RISKY BUSINESS AT UQ

Part 1: Operational OHS Risk Management

PART 1: OPERATIONAL OHS RISK MANAGEMENT

- Changes to Procedure, Training & online information
- Describe Operational Risk Management
- How it relates to legal duties workers, supervisors & managers
- Risk Management Process & Facilitating OHS Risk Assessment
- UQ Safe - Risk

Part 2:
Enterprise Risk & Strategic OHS Risk Management
OHS RISK MANAGEMENT PROCEDURE

- OHS Risk Management Procedure is currently out for consultation
  - Provide an overview OHS Risk Management and guidance on how it is applied at all levels within the organisation.
  - Align with the UQ Enterprise Risk Management Policy and the OHS Policy.
  - Aligns the Risk Management Process with the UQ Safe- Risk structure.

TRAINING & ONLINE INFORMATION

- OHS Risk Management Training
  - General Worker Safety Online Induction – Updated >>“Live”
  - Removed the Online Risk Management Training Module
  - Discontinued Risk Management Database Staff Development
  - Re-vamped the OHS for Supervisors/Managers Staff Development >>“Live”
    - Facilitated Risk Management & Incident Investigation activities.
  - Developing Tutorial Videos (x 5) >> How to:
    - Complete a general task risk assessment
    - Approve, Peer Review, Audit
    - Complete a chemical/biological task risk assessment
- OHS Division ‘Risk Management Webpage’ – ongoing updates
**OHS RISK MANAGEMENT**

**Enterprise Risk Management**

**OHS Risk Management**

**Strategic Level**
Involves considering how the OHS issue might affect the overall business and its mission and objectives.

**Operational Level**
Linked to the day-to-day activities of an organisation.

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**DUTY OF WORKERS**

[S28]

- Take reasonable care for his or her own health and safety.

- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.

- Comply, so far as the worker is reasonably able, with any reasonable instruction.

- Co-operate with any reasonable policy or procedure.
PPL 2.10.04 SECTION 5.3 ‘SUPERVISORS’

The OHS responsibility of supervisors is as follows:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction.
- Co-operate with any reasonable policy or procedure.

RISK MANAGEMENT PROCESS

- Establish the Context
  - Internal & external factors
  - Objectives
  - Appetite for risk
- Risk Assessment
  - Risk Identification
    - Describe the risk
    - Find risk source or trigger
    - Potential consequence
  - Risk Analysis
    - Understand the risk
    - Determine level of risk
  - Risk Evaluation
    - Consider risk v appetite
    - Determine acceptability
  - Risk Treatment
    - Treat
    - Share
    - Retain
    - Avoid
- Communication & Consultation
- Monitor & Review
ESTABLISH THE CONTEXT

Important to consider the context in which the risk management process takes place.

This is achieved by considering / identifying the following:

- Location or area of the work;
- Work processes, practices, activities and tasks and the steps involved;
- Are the activities normal, maintenance, installation or contracted;
- How risks may interact with one another - one activity may effect another;
- The people involved and in what capacity;
- Whether the people involved are sufficiently competent/skilled/experienced;
- What items of plant or materials are used.

Achieving the above requires consultation with all the people doing the task and may also include employers, safety coordinators and experts. Consultation could also extend to suppliers or manufacturers of plant or materials used in your workplace.

ACTIVITY

Establish the Context

This is achieved by considering / identifying the following:

- Location or area of the work;
- Work processes, practices, activities and tasks and the steps involved;
- Are the activities normal, maintenance, installation or contracted;
- How risks may interact with one another - one activity may effect another;
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- Whether the people involved are sufficiently competent/skilled/experienced;
- What items of plant or materials are used.
**OHS Risk Identification**

- **Identifying the hazards (risk source / risk factor)**

  **Hazard** is a situation or something that **has the potential** to cause harm.  
  E.g. noisy machinery, a moving forklift, chemicals, electricity, a repetitive manual job or fatigue.

- **Describing the risk**
- **Potential consequence (most likely consequence)**

**Example:**

If using an electrical device the potential consequences are:

- Ω electric shock
- Ω burns or
- Ω electrocution
**ACTIVITY**

**Risk Identification**

- Identifying the hazards (risk source / factor)
- Describing the risk
- Potential consequences
- Most likely consequence

Example

Risk Factor: Psychosocial hazards/Behaviour

- Psychosocial hazards such as stress, poor design of work, poor communication and fatigue may lead to risks to psychological health. This could result in headaches, work-related mental stress, absenteeism and poor psychological health. The most likely consequence is temporary work-related mental stress.

**RISK MANAGEMENT PROCESS**
OHS RISK ANALYSIS

- Understand the risk
  - Select type of control from the hierarchy
  - Describe the existing controls

- Determine the level of risk
  - Consequence v Likelihood
  - Type of existing controls
  - Most likely consequence
  - “Current Risk” Level

IMPORTANT FOR GROUPS
Supervisors / Managers
- Facilitate discussion

The important part is implementing the controls!
ACTIVITY

Risk Analysis

- Describe the existing controls
- Identify type of control (hierarchy)
- Consequence v Likelihood

Consequence + Likelihood

RISK MANAGEMENT PROCESS

RISK MANAGEMENT PROCESS

Establish the Context
- Internal & external factors
- Objectives
- Appetite for risk

Risk Assessment
- Risk Identification
  - Describe the risk
  - Find risk source or trigger
  - Potential consequence

