



# Hazard & Risk Management

## Introduction

The Church recognises WHS hazards and risks must be appropriately managed to ensure, so far as reasonably practicable, the health and safety of all workers at Church premises or in Church related activities.

## Purpose

To ensure all WHS risks to the Church are consistently managed through a robust risk management system that is integrated into all aspects of the Church's activities.

- This procedure provides the 'when', 'why' and 'how' to managing WHS risks.
- The Church is committed to the following, so far as is reasonably practicable:
- Identifying all hazards, including processes, products, plant and services;
- Assessing the level of risk using the Church's risk methodology
- Eliminating risks to health and safety
- Minimise those risks using the hierarchy of control measures, if it is not reasonably practicable to eliminate risks to health and safety
- Reviewing the risk management process for identified hazards to evaluate the effectiveness of controls
- Consulting with relevant workers and other persons on risk management
- Reviewing this procedure to ensure it remains effective and implemented across the Church.

## Legislative Requirements

WHS Act 2011 (QLD) - [Work Health and Safety Act 2011 - Queensland Legislation - Queensland Government](#)

WHS Regulations 2011 (QLD) - [Work Health and Safety Regulation 2011 \(legislation.qld.gov.au\)](#)

How to Manage Work Health and Safety Risks Code of Practice 2011 - [How to manage work health and safety risks Code of Practice 2021 \(worksafe.qld.gov.au\)](#)

## Procedure

Hazards may be NEW or KNOWN.

A worker may identify a new hazard (Stage 1): or

Hazards are known within the Church (Stage 2)

### Stage 1

A new hazard is identified

Step 1a)

Worker identifies a new hazard and either immediately controls the hazard or reports it to their Committee of Management member/ WHS Officer/ Property Officer / Work Coordinator.



#### **NEW Hazards will generally arise from:**

- The work environment
- The activity being undertaken (e.g. working bee, social activity)
- The task or action the person is doing
- The tools, equipment, materials, substances or plant the person is working with
- A building maintenance issue

#### **How to identify hazards**

Hazard can be identified by:

- Consulting with volunteers, employees, contractors and visitors
- Conducting a workplace inspection
- Changes to work practices (including plant, equipment, storage of furniture, tools or work process)
- Conducting WHS audits
- Analysis of injury /illness records
- Analysis of accident/ 'near miss' investigation;
- Observation within the workplace;
- Review of relevant external information from sources such as; Safe Work Australia, Workplace Health & Safety Queensland and Church through the Assembly, Session or Committee of Management.

#### **Step 2**

##### **Report new hazards**

All identified hazards MUST be reported to your Committee of Management/ WHS Officer/ Property Officer/ Work Coordinator. This must be done by completing the Hazard and Incident Report Form, which can be found on the PCQ website - [Work Health & Safety Resources at The Presbyterian Church of Queensland.](#)

#### **Step 3**

##### **Assess the risk**

Consider the likelihood of an incident or injury occurring and the amount of harm that could be caused.

All identified hazards must be risk assessed by the Committee of Management member/ WHS Officer/ Property Officer/ Work Coordinator to determine what control should be implemented or how the risk will be eliminated. These will be completed on the Hazard and Incident Notification Form.

*NB: A documented risk assessment is not required for an identified hazard that can be eliminated easily and safely or where the likelihood and consequence of the identified hazard is low or negligible.*



Conduct a risk assessment using the risk matrix below, for each identified hazard

