Risk Management

Effective Date:	January 2022
Last Reviewed:	New Procedure
Next Review Date:	January 2027
Division/Department:	Corporate Performance
Responsible Officer:	Manager PS&P
HPE CM Record Number:	22/14876

1 Associated Policy

Work Health & Safety Policy

2 Application

Council acknowledges that “change” may introduce new hazards and risks into the Organisation and as a result has applied the risk management approach to identify and manage health and safety risks associated with changes in the following:

- Organisational structure.
- Premises and workplaces.
- Processes and activities.
- Plant and equipment.
- Chemicals.
- Procedures.
- Legislation, Codes of Practice and Australian Standards.

Purpose

The risk management process is fundamental in controlling safety in the workplace. This procedure underpins Council’s commitment to the elimination or effective control of health and safety risk in the workplace and supports our stated safety objectives as detailed in Councils Work Health and Safety Policy.

Scope

This procedure details Council’s methodology for risk management and the application of the risk management approach to Council’s workplaces, processes and activities. The risk management methodology consists of the following processes:

- The identification of hazards.
- The assessment of risk associated with each hazard.
- The elimination of hazards, where reasonably practicable, or the implementation of risk control measures to reduce risk to an acceptable level where elimination is not practicable.
- The monitoring of the risk control measures to assess their effectiveness in controlling risk.

- The review of risk control measures to ensure that they effectively address the identified hazards, have been properly implemented and maintained and to identify if additional controls are required.

Overview

Risk Management principles and methodology applies to all facets of Council's operations. In general terms Council's approach is to identify workplace risks and hazards and;

- Apply the risk management methodologies documented in this procedure
- Record risks in Councils WHS Risk Register
- Map all Council activities against s291 of the WHS Regulations and develop Work Instructions (WI) where these activities meet the listed criteria.
- Define plant and equipment that is considered high risk and develop safe operating procedures for these.

3 Definitions

Term	Meaning
Hierarchy of Controls	The hierarchy of control is a system for controlling risks in the workplace. The hierarchy of control 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.
IDLH Hazards	Immediately dangerous to life or health.
Consequence	An unwanted, negative or adverse effect on a person or other form of asset. Consequence types are injury/ill-health, damage or loss.
Damage	A change to the condition of an asset which diminishes its utility and value
Dangerous	An unacceptably high level of risk
Likely Frequency	The most likely scenario that could occur
Risk	A measure of the likely Frequency with which damage will occur and the seriousness of the damage (Consequences)
Safe	An acceptably low level of risk

4 Relevant Legislation

WHS Act.

- Part 2 Section 17 Management of risks
- Part 2 Section 19 Primary duty of care
- Part 2 Section 27 Duty of officers
- Part 2 Section 28 Duties of workers
- Part 2 Section 29 Duties of other persons at the workplace

WHS Regulations.

- Chapter 3 Part 3.1 Clause 34 Duty to identify hazards
- Chapter 3 Part 3.1 Clause 35 Managing risks to health and safety
- Chapter 3 Part 3.1 Clause 36 Hierarchy of controls
- Chapter 3 Part 3.1 Clause 37 Maintenance of control measures
- Chapter 3 Part 3.1 Clause 38 Review of control measures

5 Procedure

5.1 Hazard Identification

Hazard identification will occur in accordance with this procedure and is inclusive of, but not limited to pre-start assessments for daily or unique activities, prior to purchases inclusive of plant, equipment, contract services and hazardous chemicals or whenever there are proposed changes to workplaces and work processes. Hazard identification will extend to Council premises, facilities, workplaces, events and will consider hazards to workers, visitors and others who may contact our works. Where possible, hazards will be eliminated when they are identified. If the hazard is determined to be moderate or above, then they must be recorded in Council's Incident Reporting System.

Risk Management processes will also consider;

- How work is organised and conducted, consider workflows, site restrictions, availability of resources, competence of workers, environmental factors etc.
- Social factors including workload, work hours, victimisation, harassment and bullying, leadership, and the safety culture in Council.

