HAZARD MANAGEMENT PROCEDURE

9 Hazard Management Procedure

9.1 Rationale

Comply with the Health and Safety at Work Act 2015, and actively identify and control hazards

9.2 Guiding Principles

Hazard management is one of the key elements in developing an effective health and safety system. A system needs to be developed to identify all hazards that could harm staff, volunteers and participants, and then control measures need to be developed for each hazard. Once hazards are identified, it is much easier to develop a comprehensive plan for managing health and safety.

To **manage** a hazard means to identify, record, assess, control, and monitor the hazard.

Figure 1 summarises the hazard management procedure.

9.3   Implementation of Policy

9.3.1   Health and Safety Officer
Six Monthly Hazard Checklist

- Undertake or delegate the Hazard Identification Checklist of the workplace.

- Any new hazards identified need to be discussed with staff and management to determine appropriate control measures.

- Once controls are developed and implemented, the hazard register needs to be updated.

- Initiate a hazard check on any new piece of equipment, process or re-organised work processes.

Hazard Register

- Ensure the hazard register is kept up to date.

- Review the register every six months.

Corrective Action Reports - Hazard Identification Forms

- To be completed by all members of staff for anything that requires action ie near miss, broken equipment, vehicle, ideas to improve safety.

- Completed form to be handed to Health & Safety Officer to be either dealt with by the health and safety committee or management.

Health Monitoring

- Arrange to have annual hearing tests for all staff who are exposed to excessive noise.

9.3.2   Workers
- Actively identify hazards at the start of all basketball activities. The Event Health and Safety Hazard Plan can be used as a checklist for this.

- For formal basketball events, use the Event Health and Safety Hazard Plan.

- Report any hazards using the hazard identification form and/or 365 system and inform other staff.

- Fix any hazards that are within their control.

- Keep up to date with changes in the hazard register

- Keep up the daily workplace checks.

9.3.3   Forms
- Event Health and Safety Hazard Plan

- Hazard Registers

- O OS/DPI/ Prevention Guidelines

- Hazard Identification Checklist

- Corrective Action Report (Hazard Report) S elf-Report of Discomfort Form

- Workplace and Vehicle Safety Checklist

9.4   The Hazard Management Process

9.4.1   Identifying Hazards

What is a hazard?

A hazard is an activity, an arrangement, a circumstance, an event, an occurrence, a phenomenon, a process, a situation, a substance that could cause harm to people, the environment, or the workplace.

A hazard is also a situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person; this could result from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour.

Who Identifies Hazards?

Hazard identification is a shared responsibility. Both the PCBU and workers need to work together to identify hazards.

Types of Hazards

Hazards are often broken down into the following categories: physical, chemical, biological, environmental, ergonomic, and psychosocial. Some psychosocial hazards are: risky and hazardous behaviour, stress, work overload, violence, bullying, and intimidation.

When to Identify Hazards

Hazards can be identified at any time within the workplace or at a venue.

Prior to start of any basketball activity, there should be a proactive check for hazards.

For day-to-day basketball activities (team trainings, club nights etc.) the Event Health and Safety Hazard Plan should be used as a checklist to identify hazards.

For larger basketball events (leagues, development camps, holiday programmes etc.) the Event Health and Safety Hazard Plan must be completed at the start of the event.

How to Identify Hazards

Physical Checks - Walk through the work or play environment and identify hazards in each area. Use the five major hazard groupings and the five senses as a prompt.

Job Analysis - Job analysis is another way of identifying hazards. This involves analysing a job, or more precisely the tasks or steps involved in completing a piece of work and identify the hazards associated with each task. Break the job down into individual specific tasks if possible.

Accident / Incident Investigation and Analysis - Another way of monitoring hazards is from investigating any accident or incident that occurs.

9.4.2   Recording Hazards

The Hazard Register or 365 are the official means of recording and monitoring hazards.

Once a hazard is identified it must be **recorded** and **assessed** to determine whether or not it is a significant hazard. All hazards, even minor ones, should be recorded on the hazard register.

9.4.3   Assessing Hazards

Once a hazard is identified and recorded, it needs to be assessed for:

- Whether it could cause serious harm, the potential seriousness of that harm and the likelihood of occurrence.
- Whether it is a significant hazard.
- Its risk rating and a prioritisation of how urgent the hazard is to fix.

Serious Harm

Any of the following conditions that amount to or result in permanent loss of bodily function, or temporary loss of bodily function:

- Respiratory disease.
- Noise-induced hearing loss.
- Neurological disease.
- Cancer.
- Dermatological disease.
- Communicable disease.
- Musculoskeletal disease.
- Illness caused by exposure to infected material.
- Decompression sickness.
- Poisoning.
- Vision impairment.
- Chemical or hot-metal burn of eye.
- Penetrating wound of the eye.
- Bone fracture.
- Laceration.
- Crushing.

- Amputation.

- Burns that require referral to medical clinic.

- Loss of consciousness, or acute illness that requires medical assistance, from absorption, inhalation, or ingestion of any substance

- Any harm that causes a person to be hospitalised for more than 48 hours or more within seven days of the harm's occurrence.

Significant Hazard

A significant hazards is a hazard that is an actual or potential cause, or source of:

- Serious harm; or

- Harm, the severity of which depends on the extent of exposure or repeated exposure; or

- Harm not detected until a significant time after the exposure (for example asbestosis). All significant hazards must be controlled and PCBUs need to find ways to minimising the risk to staff and others.

9.4.4 Control of Hazards

Eliminate, Minimise

The Health and Safety at Work Act outlines a methods of control over hazards. These are: **Eliminate** the hazard, or **Minimise** the hazard.

The primary outcome is to eliminate the hazard. This may not be possible, especially with some psycho-social hazards such as stress or assault.

Eliminating a hazard may not be possible because of "the cost that is grossly disproportionate to the risk". But cost alone cannot be a factor in whether you eliminate a hazard or minimise the hazard.

Minimisation

If you cannot eliminate a hazard, then you must minimise the effects of the hazard on staff by the following procedures:

- Protective clothing and equipment must be provided for staff to use in a hazardous environment. For staff going out onto client's sites, this includes hard hat, hearing protection, hi viz vest, safety shoes, and eye protection. Staff will be responsible for the storage of equipment and will tell the health and safety coordinator if something needs fixed or replaced.

- Regularly monitor staff's health (with their informed consent) if needed.

- Train staff in safe working procedures, especially when carrying out hazardous duties.

- Supervise staff and give them relevant information about hazards, and how to manage them.

- Signage can be used as a way of informing staff about hazards, eg dangerous situations, or the need to wear protective equipment.

Think about the three main ways of controlling hazards: engineering out the hazard; developing systems; or modifying and influencing behaviour.

9.4.5   Monitor the Hazard

To make sure the management of the hazard is working, the control measures need to be monitored. Monitoring should be undertaken on a regular basis, and will need to:

- Check that the selected control measure is in fact in place or has been implemented.

- Check that the selected control measure(s) is/are having the desired effect on the concerned hazard. This is particularly important where the control measure aims to minimise the impact of the hazard.

9.4.6   Health Monitoring

It is always useful to think about whether staff may need specific health monitoring as part of managing a hazard.

If a need has been established then:

- Identify what tests the staff will have e.g. taking blood, hearing tests, eye tests, lung function tests, etc.

- Staff must sign informed consent forms for health monitoring. These forms should be kept on the individual's personnel file.

- Have the test carried out by an appropriately trained and qualified professional.

- Advise the staff member of the results of the test.

- If test results are not optimal, specialist advice should be sought, and an action plan should be put in place to bring the staff member back to full health.