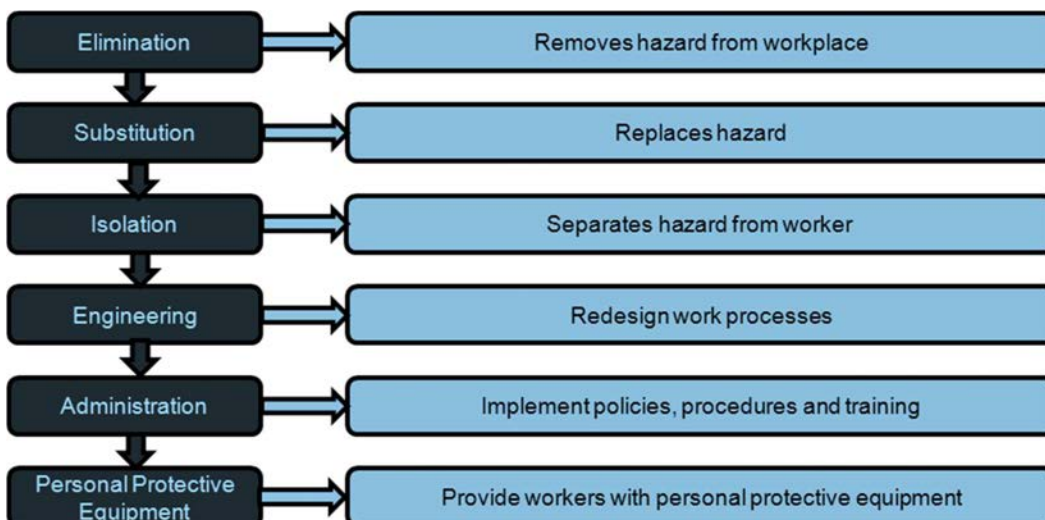
		Consequence					
		Severe	Major	Moderate	Minor		
Likelihood	A	E	E	H	M		
	B	E	H	M	M		
	C	H	M	M	L		
	D	M	M	L	N		
Consequence: Amount of harm						Likelihood: Injury or illness	
Severe: Death/ extensive injuries				A: Event is expected to occur			
Major: Medical treatment				B: Event is likely to occur			
Moderate: First aid				C: Event could occur			
Minor: No treatment				D: Event is unlikely to occur			
Risk Rating: Determine where the two columns meet on matrix:							
E = Extreme - must action immediately							
H = High - must action within 24 hours							
M = Medium - must action within 48 hours							
L = Low - must action within 1 month							
N = Negligible –general monitoring, no action required							

#### Step 4

Consider what is being done or could be done to reduce the risk.

Risks should be eliminated or removed where reasonably practicable as the first option. If the risk cannot be eliminated, then the Presbytery/ Charge/ Committee will utilise the hierarchy of control (as outlined below) to determine the most appropriate action.

A combination of controls may be suitable.





When determining the most appropriate control the WHS Officer/ Property Officer/ Work Coordinator or responsible person may also consider information from:

- Codes of Practice
- Regulations
- Manufacturers and suppliers manuals in relation to plant, equipment and substances
- Safety Data Sheets
- Industry standards or guidelines

Once a control or controls are in place, the risk rating must be reviewed to provide the 'Controlled Risk Rating'.

WHS Officer/ Property Officer/ Work Coordinators or responsible persons must complete and retain a Hazard Report Form. A copy may be provided to the Committee of Management as a reference for other Church Presbyteries or Church groups.

#### Step 5

##### Review controls

Ensure what has been done to improve the safety of the environment is working

Controls should be reviewed following implementation to ensure they are effective and not creating additional hazards. The timeframes for review should be aligned to the level of risk determined.

Completed risk assessments must be retained in a Site Register (A Presbytery with more than one site may establish a central Register).

#### Step 6

Should changes be made to work practices, all affected workers shall be provided with adequate information, instruction and training regarding these changes.

### Stage 2

Hazards are common or known

#### Step 1a)

Workers will consider what could cause harm to people through hazard identification.

Known or common hazards for the Church may include:

- Ergonomics (e.g. Working from home)
- Hazardous manual tasks (e.g. working bees)
- Fall hazards (including work at heights, slips and trips)
- Plant operation and maintenance (e.g. food preparation, working bee)
- Stacking chairs or tables too high, which could create a risk of falling onto/ or being pulled over by anyone close by
- Camps, special events and group activities
- Asbestos

#### Step 1b)

Assess the risk



## Step 2

### Review controls

Ensure what has been done to improve the safety of the environment is working.

Controls should be reviewed following implementation to ensure they are effective and not creating additional hazards. The timeframes for review should be aligned to the level of risk determined.

Risk controls should also be reviewed following any incident/ injury. At a minimum, controls should be reviewed annually.

## Step 3

Should changes be made to work practices, all affected workers will be provided with adequate information, instruction and training regarding these changes.

*NB: Risk assessments for common hazards may be communicated and shared between Church sites to reduce unnecessary duplication.*