Health and Safety Risk Management Procedure

Purpose

This procedure covers the minimum requirements for identification, analysis and management of health and safety risks for all operations on Unitec Campuses. This outlines the process that enables risk management of physical hazards that exist in the campus environment.

Scope

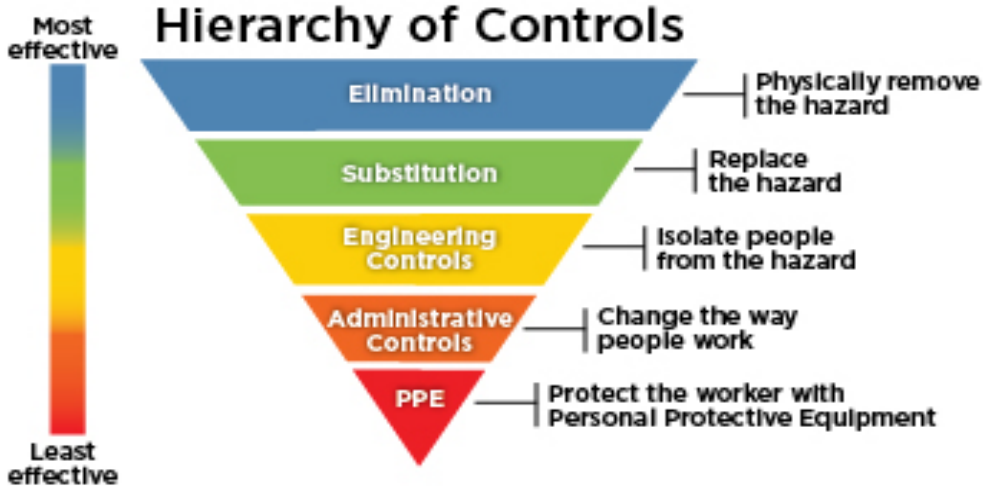
This procedure applies to all staff, students, visitors and sub-contractors.

Procedure

All Unitec areas will use the following identification process to comply with the policy.

1. *Identification of hazards* based on work environment location, scope of works and methodology;
2. Planning of controls based on *risk assessment* of identified hazards;
3. *Implementation* of planned controls, including provision of equipment, training and information;
4. *Monitoring* of work to ensure all controls are implemented and effective to manage the risks;
5. *Review* of the hazards and controls to identify opportunities for continual improvement.

The Hierarchy of Controls will be used to assess the hazard and that controls are sufficient for the risk that exists.



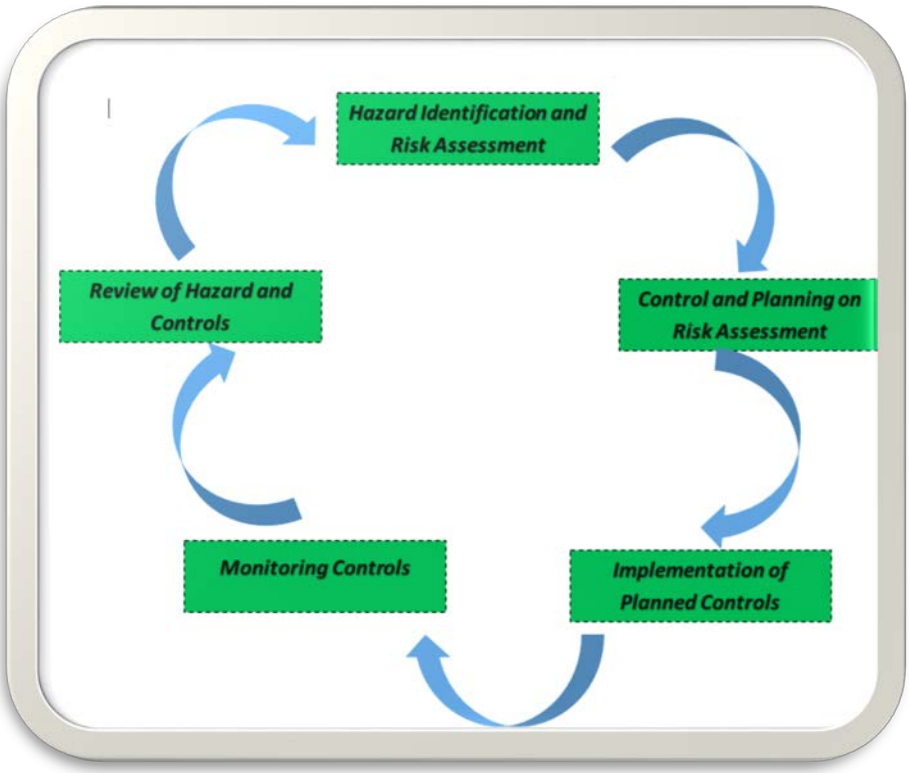
Identification of Hazards

All hazards shall be identified for all areas of Unitec – these hazards will be captured by a Risk Register as a means of recording all hazards and controls. ***(Unitec Health and Safety Risk Register)***

This Risk Register should be easily accessible to all staff and actively communicated when staff are inducted into Unitec. This tool should be used in the review process of risks in department areas.

