



**Fire &  
Rescue NSW**

# **Workplace safety risk management procedure**

**Health & Safety Branch  
People & Culture Directorate**

Version 01 - November 2016



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## 1 Purpose

This procedure outlines the proactive process to manage work health and safety (WHS) risks within Fire & Rescue NSW (FRNSW) to respond to change and facilitate continuous improvement. FRNSW will undertake safety risk management processes as required by

- the [Work Health and Safety Act 2011](#) (the Act) and the [Work Health and Safety Regulation 2011](#) (the Regulation), and
- FRNSW's [Risk Management Policy](#) and [Work Health & Safety Policy](#).

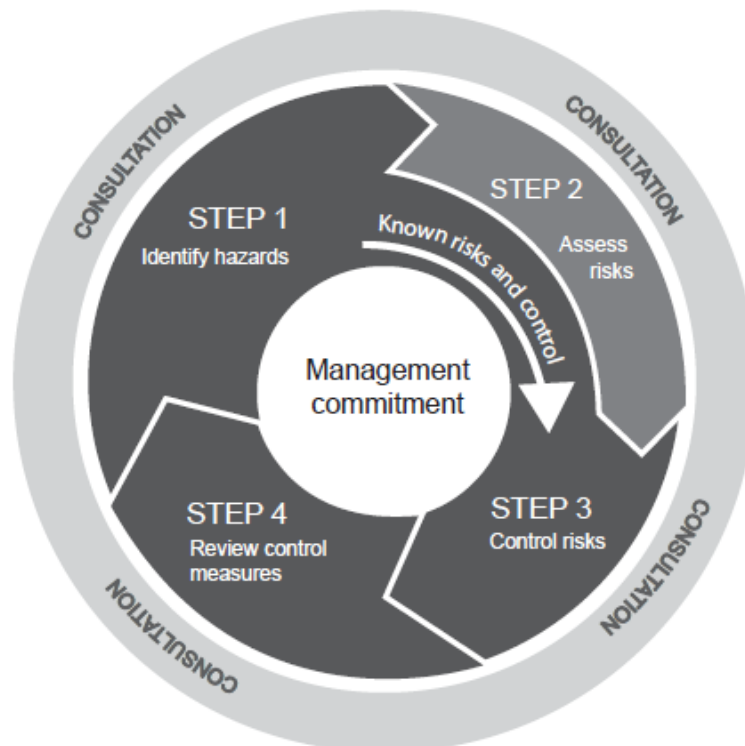
## 2 Scope and application

This procedure applies to all FRNSW employees, volunteers (CFU members) and contingent labour staff and focuses on WHS risk management regarding all FRNSW workplaces, equipment and tasks, excluding incidents. Although incidents are also workplaces for firefighters, they require different approaches to managing health and safety risks and are covered by incident safety doctrine such as SOGs.

This procedure also applies to planning risk management activities for operational training, such as minimising training site risks. During operational training tasks, incident-specific safety risk assessment tools and procedures may also be required.

## 3 Workplace safety risk management process

WHS risk management should be planned, systematic and cover all reasonably foreseeable hazards and associated risks. It is a continuous, cyclical process that facilitates review and improvement:



*The WHS risk management process in SafeWork NSW's Code of Practice, How to manage work health and safety risks.*

- 1 Identify hazards** – find out what could cause harm. FRNSW requires all workers to report any hazard that may impact on the health and safety of themselves, or others in the workplace.

Hazards can arise from:

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

- 2 Assess risks** – understand the nature of the harm that could be caused by the hazard, how serious the harm could be (consequences) and the likelihood of it happening. Assessing risks is ultimately aimed at better understanding and prioritising risks.

Assessing risk should not be the main focus of risk management; the priorities are identifying and controlling risks as soon as practicable. An assessment of risk is more likely to be necessary for high-risk work or when the risks and ways of controlling them are not well understood.

- 3 Control risks** – involves ensuring that the risk is either eliminated or minimised as far as reasonably practicable. While elimination is the most effective control, it is often not a viable option. In such cases, other controls need to be implemented that will reduce the risk to an acceptable level.

- 4 Review control measures** – to ensure control measures are working as planned they should be regularly reviewed, which involves checking that they are still functioning effectively and achieving what was intended.

The FRNSW [Guidelines for completing workplace safety risk assessments](#) provide further advice on completing workplace safety risk assessments.

The SafeWork NSW Code of Practice: [How to Manage Work Health and Safety Risks](#) provides further guidance on prioritising actions, and making informed decisions to eliminate or minimise risks.

## 4 Consultation, cooperation and coordination

Appropriate and timely involvement with relevant stakeholders, decision makers and those directly affected by the health and safety risk increases the effectiveness of risk management activities.

Effective consultation involves drawing on experience, knowledge and ideas from others, particularly workers. In addition to the consultation requirements outlined in the [Work Health and Safety Consultation and Communication Procedure](#), engaging relevant specialist areas, subject matter or technical experts, both internal and external, will assist decisions being based on best available information.

Transparent and inclusive consultation will assist with implementing action plans where management endorsements or approvals are required. It is also important that WHS duty-holders coordinate and cooperate to ensure that shared risks are minimised as far as reasonably practicable.

## 5 Escalation of WHS risk management decisions

Supervisors and managers are expected to manage safety risks within their workplace and delegation of authority. However, where risks cannot reasonably be minimised to an acceptable level or are beyond a staff member's capacity or delegation to manage they need to be escalated through the chain of command (to a higher level). Escalated action may include greater resource allocation for risk control or acceptance of residual risks.

Refer to the [Work health and safety issue resolution procedure](#) for further information.

