

RISK MANAGEMENT AND HAZARD IDENTIFICATION – National Capital Exhibition

The Work Health and Safety legislation requires all workers to be proactive in identifying and controlling hazards before they cause actual harm to anyone. By adopting a proactive risk based approach we can effectively manage hazards in the workplace and reduce the likelihood of incidents occurring.

hazard and risk definition.

- **A hazard** is defined as a potential source of harm or adverse health effect on a person or persons.
- **A risk** is defined as the possibility that harm (death, injury or illness) might occur when exposed to a hazard.

Risk Assessment Principles

1. **Identify the hazard(s)** – Investigate what could cause harm. This can be done in various ways and is not an exhaustive list.
 - undertake risk assessments
 - identify hazards during the course of your duties
 - formal WHS inspections, investigations or spot checks
 - audits and surveys
2. **Assess risks**– In this step you need to assess the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening.
3. **Control risks** – Here you want to implement the most effective control measures and mitigation strategies giving reference to the hierarchy of controls. The hierarchy of controls is **a system for controlling risks in the workplace**. The hierarchy of controls is a step-by-step approach to eliminating or reducing risks and it ranks risk controls from the highest level of protection and reliability through to the lowest and least reliable protection.
4. **Review control measures** – It's important to review controls measures and mitigation strategies to ensure they remain effective and are working as intended. The frequency in which you undertake these reviews should be based on the risk ratings of each hazard. For example, hazards with higher risk ratings should be reviewed frequently.

Description of Risk /Hazard	Impact	Likelihood	Consequence	Risk Rating	Current Controls	Revised Risk Rating and Qwner
Slips, Trips & Falls – Floor in the foyer extremely easy to slip when wet, non-slip floor mats shift under foot, stairs in the Foundations theatre	Medical treatment required for one or more persons.	Possible	Moderate	Medium	Administration & PPE – Staff to place out wet floor signs when needed. Stairs in theatre have lighting. First aid qualified personnel are available on site with first aid kits and defibrillator present and up to date. New anti-slip mats are on order.	Medium
Physical Hazard – Metal plating of letters in Foundation Model area falling off.	Medical treatment required for one or more persons.	Unlikely	Moderate	Medium	Administration - Issue has been brought up to BGIS, currently being assessed. Currently a sign has been placed in the area warning of falling hazards.	Low
Metal plating on letters catching clothing or scratching visitors	Medical treatment required for one or more persons.	Possible	Minor	Medium	Administration - Issue has been brought up to BGIS, currently being assessed. Staff is trained to advise visitors about this wall and to mindful of moving through the space.	Low
Visitor concern regarding covid measures	Local concern or criticism from public/community or social matters with minor impact.	Possible	Minor	Medium	Administration & PPE – Staff instructed that if any member of public has concerns regarding covid measures, we have face masks and hand sanitizer available.	Low
Choking Hazard – Duplo pieces during school holidays, city build pieces during school term.	Minor injuries or ailments. First aid treatment required.	Rare	Minor	Low	Administration – Signage is visible requesting parental supervision within the design area. Choking hazard signage on containers. Staff are instructed to walk through the exhibition on a regular basis.	Low

Overall Risk for Project from Risk Assessment			Medium		
Team Leader signature	Bernardo Mateus	Date	15/11/2023		
Project ED/Director signature		Date			
Date to Corporate		RTP review date			
Review completed by	Morgan Ferguson	Date	1/2/2024		

Risk Analysis Matrix

Likelihood	Consequence					
		Insignificant	Minor	Moderate	Major	Severe
	Almost Certain	Low	Medium	High	Very High	Very High
	Likely	Low	Medium	High	High	Very High
	Possible	Low	Medium	Medium	High	High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

Rating	Likelihood of the risk occurring in next 3 years	
	Description	Estimated probability
Almost Certain	Almost certainly will occur.	>90 per cent
Likely	Is likely to occur in the current operational environment.	70 – 90 per cent
Possible	Will possibly occur in the current operational environment.	30 – 70 per cent
Unlikely	Is unlikely to occur in the current operational environment.	10 – 30 per cent
Rare	May occur in rare circumstances only.	<10 per cent