Hazards arising from:

- Infrastructure, equipment, materials, substances and the physical conditions of the workplace.
- Product and service design, research, development, testing, production, assembly, construction, service delivery, maintenance and disposal.
- Human factors.
- How work is performed.
- Past relevant incidents and emergencies, and their causes.
- Potential emergency situations;
- People, including consideration of: those with access to the workplace and their activities, including workers, contractors, visitors, and other persons;
- Those in the vicinity of the workplace who can be affected by the activities of Council;
- Workers at a location not under the direct control of the Council.
- The design of work areas, processes, installations, machinery / equipment, operating procedures, and work organisation, including their adaptation to the needs and capabilities of the workers involved;
- Situations occurring in the vicinity of the workplace caused by work-related activities under the control of Council.
- Situations not controlled by the organisation and occurring in the vicinity of the workplace that can cause injury and ill health to persons in the workplace.
- Actual or proposed changes in organisation, operations, processes, activities and the WHS&IM management system.
- Changes in knowledge of, and information about, hazards.

Hazard Identification Methods	
Visual Inspection	I have seen something that may hurt me or someone else.
Workplace Inspection	Walk through either individually or as a team, visually inspecting the workplace and through interaction with personnel in the area.
Near Miss	Something has happened that could have injured someone.
Accident / Incident Investigation	This hazard has hurt someone. Root cause analysis identifies hazards causing injury and/or illness.

Previous Experience	I have seen this before and it has hurt someone or nearly hurt someone.
Information from other Councils or Industry	Information has been given to you or someone in the Council that applies to your workplace.
Reports / Safety Alerts from Regulators	Includes safety bulletins, safety alerts from SafeWork NSW, Safe Work Australia and other Government Departments.
Reports from the Public	Includes complaints, reports, near misses and incidents.
Audits	Includes first and third party audits where a formal audit of work practices or conditions may identify a potential safety issue.

5.2 Immediately Dangerous to Life or Health (IDLH) hazards

Where an identified hazard is Immediately Dangerous to Life or Health (IDLH), those who are conducting the task, or in the workplace, are to move away from the immediate area, the supervisor and/or manager contacted and the area secured.

Hazards that may result in a fatality and are highly likely to occur are considered IDLH hazards.

UNDER NO CIRCUMSTANCES ARE PERSONS TO PUT THEMSELVES AT RISK IN AN EFFORT TO CONTROL IDLH SITUATIONS.

5.3 Hazard Reporting

All hazards which cannot be immediately rectified and/or which are moderate risk or above must be reported using the Incident Reporting System available on the WHS Section of “The Hub”. Workers must enter the issue in conjunction with their supervisor. Contractors and visitors must report to their Council contact/escort.

The risk assessment will be based on initial risk that is the likelihood and consequence of the hazard without any control measures applies.

5.4 Low Initial Risk Hazards

Where the initial risk is low (numbers 1 to 4 on the risk matrix) and the issue can be immediately rectified, the person identifying the hazard will apply these controls and satisfy themselves that these actions have permanently fixed the safety concerns. In these circumstances there is no requirement to complete a formal Incident Report.

5.5 Moderate and High Initial Risk Hazards

Where the initial risk is moderate or higher (number 5 to 16 on the risk matrix) a formal risk assessment will be completed by the originator in conjunction with their supervisor and other stakeholders. This risk assessment will be attached to the Incident Reporting System and response times for completion/instigation of suitable control measures will be determined by the residual risk value of the immediate controls. For example, if there is a substantial hole in a walkway, then this would be of high risk and require immediate attention to restrict access and a formal risk assessment would need to be carried out. If, as part of the immediate controls a substantial fence was constructed around the hole and this was signed accordingly then the residual risk would drop to a low risk and therefore the response time to complete the designated control measures would be dictated by this.

5.6 Extreme Risk Hazards

Where the hazard is identified as being Extreme (20 to 25 on the risk matrix) immediate steps must be taken to remove the hazard or isolate it to an acceptable level and you supervisor and manager immediately informed. Call emergency services if required and complete an Incident report as soon as is reasonably practicable.

5.7 Risk Assessment

Managers/supervisors conducting risk assessments will consult with the persons that may be affected by the hazard**.** Risk assessments will be conducted considering Legislation, Codes of Practice and the requirements of Australian Standards. The risk assessment process must also consider the effectiveness of existing controls when assessing risks arising from identified hazards.

