



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

Guideline:

Safety Hazard Risk Management

Effective: 26 August 2022

Audience: All workers, students and visitors at all University workplaces.

Policy Category: Governance

Policy Sub-category: Health, Safety and Wellbeing

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1 PURPOSE

- 1.1 The University has a primary duty of care under Australian WHS legislation to ensure the workplace health and safety of each of its workers, and to ensure that other persons (such as students, visitors or the general public) are not exposed to risks to their health and safety arising out of the University's business activities.
- 1.2 The aim of safety hazard risk management is to help create a safer, healthier workplace. It is important to note that workplaces are dynamic therefore safety risk management must also be an agile process. We aim for continual improvement through monitoring and evaluation of our hazard controls.
- 1.3 This Guideline documents the process for safety hazard risk management at UNDA through the programs that help in identification, assessment and control of workplace health and safety hazards and their associated risks. It is developed in accordance with legislative requirements and the University's Health, Safety and Wellbeing Policy.

2 SAFETY HAZARD RISK MANAGEMENT PROCESS

- 2.1 Safety risk management is a closed loop process that aims for continual improvement to prevent illness or injury arising from the University's environments and business activities.

Process Summary diagram from SAFEWORK Australia



- 2.2 There are four main steps involved in safety hazard risk management, as follows:
 - 2.2.1 **Identification:** Identify hazards (an object, situation or behaviour that has the potential to harm a person). It is also important to identify and consider the interaction between hazards.
 - 2.2.2 **Assessment:** Understand the level of risk – The harm the hazards could cause, how serious the harm could be and the likelihood of it happening.
 - 2.2.3 **Control (measures):** Implement the most effective control measures that are reasonably practicable in the circumstances using the hierarchy of controls.
 - 2.2.4 **Review (monitoring and evaluation):** Ensure that the controls are working as planned and modify as indicated.
- 2.3 Safety risk management is to be undertaken in consultation with the workplace. (Section 6). The HWS team is also available to consult on hazard and risk controls via safety@nd.edu.au

3 UNDA SAFETY RISK MANAGEMENT PROGRAMS

3.1 The following programs are part of the safety risk management framework, which in turn is part of the HSW management system:

3.1.1 Proactive Programs

- Risk Assessment Management Planning (RAMP) Program. (S12)
- Workplace Inspection Program. (S13)

3.1.2 Reactive Programs

- Incident Reporting and Investigation Program. (Dedicated guide in development)

3.1.3 Related Documents

- The Hazard Risk Register Library. (S10)

Please note: In addition, an 'A to Z' of safety hazard topics is available in the UNDA Safety@ND folder on the 'N' Drive with information and links regarding specific topics such as ergonomics and manual handling, remote or isolated work and electrical safety.

4 CONSULTATION

4.1 Safety risk management activities are to be undertaken by the appropriate Responsible Person (identified designated Senior Management Executive or their delegate) in consultation with the workers involved in, or whose health and safety may be directly affected by, the activity, as much as reasonably practicable.

4.2 Senior Management Group Executives can designate a task but not the accountability for health and safety in the area under their control and influence.

4.3 Consultation involves sharing of information, giving workers a reasonable opportunity to express views and contribute to the decision-making process, taking those views into account before making decisions on health and safety matters, and advising workers of the outcome.

4.4 Consultation is an important component of safety hazard risk management as it can help with employee engagement, lead to more meaningful outcomes and is a legal requirement. 'A safe workplace is more easily achieved when everyone involved in the work communicates with each other to identify hazards and risks, talks about health and safety concerns and works together to find solutions.' (SafeWork Australia)

5 HOW TO IDENTIFY HAZARDS

5.1 Identifying hazards (physical and psychological) in the workplace involves finding items and situations that could potentially cause harm to people. Ways to identify hazards include but are not limited to:

- 5.1.1 completing risk assessments (at UNDA called RAMPs);
- 5.1.2 undertaking workplace inspections;
- 5.1.3 undertaking incident investigations;
- 5.1.4 consulting with workers about safety problems related to their work activities; and
- 5.1.5 reviewing data such as incident reports, health monitoring, employee complaints and sick leave trends.

