranged in three levels:

Level 1

- Elimination of the hazard or risk

Level 2

- Substitution of the hazard or risk
- Isolation/engineering of the hazard or risk

Level 3

- Administrative controls of the hazard or risk
- Personal protective equipment (PPE) of the hazard or risk

Incident

Any unplanned event resulting in, or having a potential for injury, ill-health, damage or other loss. (AS 4801)

Job safety analysis (JSA)

Refer to safe work method statement

Near miss

An event that could have resulted in human injury or damage to property, process or the environment, but did not.

Risk

In the context of this procedure, the likelihood and consequence of injury or harm occurring. (AS 4801)

Risk control

In the context of this procedure, risk control includes risk reduction and risk avoidance.

Risk avoidance reduces the risk to zero. Normally this can only be achieved by eliminating the hazard or ceasing the activity.

Risk control plan

An action plan that sets out how the health and safety risks identified in a risk assessment will be eliminated or controlled.

Risk management

Risk management are the coordinated activities to direct and control an organization with regard to risk. (HB 436)

Risk register

A list of hazards, associated risks (pre- and post-control) and controls, sorted in order of the highest to lowest risk.

Safe work method statement (SWMS)

A written assessment of a work task or activity that:

- identifies the activity
- specifies hazards relating to the activity and risks to health and safety associated with those hazards
- describes measures to control the risks
- describes how the control measures are to be implemented, monitored and reviewed.

Task risk analysis (TRA)

Refer to safe work method statement

4 REQUIREMENTS

4.1 Health and safety risk management

The University will, so far as is reasonably practicable:

- identify health and safety hazards, including public safety hazards, that are associated with the activities, processes, products and services under the management and control of the University
- assess the health and safety risks involved
- develop and implement suitable control measures to ensure health and safety risks are eliminated, or else controlled and monitored, in accordance with the hierarchy of risk control and legal requirements
- review the effectiveness of the controls

4.2 Risk assessments

Health and safety risk assessments must be carried out:

- before new or altered systems of work are established
- before new plant and equipment or regulated plant is acquired
- before new chemicals and substances are acquired
- before plant and equipment and regulated plant are manufactured
- before buildings are acquired or leased
- before businesses or operational entities are established or acquired
- when hazards are identified in the workplace, including when incidents have occurred
- when work environment is altered (for instance: refurbishment or new building)
- when new information about workplace risks becomes available
- when responding to concerns raised by workers, health and safety representatives (HSRs) or others at the workplace
- when required by legalisation for specific hazards.

4.3 Methodology and tools

University staff and students carrying out risk assessment and control processes must use the University health and safety risk assessment methodology. University staff and students performing these tasks must be competent in the use of the methodology.

University staff and students responsible for carrying out hazard identification, health and safety risk assessments and risk control processes should consult with HSRs and affected staff where reasonably practicable.

The Associate Director, Health & Safety will develop and publish a suite of risk management tools and forms consistent with the health and safety risk assessment methodology to address hazard categories identified in the [University of Melbourne health and safety risk register](#).

Health and safety risk assessments and risk control plans are documented in:

- health and safety risk registers;
- completed risk assessment forms and templates (including SWMS, JSAs and TRAs);
- incident investigation reports; and
- other reports.

4.4 Health and safety risk registers

The Associate Director, Health & Safety is responsible for maintaining and publishing the [University of Melbourne health and safety risk register](#).

The Dean/Head of division must ensure that a Faculty/divisional health and safety risk register is developed and maintained.

Faculty/divisional health and safety risk registers must incorporate risks identified from divisional risk assessments and relevant risks from the University-wide health and safety risk register.

Faculty/divisional health and safety risk registers must record:

- activity
- associated hazards/risks
- raw risk score risk, assessed before risk treatment
- legislation standard, guidance
- University policies/procedures
- controls
- residual risk score risk remaining after implementation of risk treatment.

4.5 Workplace hazard identification and assessment

Supervisors/managers must encourage all personnel, including University staff, students, contractors and visitors, to report any hazards they identify.

Where reasonably practicable, supervisors and managers must consult with HSRs and University staff on hazard identification, risk assessment and control processes.

Supervisors/managers must proactively identify hazards in their workplace, including through the use of:

- workplace inspections;
- hazard reports;
- incident reports;
- audit reports (internal or external); and
- formal risk assessment reports.

When a hazard is identified, the supervisor/ manager must assess the risk and implement a control plan using the health and safety risk assessment methodology. Where reasonably practicable, this should be completed in consultation with HSRs and affected University staff.

The supervisor/manager must ensure that the controls implemented are reviewed and their effectiveness monitored.

The supervisor/manager must ensure that a record of the identification, assessment and control process is maintained.

5 REFERENCES

- *Occupational Health and Safety Act 2004* (Vic)
- *Occupational Health and Safety Regulations 2017* (Vic)
- AS/NZS 4801: Occupational health and safety management systems – Specifications with guidance for use
- AS/NZS ISO 31000: Risk management
- SA/SNZ HB 436: Risk management guidelines - Companion to AS/NZS ISO 31000
- Health and safety risk assessment methodology
- [Safety website: Implement](#)
- [University of Melbourne health and safety risk register](#)

6 RESPONSIBILITIES

Associate Director, Health & Safety

Head of School/ Division

Manager/Supervisor

7 ASSOCIATED DOCUMENTATION

7.1 Processes

[Health & Safety – Undertake a risk assessment](#)

[Health & Safety – Develop a risk register](#)

7.2 Forms

[General risk assessment](#)

[Task risk analysis](#)

[Health and safety action plan](#)

[Health & Safety: Risk register form](#)

On the Health & Safety web site refer to hazard categories (eg plant, chemicals, ionising radiation) for hazard-specific risk assessment forms.

7.3 Guidance

[Health & Safety: Risk assessment methodology](#)

[Health & Safety: Completing a health and safety risk register](#)

[Health & Safety: Risk register example biological laboratory](#)

[Health & Safety: Risk register example chemical laboratory](#)

[Health & Safety: Risk register example office](#)

[Health & Safety: Risk register example workshops](#)