The WHS&IM procedure *Legal Compliance* and the associated register *Legal Compliance Register (22/196024)* will be used to provide information when conducting risk assessments. Persons conducting the risk assessment will also consider how the hazard will react in an emergency situation and the potential for the hazard to cause an emergency situation.

It is important that risk management procedures include the planning of actions to address risks, considering the relevant legal requirements and processes to review the effectiveness of implemented improvement actions.

A review of risk management arrangements will be undertaken when knowledge or information about hazards and WHS risks changes, and in response to developments in knowledge and technology. This will be undertaken in consultation with relevant parties. Associated updates to the system will be the responsibility of the HS&IM Coordinator.

Evaluating Priority for Action Requirements
(NB: See 'Risk Ranking' below)

Likelihood	Impact: Catastrophic 5	Major 4	Significant 3	Moderate 2	Minor 1
Almost Certain 5	Extreme (25)	Extreme (20)	High (15)	High (10)	Moderate (5)
Likely 4	Extreme (20)	High (16)	High (12)	Moderate (8)	Low (4)
Possible 3	High (15)	High (12)	Moderate (9)	Moderate (6)	Low (3)
Unlikely 2	High (10)	Moderate (8)	Moderate (6)	Low (4)	Low (2)
Highly Unlikely 1	Moderate (5)	Low (4)	Low (3)	Low (2)	Low (1)

Risk Ranking			
(Extreme) 20 -25	*(High) 10 - 15*	*(Moderate) 5 - 9*	*(Low) 1 - 4*
Take immedsate steps to remove the threat and implement necessary actions to prevent occurrence.	Identify required action immediately and implement improved control measures as soon as practical.	Implement improved control measures within 6 months.	Monitor existing control measures.

A. Estimating Size of Risk - Consequence What is the likely worst Consequence in your judgement? (Not the possible worst consequence scenario)		
Consequence Descriptor	**Scale**	**Descriptor Criteria**
Catastrophic	5	▪ Fatalities for which Council was deemed negligent ▪ Financial impact which prevents Council from delivering critical services ▪ Government Administrator is appointed to Council
Major	4	▪ Fatality or permanent disability for which Council may be deemed negligent ▪ Environmental damage leading to potential prosecution ▪ Financial impact greater than $5,000,000 ▪ Major reputational damage to Council
Significant	3	▪ Serious injury for which Council may be deemed negligent ▪ Breach of regulatory requirements leads to inability to operate a service ▪ Non-compliance leading to significant environmental damage ▪ Financial impact between $1,000,000 to $5,000,000 ▪ Significant reputational damage to Council
Moderate	2	▪ Injury requiring medical attention for which Council may be deemed negligent ▪ Non-compliance leading to environmental damage ▪ Financial impact between $100,000 to $1,000,000
Minor	1	▪ Inquiry requiring First aid ▪ Financial impact up to $100,000 ▪ Minor interruption to a Council service

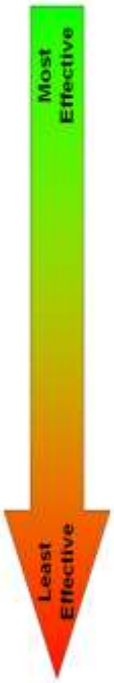
B. Estimating Size of Risk – Likely Frequency What is the Frequency of this likely worst Consequence? Judgement required based on your own experience and/or based on looking at whole of gov't experience.		
Likely Frequency of Experience Descriptor	**Scale**	**Descriptor Criteria**
Almost Certain	5	▪ Likely Frequency of experience every 1-12 months
Likely	4	▪ Likely Frequency of experience every 12-24 months
Possible	3	▪ Likely Frequency of experience every 2-5 years
Unlikely	2	▪ Likely Frequency of experience every 5-10 years
Highly Unlikely	1	▪ Likely Frequency of experience every 10+ years

5.8 Control of Risks – Hierarchy of Controls

The persons conducting the risk assessment will identify control measures in accordance with the hierarchy of controls by applying the most effective (elimination) control first and working to the lease effective (personal protective equipment – PPE).

Controls required by Legislation, Codes of Practice, Australian Standards and other agreements applicable to operations will be included in the identified control measures. Listed controls may include current, short term and long term control measures.

Hierarchy of Controls		
Control	**Meaning**	**Examples**
Elimination	Removal of hazard from the workplace.	Filling pot holes, removal of chemicals. Change in processes to stop a hazardous activity.
Substitution	Change the hazard for something less hazardous.	Smaller lighter bags of product. Water based paint.
Isolation	Preventing the hazardous situation from occurring.	Switching off power. Moving noisy equipment away from the area where persons are working.
Engineering Controls	Preventing the person contacting the hazard.	Machine guarding, dust extraction, lifting aids.
Administrative Controls	Non-physical control.	SWMS, SOP Work Instructions, Supervision, Daily Site Risk Assessments and training.
Personal Protective Equipment (PPE)	User worn equipment.	Safety helmets, glasses, gloves and boots.



Control timeframes
Controls will be instigated as per the specified timeframes included as an attachment to the Risk Matrix (p 5).

5.9 Review of Control Measures

It is the responsibility of the manager to ensure effective and legislatively compliant controls are implemented. To assist managers PS&P will review proposed control measures and discuss options with managers if required. Additionally, they will track progress towards completion by means of the Incident Reporting/Corrective Actions database. A quarterly report by manager showing open and overdue corrective actions will be supplied to the ELT and bi-monthly to the WHS Committee.
It is the responsibility of the manager to close the Incident Report once they are satisfied it has been fully implemented, and then inform the HS&IM Coordinator that the corrective action has been completed. The HS&IM Coordinator will make the necessary investigations to satisfy themselves that the controls have been implemented and are working effectively in accordance with the timeframes listed. Once satisfied, the HS&IM Coordinator will complete the closing of the "administrative section" of the corrective action and assign it to the archive. Consideration will be given to the updating of the WHS&IM system based on best practice, technology, financial, operational and business requirements through the development of safety action/implementation plans driven by the corrective actions process.

Completion of the above will include the determination and assessment of the other risks related to the establishment, implementation, operation, and maintenance of the WHS&IM management system.

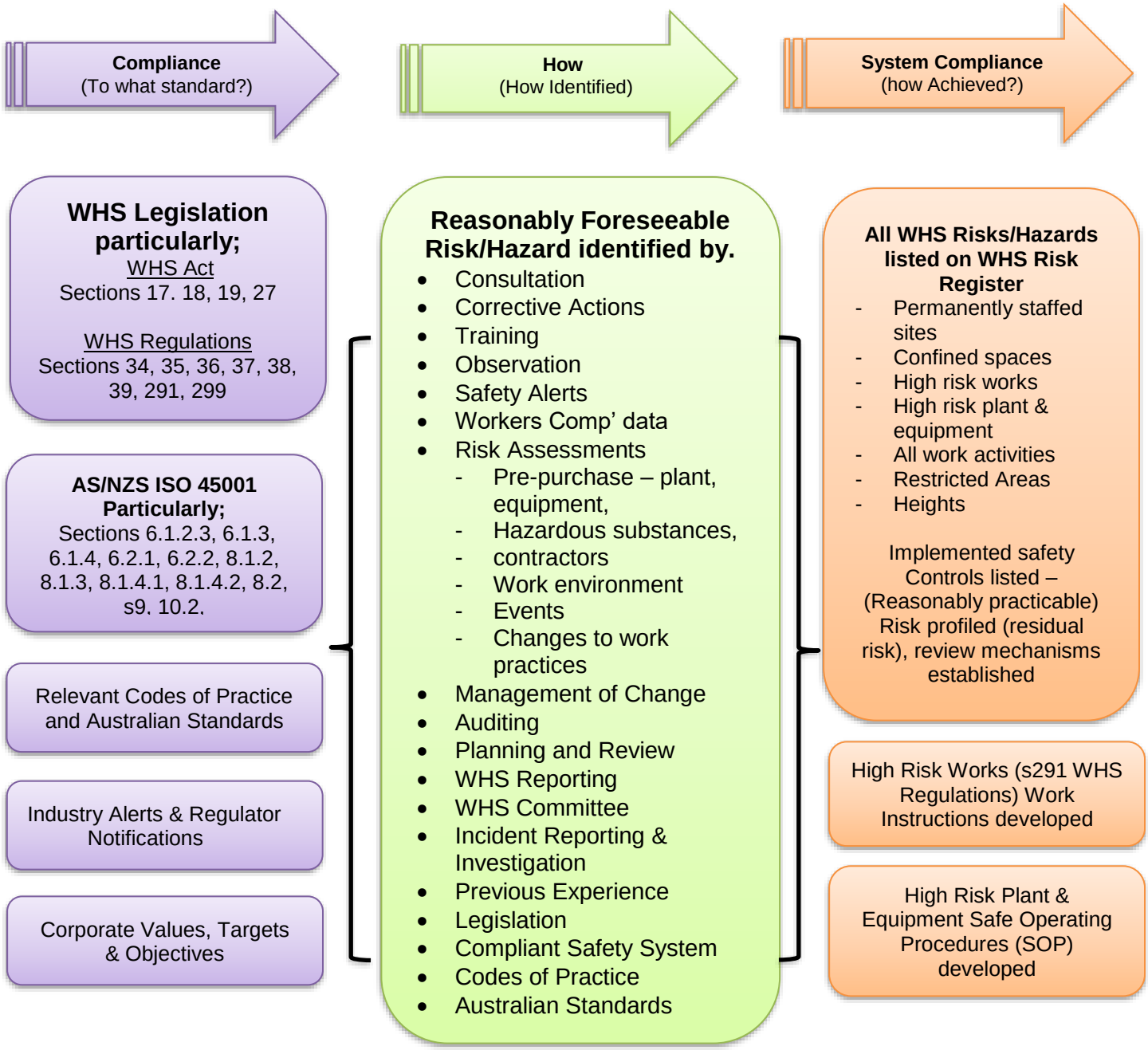
As part of the control measure review process a review the consequences of unintended changes will be included and action taken to mitigate any adverse effects that are identified.

5.10 Risk Register - WHS Risk Register

The Manager PS&P will establish a risk register that identifies risks associated with work activities and sites. Risk registers are reviewed as part of the review process by the HS&IM Coordinator to ensure risks are identified. The risk register will include:

a) Directorate and areas.
b) General site (generic) hazards i.e. fire, flood, heights etc.
c) Activity based hazards i.e. hazards associated with the undertaking general work activities.
d) High risk works
e) High risk plant & equipment
f) Confined spaces
g) Heights
h) Restricted areas
i) Control measures implemented and associated residual risk posed
j) Top 10 identified WHS risks

The identification and control of WHS workplace hazards and risks



5.11 Work Permits

Activities requiring work permits include:

a) Entry into a confined space.
b) Working at heights.
c) Hot work (welding, oxy-acetylene cutting, grinding).
d) Excavations over 1.5 metres in depth.

5.12 Daily Site Risk Assessment (DSRA)

A DSRA will be completed prior to work commencing in areas of High or above risk. The DSRA identifies site specific hazards and ensures adequate controls are in place. *Daily Site Risk Assessment (22/14885)* will be used.

Areas required to undertake a DSRA prior to commencement of work include;

- Arborists
- Works with the potential to generate silica dust.
- Works that may expose the worker to Asbestos Containing Materials (ACM)

5.13 Event Risk Assessments

When organising or participating in a public event, *Risk Assessment for Events (22/15980)* is to be completed to ensure the safety and security of workers and the public.

5.14 Work Instructions (WI) & Safe Operating Procedures (SOP)

WI & SOP are an extension of the risk management process.A WI is a task based risk assessment. Investigation of work processes and the interaction of those processes impacting on risk are considered when developing these documents. SOP document safe operation requirements for items of plant and equipment identified as high risk, Work Instructions & Safe Operating Procedures

5.15 National Heavy Vehicle Law.

The Chain of Responsibility (CoR) law ensures everyone who works with heavy vehicles – from the business that employs a driver to the place where goods are delivered – is accountable for safety. Put simply: It's your responsibility to do everything you can to make your transport work actions safe – this is your *primary duty*. This law covers;

Fatigue & Speeding:

Drivers must ensure they stick to signed speed limits and drive according to the conditions.
Drivers must inform their supervisor if they are suffering from fatigue and not drive a vehicle while this is the case.
Drivers must be mindfully of any prescription medication they are taking that could cause drowsiness and inform their supervisor of such.
Supervisors must be mindful of fatigue management practices.