5.2 Hazards generally arise from the following aspects of work and their interaction:

- 5.2.1 physical work environment;

- 5.2.2 equipment, materials and substances used;
- 5.2.3 work tasks and how they are performed
- 5.2.4 work design and management.

It is important to note that there may be intangible hazards like stress (e.g. triggered by bullying) or fatigue (as a result of shift work) that can affect health over time and are also expected to be risk managed.

- 5.3** Proactive hazard identification is required to be undertaken for university activities involving workers and students on university business, on and off campus and specifically when:
- 5.3.1 planning teaching, research, travel, field trips, events, and other activities;
 - 5.3.2 when planning work processes and job design; and
 - 5.3.3 when introducing new plant and equipment.

6 ASSESSING HAZARDS AND HAZARDOUS ACTIVITIES

6.1 How to Assess a Hazard or Hazardous Activity / Task and Establish A Risk Rating.

The following hazard assessment steps should be undertaken in consultation with the workers involved in or affected by the activity or issue.

Step 1 - Consider the hazard's **inherent risk** – not to be recorded (i.e. what could occur with no control measures in place) by:

Evaluating the possible consequences of the hazard causing a harm incident using the Consequences WHS Analysis Table **[C]**;

Consequences WHS Analysis Table [C]	
Consequence	Consequence
1 Insignificant	No treatment required
2 Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)
3 Moderate	Injury requiring medical treatment or lost time
4 Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation
5 Critical	Loss of life, permanent disability or multiple serious injuries

Evaluating the likelihood of the hazard causing a harm incident using the Likelihood WHS Analysis Table **[L]**;

Likelihood WHS Analysis Table [L]	
Likelihood	Description of Likelihood
A Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle
B Likely	Likely to occur within the foreseeable future, or within the project lifecycle
C Possible	May occur within the foreseeable future, or within the project lifecycle

D Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
E Rare	Will only occur in exceptional circumstances

Matrix Risk Rating Legend [R]		
Description of Risk Level		Actions
L = Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
M = Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result.	Additional controls may be needed.
H = High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
X = Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

Determining a risk rating [R] for the hazard using the WHS Risk Rating Evaluation Matrix together with the Matrix Risk Rating Legend.

You will note that the risk level increases as the likelihood of harm and its severity increases.

WHS Risk Rating Evaluation Matrix [R]						
LIKELIHOOD		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
A Almost Certain		M	M	H	X	X
B Likely		L	M	H	H	X
C Possible		L	M	H	H	H
D Unlikely		L	L	M	M	H
E Rare		L	L	L	L	M

Step 2 - Develop appropriate risk control measures to eliminate or reduce risk by applying the Hierarchy of Controls (see section 8).

Step 3 - Assess and record the **residual risk** (i.e., after control measures are applied) by repeating actions outlined in Step 1.

7 HOW TO CONTROL RISKS

- 7.1** Hazards are managed by applying control measures to prevent an incident from occurring or a repeat of an incident. The most effective control when managing risks involves eliminating them, or if that is not possible, minimizing the risks so far as is reasonably practicable.

- 7.2** Control measures (corrective and preventative actions) must be applied in accordance with the Hierarchy of Control. The Hierarchy of Controls is the process to eliminate, or where this is not possible, manage the risks to as low a level as is reasonably practicable. The elements of the hierarchy are listed below in order of most to least effective. (A combination of the control measures may be used to minimize the risk(s) if a single control is not sufficient for the purpose.)

Elimination (e.g., remove the hazard from the site)