## 6 When to engage in the safety risk management process

Managing WHS risks is a continual process but is particularly triggered when any changes affect the workplace or work activities. Workplace supervisors and managers are responsible for ensuring the risk management process is undertaken within their area of control. As far as is reasonably practicable, this process must occur:

- when using new or changing existing workplaces or environments
- before planning or changing FRNSW practices or procedures
- before purchasing or using new or used plant, equipment or substances
- whenever new information becomes available regarding workplace risks
- when conducting inspections of FRNSW workplaces
- when responding to workplace concerns raised by workers or others
- when responding to workplace incidents (whether or not they result in injury), and
- when required by WHS regulations for specific hazards and high-risk work.

## 7 Risk management tools

The following tools assist FRNSW workers to manage WHS risks. The use of each tool will be determined by the type of workplace in which hazards are identified.

### 7.1 Hazard identification checklist

The FRNSW [Hazard Identification Checklist](#) provides more information on potential health and safety hazards that may be identified at a workplace.

### 7.2 Workplace safety risk assessment (WSRA) form

The [Workplace safety risk assessment](#) (WSRA) form is a recording tool which assists the risk management process by recording identified hazards and risks and the control measures that are or will be implemented.

WSRA forms can be used for all FRNSW workplaces, equipment, tasks and work processes, except for incidents. This includes:

- Temporary training locations
- Work on or near roads
- Special event venues

Additional information is available to assist with the completion of WSRA forms in the [Guidelines for completing workplace safety risk assessments](#).

### 7.3 Workplace safety risk register

A [Workplace safety risk register](#) is a record of identified hazards in a particular area or directorate. The register should contain the identified critical health and safety risks that affect the directorate's objectives and functions, and the approved risk assessments completed by the directorate. The risk assessments can be recorded by the directorate in RM8 (TRIM) using the titling guidelines below.

The register includes the risk level and the controls implemented to eliminate or minimise the risks associated with a hazard and who is responsible for ensuring control measures are still appropriate and have been implemented in a reasonable time.

Registers should be available to workers who may be exposed to the hazards recorded and reviewed regularly, such as during annual workplace inspections.

#### 7.3.1 RM8 (TRIM) Titling guidelines

Consistent and clear titling is used to identify what the contents of the document are, and create an efficient and effective method for searching and developing a safety risk register for each Directorate.

##### Folder Titling guidelines

*RISK MANAGEMENT – Risk Register – [Directorate] – Workplace Safety Risk Register*

##### Document titling guidelines

*Document – Workplace Safety Risk Register – [Directorate] – [Category] – [Description] – [Date]*

*Document – Workplace Safety Risk Assessment – [Directorate] – [Category] – [Description] – [Date]*

*Example:*

Document	Directorate	Category	Description	Date
Workplace Safety Risk Assessment	<i>Logistics Support</i>	Equipment	<i>Gallet F1 XF Structural Firefighting Helmet</i>	DD-MM-YYYY
		Workplace	<i>36 Station Crow's Nest Fire Station Engine bay</i>	
		Task	<i>Drill MVA extrication techniques</i>	
		Other		

## 8 Keeping records and documentation

FRNSW must maintain records and documentation of the risk management process, in accordance with the [FRNSW Records Management policy](#).

These records will demonstrate a level of compliance with WHS legislation and the FRNSW Be Safe Program.

Keeping records also:

- demonstrates how decisions about controlling risks were made
- assists in developing training in relation to key hazards
- provides a basis for preparing safe work procedures
- allows risks to be more easily reviewed following any changes to legislation or business activities, and
- demonstrates to others (regulators, internal and external stakeholders) how risks to health and safety are being managed within a workplace.

## 9 Training and support

The Health and Safety Branch will provide support and advice on managing WHS risks in FRNSW workplaces where required, as well as provide information regarding the legislation, relevant codes of practice and FRNSW safety risk management tools via the intranet.

## 10 Monitoring and review

FRNSW will review these risk management procedures 5 years from the date of commencement.

Individual Directors will monitor implementation of the procedures within their Directorate to ensure compliance.

The Health and Safety Branch will monitor the performance of these arrangements through the Be Safe Program and report the outcomes to the Work Health and Safety Advisory Committee.

## 11 Further information

Contact the Manager Safety in Health & Safety for further information on this procedure on 9265 2829.

## 12 Document information

### 12.1 Related documents

The following documents should be read in conjunction with this procedure:

- Policy No CG10-003, Work health and safety policy
- Guidelines for completing workplace safety risk assessments
- FRNSW Risk management policy
- Work health and safety consultation and communication procedure
- Work health and safety issue resolution procedure

### 12.2 Document control

<b>Policy Manager</b>	Director Health and Safety
<b>Contact Officer</b>	Manager Safety
<b>Contact No</b>	9265 2829
<b>Document type</b>	Procedure
<b>Applies to</b>	<input checked="" type="checkbox"/> Permanent Firefighters <input checked="" type="checkbox"/> Retained Firefighters <input checked="" type="checkbox"/> Community Fire Unit Members <input checked="" type="checkbox"/> Administrative and Trades Staff <input checked="" type="checkbox"/> Contingent labour
<b>Status</b>	Final
<b>Security</b>	Unclassified
<b>File Reference</b>	FRN12/3151
<b>Review Date</b>	5 years after date of commencement
<b>Rescinds</b>	In Orders 2002/18 – Occupational health and safety risk assessment policy
<b>Copyright</b>	© State of New South Wales through Fire and Rescue NSW

### 12.3 Revision history

Version	Date	Status	TRIM Ref	Details
1	April 2016	Draft	D12/39259	
1	June 2016	Draft B	D12/39259	
1	Sept 2016	Draft C	D12/39259	
1	12 Dec 2016	Approved	D12/39259	