Mass & Dimension:
Drivers must not exceed the GVM of the vehicle or the individual axel weights.
Vehicles are not loaded in a way which exceeds mass or dimension limits.
Vehicles only travel on roads for which they are authorised.

Safe Load Restraints.
Vehicles are fitted with appropriate load restraint equipment
Drivers are trained to restrain loads and to understand and apply the guidance in the Load Restraint Guide. Appropriate vehicles are chosen for the type of load

Vehicle Standards.

- vehicles comply with applicable vehicle standards and Australian Design Rules
- inspections are carried out according to manufacturers' recommendations, or more frequently if needed

- vehicles are checked at the start of each journey
- drivers are trained to identify and report indications of maintenance issues
- safety systems such as Anti-lock Braking Systems (ABS) and Electronic Stability Control (ESC) are adopted where possible
- vehicles are maintained using approved parts and fittings
- vehicle modifications are carried out by authorised persons, and certified.

5.16 Supervision

The level of supervision to be applied shall be determined with consideration of the following:

a) The level of risk associated with the task to be performed.
b) The level of competency of the workers required to undertake the work.
c) The level of risk due to other factors including plant and equipment to be used, any chemicals used or generated, and the location in which the work is to be completed.

The level of supervision required for a particular task shall be determined by the supervisor/team leader/ganger in charge of the work.

The level of supervision shall be classified as High, Medium or Low and applied as follows:

- A **High** level of supervision is characterised by direct or constant supervision and involves the supervisor, team leader or ganger being “on site” for the duration of the work.
- A **Medium** level of supervision is required where the work is “routine” in nature and is to be undertaken by competent workers. Examples of this level of supervision include site visits during the course of the work, checking progress of work at set times.
- A **Low** level of supervision is applicable for “low” risk work undertaken by competent workers. Low level supervision may involve a review of documentation at the conclusion of the work or a visit to site if required.

5.17 Work Instruction Observations

WI Safety observations are completed by Council Officers (manager & above) as part of their annual safety KPIs. These observations are made by observing the work being done against the requirements documented within the relevant Work Instruction. These observations are conducted to verify that workers are following documented procedures when undertaking work.

Safety observations are recorded using form *Work Instruction Task Audit Tool (22/214724)* and any non-conformances identified are documented on this form and actioned through the Incident Reporting system.

5.18 Consultation and Communication

Risk assessments of all types will be conducted in consultation with those who may be affected by the hazard or risk. Where not practical to consult with all persons, a cross section of work groups (including shift arrangements) will be established by the person coordinating the assessment or development of procedures. The WHS Committee/Representative may also be nominated as the consulted person.

Team meetings and toolbox talks Toolbox Talk Template (21/201926) are also a consultative process and can be used for the development of new, and reviewing of existing risk assessments including Work Instructions etc.
The WHS Committee may also review and endorse new risk assessments and Work Instructions. Hazards identified in an area will be communicated informally by the supervisors of the area affected and formally during team meetings and toolbox talks.

5.19 Training and Subject Matter Experts

Subject matter experts will be engaged by PS&P as requested by the management of other areas. Subject matter experts will have qualifications specific to the hazard and demonstrated experience. Subject matter experts will assist in the assessment of risk and identification and implementation of control measures.