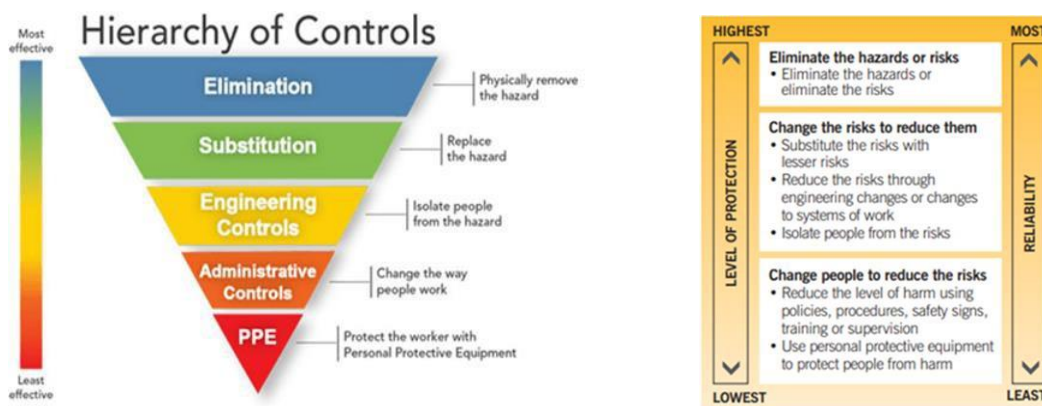
Substitution (e.g., replace the item or substance or activity with a less hazardous one)

Isolation (e.g., remove the opportunity of contact with the hazard by distance from work activities)

Engineering (e.g., guarding, barriers, electronic guarding such as light curtains)

Administration (e.g., Safe Operating Procedure, supervision, instruction/training, maintenance programs)

Personal Protective Equipment (e.g., gloves, respirators, safety glasses, laboratory coats, steel capped boots, hair nets).



8 HAZARD RISK REGISTER LIBRARY

- 8.1** The Hazard Risk Register Library (The Library) has registers for General, Event, Travel and Fieldtrip/excursion activities and capture the hazards, and controls identified for risk mitigation. The Library will be maintained by the HSW team with the input from the university community as indicated. The HRR template and Library is available in the [Safety@ND](#) folder under Risk Management (RAMP) on the 'N' drive for use, reference, updating and audit purposes.

Further information to assist with controlling hazards can be found in the Specific Safety Topic 'A to Z' section of the HSW folder in the 'N' drive.

9 HOW TO REVIEW CONTROLS

- 9.1** All workers are required to use the safety hazard risk management process, outlined in this document, to modify controls as indicated during a review. Any new or different hazards identified and any introduced or changed controls in place, must be provided to [Safety@nd.edu.au](#) for inclusion in the applicable Library Hazard Risk Register.

- 9.2** Workers are required to apply any legislatively prescribed control measures (e.g. those in the WHS regulations relating to noise management) and must review those control measures in the following instances:
- 9.2.1 when the control measure is not effective in controlling the risk;
 - 9.2.2 before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control;
 - 9.2.3 if a new hazard or risk is identified;
 - 9.2.4 if the results of consultation indicate that a review is necessary; and
 - 9.2.5 if a Health and Safety Representative (HSR) requests a review.
- 9.3** Legislative changes and also incident and accident reporting will trigger the requirement of a control measures review. The aim is always to try to prevent an incident or accident. All risk assessments should be reviewed at least every 3 years for level of currency.

10 RISK ASSESSMENT MANAGEMENT PLAN (RAMP) PROGRAM

- 10.1** The national Code of Practice, *How to Manage Health and Safety Risks*, states that a risk assessment should be completed when:
- 10.1.1 there is uncertainty about how a hazard may result in injury or illness;
 - 10.1.2 the work activity involves a number of different hazards and there is a lack of understanding about how the hazards may interact with each other to produce new or greater risks; and
 - 10.1.3 changes at the workplace occur, for example to a system or method of work, plant and hazardous chemicals used, that may impact on the effectiveness of control measures.
- 10.2** A suite of RAMP (risk assessment) templates has been developed to assist the University with safety hazard risk management for the following activities:
- 10.2.1 Events
 - 10.2.2 Field trips and excursions - School initiated programs*
 - 10.2.3 General
 - 10.2.4 Travel #
 - 10.2.5 Workplace Violence
- *The Field trips/excursions RAMP is to be used for School initiated off campus activities.*
- #The Travel risk assessment checklist is to be completed when addressing risks associated with international travel.*
- 10.3** Risk assessments or RAMPs as they are known at UNDA are to be completed by the Responsible Person (appropriate designated Manager or Program Organiser) in consultation with the team members involved in, and/or whose health and safety may be affected by the activity.
- 10.4** