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| **W:\HR\Forms & Logos\SCU Logos\SCU_small vertical logo Aug17.jpg** |  |  | **Safe Work Procedure** **[Insert job/procedure eg. Handling hazardous substances]** |
| **WORK UNIT:**   |
| **STEP 1. – WHO IS INVOLVED?** |
| **What is the job or process called?** |
| **Who does the job?** |
| **What is the purpose of the job?** |
| **STEP 2. – WHAT DOES THE JOB INVOLVE?** What tasks comprise the job?  |
|  |
| **STEP 3. – WHAT IS THE WORK ENVIRONMENT?** **Hint:** In this step try to identify tasks within the workplace or environment that may present any WHS problems**.**Noise, Air Quality/Control, Outdoor Exposure, Traffic, Hazardous, Office etc. |
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| **STEP 4. ASSESSING THE INHERENT WHS RISKS (***Allocate a likelihood, consequence and risk rating for each risk. Risk matrix and likelihood descriptors included below*)**.** **Hint:** What are the safety problems, i.e., hazards presented by the task? Item numbers must correspond with table below. |
| **Item** | **What is the WHS Risk?** | **Likelihood** | **Consequence** | **Risk Rating** |
| 1234 | *Eg. Exposure to hazardous chemicals – inhaled, body contact causing immediate or long term health issues* | *4* | *5* | *Extreme* |
| **STEP 5. FINDING SOLUTIONS TO THE WH&S RISKS (***Allocate a NEW likelihood, consequence and risk rating for each risk. Risk matrix and likelihood descriptors included below).*How can you reduce the risks, e.g. engineering, training, PPE, supervision. Keep item numbers consistent with table above. |
| **Item** | **Risk reduction procedure/process** | **Likelihood** | **Consequence** | **New****Risk Rating**  |
| 1234 | *Eg. WHS induction for all staff.**Laboratory induction for all persons working in area.**Users are advised in induction that SDS to be reviewed for all chemicals being used prior to any tasks being undertaken.**PPE required as per SDS.**After hours policy (supervisor notification, buddy system and notifying security).**Chemical spill kits are available.* *Emergency showers and eye wash locations shown during induction.**Fire extinguishers available and Fire Wardens trained in use.* *Use of fume hood as per SDS.* | *2* | *4* | *Medium* |
|  |  |  |  |  |
| **6. RESOURCES:** PPE, materials needed. | **7. FIRST AID** |
| *Eg. Chemical spill kits, lab coats, safety glasses, gloves, emergency eye wash…* | *E.g. If contact with eyes rinse for 15 minutes and obtain urgent medical attention.*  |
| **8. CLEAN UP AND WASTE DISPOSAL:** |
| *E.g. (directions from SDS)* |
| **9. EMERGENCY ACTIONS:**  |
| *E.g. type of fire extinguisher, any spill kit considerations, security contact details* |
| **10. STORAGE REQUIREMENTS** |
|  |
| **11. APPLICABLE STANDARDS/REGULATIONS/RELEVANT DOCUMENTS** |
| *Eg. QLD Work Health and Safety Act 2011**NSW Work Health and Safety Act 2011**NSW Work Health and Safety Regulation 2017* *QLD Work Health and Safety Regulation 2017**Other relevant SWPs, Australian Standards or Code of Practices* |
| **AUTHOR:** |  |
| **SUPERVISOR:** |  |
| **SWP APPROVAL:** |  |
| **APPROVAL DATE:** |  |

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| **Risk Consequence Descriptors** |
| **Rating** | **Description** | **Financial impact** | **Clients & Staff Health and Safety** | **Business Interruption** | **Reputation & image** | **Corporate Objectives** |
| 1 | Insignificant | Minimal financial loss; Less than $500K | No or only minor personal injury; First Aid needed but no days lost | Negligible; Critical systems unavailable for less than one hour | Negligible impact | Resolved in day-to-day management |
| 2 | Minor | $500K to $2M; not covered by insurance | Minor injury; Medical treatment & some days lost | Inconvenient; Critical systems unavailable for several hours | Adverse local media coverage only | Minor impact |
| 3 | Moderate | $2M to $5M; not covered by insurance | Injury; Possible hospitalisation & numerous days lost | Client dissatisfaction; Critical systems unavailable for < 1 day | Adverse capital city media coverage | Significant impact |
| 4 | Major  | $5M to $10M; not covered by insurance | Single death &/or long-term illness/disability or multiple serious injuries  | Critical systems unavailable for 1 day or a series of prolonged outages | Adverse and extended national media coverage | Major impact |
| 5 | Catastrophic | Above $10M; not covered by insurance | Fatality(ies) or permanent disability or ill-health | Critical systems unavailable for > a day (at a crucial time) | Demand for government inquiry | Disastrous impact |

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| **Risk Likelihood Descriptors** |
| **Rating** | **Description** | **Likelihood of Occurrence** |
| 1 | Rare | Highly unlikely, but it may occur in exceptional circumstances. It could happen, but probably never will. |
| 2 | Unlikely | Not expected, but there’s a slight possibility it may occur at some time. |
| 3 | Possible | The event might occur at some time as there is a history of casual occurrence at the University &/or similar institutions. |
| 4 | Likely | There is a strong possibility the event will occur as there is a history of frequent occurrence at the University &/or similar institutions. |
| 5 | Almost Certain | Very likely. The event is expected to occur in most circumstances as there is a history of regular occurrence at the University &/or similar institutions.  |

 **Risk Rating Matrix** |
| **Likelihood** | **Consequence** |  |  |
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |  |  |
| **1** | **2** | **3** | **4** | **5** |  |  |
| **5** | **Almost Certain** | **Medium** | **Medium** | **High** | **Extreme** | **Extreme** |  |  |
| **4** | **Likely** | **Low** | **Medium** | **High** | **High** | **Extreme** |  |  |
| **3** | **Possible** | **Low** | **Medium** | **Medium** | **High** | **High** |  |  |
| **2** | **Unlikely** | **Low** | **Low** | **Medium** | **Medium** | **Medium** |  |  |
| **1** | **Rare** | **Low** | **Low** | **Low** | **Low** | **Medium** |  |  |
| *\*See the following page for likelihood and consequence descriptors***Risk Rating Descriptors** |
| **Rating** | **Description** | **Required Action** |
| **L (1-4)** | **Low** | **Acceptable: Unlikely to require specific application of resources. Manage by routine procedures. Monitor and review** |
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| **M (5-11)** | **Medium** | **Acceptable: Unlikely to cause much damage and/ or threaten the efficiency and effectiveness of the program/ activity. Treatment plans to be developed and implemented by operational managers. Manage by specific monitoring or response procedures.** |
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| **H (12-16)** | **High** | **Generally not acceptable: Likely to cause some damage, disruption or breach f controls. Senior management attention needed and management responsibility specified; Treatment plans to be developed and reported to relevant Executive Member.** |
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| **E (17-25)** | **Extreme** | **Not acceptable: Likely to threaten the survival or continued effective functioning of the program or the organisation, either financially or politically. Immediate action required; Must be managed by senior management with a detailed treatment plan reported to VCEC and Council.** |
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