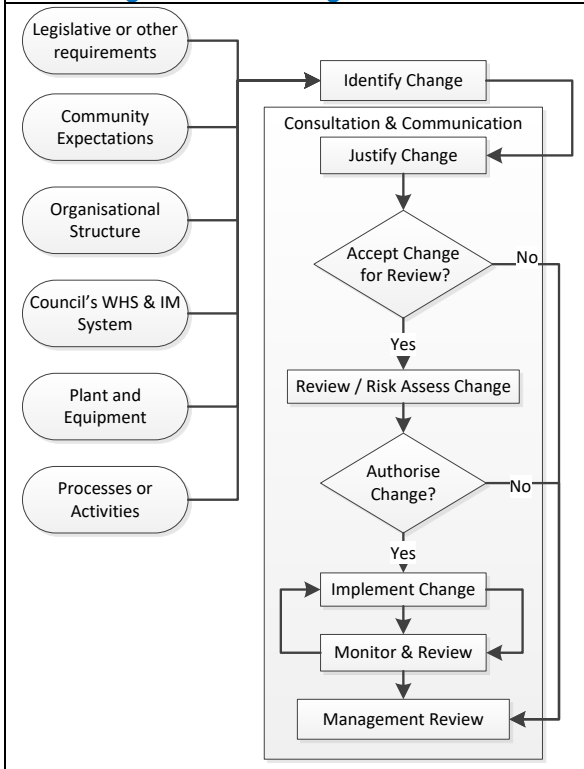
5.20 Management of Change

The WHS&IM System utilises a number of risk management processes and process control procedures to mitigate the risks of injury or illness associated with workplace changes. The following table documents these procedures and indicates the circumstances where the Management of Change (MOC) process may be utilised to either control or compliment the process ensuring that health and safety risks are identified and properly controlled.

Change Management processes will include consideration of opportunities to adapt work, work organisation and work environment to workers, opportunities to eliminate hazards and reduce WHS risks, and other opportunities for improving the WHS&IM management system.

Change	Scope for Change	Management Process
Personnel	Change to Council's structure	Management of Change form
	Employment of new workers into existing positions	Recruitment and Selection processes
	Changes to training programs/ competency assessments	WHS&IM Training Training Needs Analysis
Process	Trialling a new or changed process	Management of Change form
Plant and Equipment	Changes to operations outside of normal limits	Management of Change form WHS&IM Plant and Equipment
	Changes to operations within normal limits	WHS&IM procedure Plant and Equipment, risk assessment
	Design modifications	WHS&IM procedure Design Control, risk assessment
	Acquisition of new plant	WHS&IM procedures Plant and Equipment, Purchasing. Inspection & Testing.
	Alteration of Plant	Management of Change WHS&IM procedure Design Control WHS&IM procedure Plant and Equipment
Premises and workplaces	New premises or workplaces	WHS&IM procedure Design Control
	Alterations to existing premises or workplaces	WHS&IM procedure Design Control, risk assessment
Chemicals	Introduction of a new chemical into the workplace	WHS&IM procedures Hazardous Chemicals, Purchasing
	Substitution of a less hazardous chemical arising from the assessments	WHS&IM procedure Hazardous Chemicals
Legislative and other requirements	Changes that introduce new hazards or increase risk	Management of Change form
	Changes impacting on Council	WHS&IM procedure Legal Compliance
System procedures	Change of procedure	WHS&IM procedure Document Control

6. Management of Change Flowchart



Process Step	Responsibility	Process Description	Considerations
Identify Change	Change Initiator	The Change Initiator: • Identify the change / raise the change proposal.	• *What is the change?*
Justify Change	Change Initiator	The Change Initiator: • Identifies and documents the benefits and costs of the change.to Council.	• *Is the change worthwhile?* • *Is the change relevant to Council?* • *Is the change consistent with Council's business priorities and WHS objectives and targets?*
Accept Change for review	Acceptance Officer	The Acceptance Officer: • Determines if the change is worthwhile. • Approves the use of the Management of Change process. • Appoints the Change Coordinator.	• *Is the Change justified?* • *Does the Change involve plant, equipment, processes and procedures related to safe operations?* • *Is the risk associated with this Change extreme, high, moderate or low?*
Review / Risk Assess Change	Change Coordinator	The Change Co-ordinator: • Facilitates the completion of the risk assessment. • Identifies required control measures.	• *Have risks been assessed properly?* • *What have we overlooked?* • *What could go wrong?*
Authorise Change	Authorising Manager	The Authorising Manager: • Reviews the risk assessment. • Verifies the appropriateness of the identified control measures. • Approves the implementation of the Change.	• *Have the risks been correctly identified and assessed?* • *Have relevant stakeholders been consulted?* • *Do control measures effectively mitigate the risks associated with the Change?*
Implement Change	Change Coordinator	The Change Coordinator: • Ensures that the control measures are implemented. • Provides Consultation and Communication to affected personnel.	• *Have the control measures been implemented prior to implementing the Change?*
Monitor and Review	Change Coordinator	The Change Coordinator: • Assesses and records the results of the implementation and raises any corrective actions required. The Authorising Manager: • Reviews the results of the implementation. • Ensures all corrective actions are finalised. • Closes Out the Change. • Provide feedback to the Change Initiator.	• *Has the Change been fully implemented and thoroughly tested?* • *Is there sufficient evidence to validate that the Change was successful?* • *Has the Change Initiator been advised of the outcomes of the Management of Change process?*
Management Review	Management	Management: • Monitor the effectiveness of the system • Monitor the progress of each MOC.	• *Is Change Management been undertaken and controlled correctly and effectively?* • *Can the MOC system be improved?*