Risk Analysis
- Understand the risk
- Determine level of risk

Risk Evaluation
- Consider risk v appetite
- Determine acceptability

Risk Treatment
- Treat
- Share
- Retain
- Avoid
# OHS Risk Evaluation

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<th>Risk Treatment Criteria</th>
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<td>MEDIUM</td>
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<td>Senior management attention needed and management responsibility specified.</td>
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<td>Immediate action required and must be managed by senior management with a detailed plan.</td>
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## Activity

### Risk Evaluation

- Determine “Current Risk”
  - Level of Risk with existing controls

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RISK MANAGEMENT PROCESS

OHS RISK TREATMENT

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OHS RISK TREATMENT

If the Level of risk is Medium then you should consider:

- Are the existing safety controls effective?
- Do the controls protect everyone from harm?
- What additional controls are required?
- Degree of harm that would occur without additional controls?
- What is the availability of suitable ways to eliminate or minimise the hazard or risk?
- The cost of eliminating or minimising the hazard or risk (i.e. cost benefit analysis)

Ensure health and safety for workers so far as reasonably practicable

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OHS RISK TREATMENT

- Select the type of proposed control (hierarchy)
- Describe your proposed treatment
- Set a Due Date for implementation
- Determine the level of risk after treatment (Residual Risk)

In deciding how to control risks, all persons involved in the tasks/activities must be consulted to ensure appropriate control measures are selected, and to increase the level of acceptance of changes that may be required.
**ACTIVITY**

**Risk Treatment**
- Identify type of proposed control (hierarchy)
- Describe your proposed treatment
- Set a Due Date for implementation
- Determine the “Residual Risk” level of risk after treatment

**If risk is acceptable:**
- Risk acceptable. No further controls required. Task to be managed by routine procedures at local management level.

**RISK MANAGEMENT PROCESS**
REVIEW THE CONTROL MEASURES

The following questions should be asked:

- Are the control measures working effectively in both their design and operation?
- Have the control measures introduced new problems?
- Are people using these controls or avoiding them – why?
- Is the frequency and severity of health and safety incidents reducing over time?
- Has a new hazard been created from the new control?

You should consult with workers and observe the new controls in action! Periodic monitoring should also indicate if controls are working.

As new legislation is introduced, or new information becomes available, it may mean existing controls need to be reviewed and upgraded.

SAFE/STANDARD OPERATING PROCEDURE (SOP)

SAFE Operating Procedure OR STANDARD Operating Procedure

Do they demonstrate OHS risk management?
Does it describe the method of operation plus OHS risks and controls?

YES
A Safe Operating Procedure is a control measure that can be put into the risk assessment as an admin control.

NO
A Standard Operating Procedure is an instructional method of operation and is an Administrative Control. You MUST ensure your risk assessment identifies OHS risks and controls associated with the operation.

SOP’s are only adequate when a worker has read and can follow them!
RISK MANAGEMENT - SUPERVISORS

- Direct your workers to perform risk assessments
- Review and approve risk assessments
- Ensure the control measures are implemented and effective.
- Ensure workers have read and understood the risk assessment.
- Review risk assessments and SOPs regularly.

NOTE: Evidence of risk assessment will be requested during an incident investigation to verify that suitable effort was made to eliminate or minimise the risk so far as is reasonably practicable.

The Risk Management Database is your tool.
UPDATE

- Pilot progressing well
- ~488 risk assessments in the system currently
- Instructional videos

BUSINESS RULES FOR ROUTINE ACTIVITIES

- When to complete a risk assessment
  - “When to complete a risk assessment” guide
- Template RAs
  - Risk assessments for some regularly performed activities that have either been authored or approved by the OHS Division.
- Nomenclature
  - UQ Org unit – group name – risk assessment title.
  - E.g. UQCCR – Lavin – Working with snake venom proteins
- Cloning RAs
  - Cloned risk assessment must be renamed with appropriate org unit.
FORMAL REVIEW

- All risk assessments with a current risk rating of high or extreme must be audited (formally reviewed).
- Any risk assessment with incomplete or ineffective controls should be audited for supervisor to address and re-approve.
- As soon as you begin the formal review process, the risk assessment will require re-approval.

RISK ASSESSMENT VIDEO
PEER REVIEW

- Peer review video

“CHEMICAL” RISK ASSESSMENTS

- Risk assessment should be for the task, not the chemical.
- Group chemicals together by properties’ DG classification.
- Video will be available shortly.
FAQS

- Filters
  - Remember to "clear all" and then "apply" to remove filters
- Risk factor tick boxes
  - This layout cannot be changed. This is due to system architecture and is not configurable.
- Risk matrix
  - The risk matrix is based off the University Corporate Risk Management procedure and risk appetite.
- Review period
  - Residual risk = extreme, review within 1 month
  - Residual risk = high, review within 6 months
  - Residual risk = moderate, review within 2 years
  - Residual risk = low, review within 5 years
- Transferring RAs
  - If a risk owner leaves UQ, the local OHS Coordinator (or OHS Division Advisor) can transfer the risk assessment to a new owner.

UPDATE FROM UNIVERSITY USER GROUP MEETING

- "Mark as read" box
- WHS Risk Register name
- System load time
- Access to draft risk assessments
MOVING FORWARD

- The existing Risk Assessment Database will be changed to “read only” from 31 March (no new risk assessments or changes to existing risk assessments).
- All new risk assessments from 31 March must be entered into UQ Safe-Risk.
- Anyone can UQ Safe-Risk now
  - Risk assessments entered during the pilot phase will not be lost after “go-live” date.