Risk Assessments

Risk assessment will be completed on all hazards that are identified. The risk assessment process will follow the ***Unitec Risk Management Framework and Policy*** which reflects the ***ISO 31000:2009 Risk Management Framework.***



Step 1 – Identify the Hazards	Responsible
Completing a **Risk Assessment (Appendix 1)** is best undertaken as a group effort with those involved in the works: managers, leaders, employee H&S Representatives, and other key persons involved. Subject Matter Experts and H&S Advisors can be brought in if the need arises, or the activity is considered to warrant such help. For each Network / Pathway, start by reviewing the scope operations for the areas. 1. Identify the tasks required to complete the scope of works, then apply the hazards related. This will inform the risk assessment. 2. Identifying the health and safety hazards which may cause injury. 3. Complete current agreed controls for and add as risk assessment – gain initial risk score with residual risk score. 4. Use **Unitec Risk Matrix** to complete risk assessments. **(Appendix 2)** 5. Ensure residual risk is within the risk tolerance of the organisation. 6. Also consider foreseeable emergencies. Record all identified hazards in the Risk Register and communicate to staff where the Risk Register is housed for visibility.	**Manager / Leader**

Step 2 – Risk Assessment and Controls	Responsibilities
For all identified hazards, undertake a risk assessment to ensure that appropriate controls are identified. To determine the appropriate controls, refer in the first instance to that, any of the following documents (in order of preference): 1. Relevant Regulations; 2. Approved Codes of Practice; 3. Industry Codes of Practice or Best Practice Guidelines; 4. NZ or International Standards 5. Unitec Internal Procedures **Recorded as part of the risk assessment**	**Manager / Leader**

Step 3 – Implementation and Communication of Controls	Responsible
All people who will need to access campus work areas under Unitec, (including employees, contractors, subcontractors but excluding escorted visitors), must attend the Unitec Induction, which covers general risks and associated controls, (as identified in the HS Risk Register). Issuing of Contract Access Approval must also include the following checks: ▪ **For employees:** o Confirmation of relevant training and competencies associated with general site-wide risks, and; ▪ **For contractors/subcontractors:** o Satisfactory outcome of pre-qualification process for related general site-wide risks and assigned tasks	**Manager / Leader**
A register must be maintained in Unitec Files to record details of all persons that have been inducted. It is recommended that they be issued with evidence of completion of this process.	**Manager / Leader to delegate to correct level**

Step 4 – Monitoring of Work	Responsibilities
Throughout the job, all persons on site have the authority and the obligation to stop work they believe is unsafe. **All persons must report any incident that occurs as per Unitec's Reporting and Investigation Procedure**	**All Staff**
For all work undertaken staff must monitor the effectiveness of hazard management during the work being undertaken. ▪ Holding regular, (frequency commensurate with the risk), meetings, and; ▪ Undertaking regular, (frequency commensurate with the risk), formal inspections.	**All Staff**
There must be proactive, documented monitoring of hazard management through a combination of: ▪ Participation in, and/or review of minutes of, regular meetings with Health and Safety as an agenda item and with any issues raised being recorded.	**All Staff**

▪ Issues raised that need resolution must be captured in actions and tracked for closure ▪ Review of reported incidents through Vault Reports. ▪ Regular, (frequency commensurate with the risk), visits to discuss health and safety with staff in leadership walks as well as verification of controls. ▪ Undertaking, and/or reviewing inspections and audits.	

Step 5 – Review of Hazards and Controls		**Responsible**
As a result of the monitoring undertaken, it may be identified that: ▪ Unitec's policies or procedures or associated documents need to change, (e.g. inductions, SWMS)		**Manager / Leader**
Frequency of Inspections		
Risk Registers	Annually and whenever new risks are identified	**Manager / Leader**
Risks with a high rating score	Will be reviewed regularly to ensure effectiveness of controls	**Manager / Leader**

Definitions

Term	Means
Harm	means injury, illness, and/or damage to property or the environment.
Hazard	means anything which is an actual or potential source of harm, (and includes a person's behaviour, where that behaviour has the potential to cause harm, whether or not the behaviour results from fatigue, drugs, alcohol, shock or some other temporary condition).
Hierarchy of Control	is a system used to minimize or eliminate exposure to hazards.
Risk	means a measure of the hazard consequence, which takes into consideration the likelihood that the hazard will cause an incident and the potential severity of such an incident.
Risk Assessment	is a methodical process to evaluate the level of risk associated with a particular hazard.
SFAIRP	stands for "So Far as is Reasonably Practicable." This is an acceptable level of risk, considered sufficiently low such that costs associated with additional controls to further reduce risk would be grossly disproportionate to the benefit.

Term	Means
Reasonably Practicable	is the legal requirement to ensure the health and safety of people in a workplace, after a risk assessment, which considers, (based on what is known, or ought to be known): ▪ The likelihood of the hazard or the risk occurring, and; ▪ The degree of harm that might result from the hazard or risk, (i.e. consequence), and; ▪ The availability and suitability of ways to eliminate or minimise the hazard or risk, (i.e. the controls), and; ▪ Based on the risk assessment, the cost of the controls not being grossly disproportionate to the risk.

Reference Documents

- Health and Safety at Work Act 2015
- Health and Safety at Work Regulations 2016
- Unitec Risk Management Policy and Framework
- Unitec Induction Procedure
- Unitec Incident Reporting and Investigation Procedures
- Unitec Risk Assessment

Appendices

APPENDIX 1 – Unitec Risk Assessment

APPENDIX 2 – Unitec Risk Matrix

Approval Details

Version number	001	**Issue Date**	1 February 2019
Approval authority:	Executive Leadership Team	**Date of Approval**	1 March 2019
Procedure Sponsor (Has authority to approve minor amendments)	Executive Director People and Infrastructure	**Procedure Owner:**	Director Infrastructure Operations
Contact Person	Director Infrastructure Operations	**Date of Next Review**	2022

Appendix 1

Risk Assessment

Pathway			
Date conducted		**Time**	
Persons conducting risk assessment			
Building Location / Room			
Tasks performed in this location			
Is there any up to date Work Instruction/SWP? If so please identify work Instruction No(s)	Yes ☐ No ☐		
Is there any documented information - manual / user-guide / SDS sheet?	Yes ☐ No ☐ Specify		
Comments			

IDENTIFIED HAZARDS & RISK ASSESSMENT

In this section document the hazards, outline the risks associated with each hazard and perform a risk assessment using the Linfox risk matrix below

Potential Hazards	What is the risk?	What harm may be caused?	Risk Assessment Score with no controls			Current control's	Current Risk Assessment Score with current controls			
			likelihood	Severity	Total		likelihood	Severity	Total	Comments

Appendix 1: Risk Evaluation Measures:

SEVERITY (Consequence): Most likely outcome from the hazard identified, not absolute worse-case.		**LIKELIHOOD**: **Risk events can be defined and measured relative to other risks through the relationship between the probability of the event happening (the likelihood) and the effects should the risk event occur (consequence).** **The likelihood and consequence of all Unitec risk events are to be assessed against the Unitec risk rating matrix in Appendix 1. The overall risk rating then determines the level of risk ownership and attention required.** **The likelihood of risk events occurring can be considered against the following criteria.**		
		Historic experience		**Future potential**
5	**Catastrophic: Multiple Fatalities / Serious consequences**	**Almost certain (L5)**	**Occurred repeatedly last year**	**Expected to occur regularly under normal circumstances**
4	**Major: Single Fatality / Extensive injuries / Long term illness, or serious injury (LTI)**	**Likely (L4)**	**Occurred once last year**	**Known to occur.**
3	**Moderate: Medical treatment required, or restricted or modified duties**	**Possible (L3)**	**Has not occurred in the last two years**	**"I've heard of it happening" Some risk controls in place.**
2	**Minor: First Aid treatment / Superficial**	**Unlikely (L2)**	**Has not occurred in the last five years**	**Not likely to occur, risk controls in place and near effective.**
1	**Insignificant: No injuries / No damage to health**	**Rare (L1)**	**Has not occurred at Unitec for more than 5 years**	**Practically impossible effective risk controls in place**

Appendix 2: Unitec Risk Matrix

Unitec Risk Matrix	Severity				
Likelihood	*1 Insignificant*	*2 Minor*	*3 Moderate*	*4 Major*	*5 Catastrophic*
(L5) Almost Certain	*M (11)*	*M (16)*	*H (20)*	*E (23)*	*E (25)*
(L4) Likely	*M (7)*	*M 12)*	*H (17)*	*H (21)*	*E (24)*
(L3) Possible	*L (4)*	*M (8)*	*M (13)*	*H (18)*	*H (22)*
(L2) Unlikely	*L (2)*	*L (5)*	*M (9)*	*M (14)*	*H (19)*
(L1) Rare	*L (1)*	*L (3)*	*L (6)*	*M (10)*	*M (15)*

***E = Extreme Risk** – Immediate action required to control risk*	
***H = High Risk** – Senior management attention required*	
***M = Medium Risk** - Management responsibility must be specified*	
***L = Low risk**: Manage by routine procedures / PPE*	

Appendix 3: Hierarchy of Controls

HIERARCHY OF CONTROLS	
Control	**Description**
Eliminate	Good housekeeping practices, Remove hazard, Consider layout or design.
Substitute	Replace a process or material with a less hazardous option.
Isolate	Separate the hazard from the worker.
Engineer	Redesign the work process or equipment.
Administrative Controls	Implement policies, procedures and training for people to follow when working with hazard.
Use Personal Protective Equip.	Provide people with equipment and training, e.g. glasses, vests, gloves, etc.