6 Documentation/References

	HPECM Reference
Code Of Practice - Hazardous manual tasks	SafeWork NSW
Code Of Practice - Confined spaces	SafeWork NSW
Code Of Practice - Construction work	SafeWork NSW
Code Of Practice - Demolition work	SafeWork NSW
Code Of Practice - Excavation work	SafeWork NSW
Code Of Practice - First aid in the workplace	SafeWork NSW
Code Of Practice - How to manage asbestos in the workplace	SafeWork NSW
Code Of Practice - How to manage work health and safety risks	SafeWork NSW
Code Of Practice - How to safely remove asbestos	SafeWork NSW
Code Of Practice - Labelling of workplace hazardous chemicals	SafeWork NSW
Code Of Practice - Managing electrical risks	SafeWork NSW
Code Of Practice - Managing noise and preventing hearing loss	SafeWork NSW
Code Of Practice - Managing psychosocial hazards at work	SafeWork NSW
Code Of Practice - Managing risks of falls at workplaces	SafeWork NSW
Code Of Practice - Managing risks of hazardous chemicals	SafeWork NSW
Code Of Practice - Managing the risks of plant in the workplace	SafeWork NSW
Code Of Practice - Managing the risks of silica …	SafeWork NSW
Code Of Practice - Managing the work environment and facilities	SafeWork NSW
Code Of Practice - Safe design of structures	SafeWork NSW
Code Of Practice - Welding processes	SafeWork NSW
Code Of Practice - WHS consultation, cooperation and coordination	SafeWork NSW

7 Related Policies and Procedures

	HPECM Reference
WHS&IM procedure – Consultation and Communication	See WHS section on The Hub
WHS&IM procedure – Corrective Actions	See WHS section on The Hub
WHS&IM procedure – High Risk Works	See WHS section on The Hub
WHS&IM procedure – Training	See WHS section on The Hub
WHS&IM procedure – Critical Incident Investigation	See WHS section on The Hub
WHS&IM procedure – Auditing	See WHS section on The Hub
WHS&IM procedure – Critical Incident Investigation	See WHS section on The Hub
WHS&IM procedure – Corrective Actions	See WHS section on The Hub
WHS&IM procedure – Legal Compliance	See WHS section on The Hub
WHS&IM procedure – Management Responsibilities	See WHS section on The Hub
WHS&IM procedure – Certification & Licencing	See WHS section on The Hub
WHS&IM procedure – Incident Reporting & hazard ID	See WHS section on The Hub
WHS&IM procedure – Work Instructions & SOP	See WHS section on The Hub
WHS&IM procedure – WHS&IM Reporting	See WHS section on The Hub

Procedure Amendments

Date	Responsible Officer	Description
January 2022	Manager OD&HR	New Procedure
May 2022	HS&IM Coordinator	Added Trim reference and removed most references to SWMS
July 2022	HS&IM Coordinator	Updated to reflect new corporate structure and added new risk matrix.

Date	Responsible Officer	Description
July 2022	HS&IM coordinator	Added doc control
August 2022 March 2023	HS&IM Coordinator HS&IM Coordinator	Addressed audit report concerns; • Item # 16 – 6.1.2.2 – addressed at 5.7 • Item # 17 – 6.1.2.2 – addressed at 5.9 • Item # 18 – 6.1.2.3 – addressed at 5.20 • Item # 20 – 6.1.4 – addressed at 5.7 • Item # 35 – 8.1.3 – addressed at 5.7 • Item # 36 – 8.1.3 – addressed at 5. Updated WHS Policy name and added section on Chain of Responsibility at 5.15.
August 2023	HS&IM Coordinator	Added to scope mentioning high risk works etc.
August 2023	HS&IM Coordinator	Added schematic on risk identification and control how we identify risks and manage them.
Sept 2023	HS&IM Coordinator	Removed schematic of incident reporting and updated with risk identification and control diagram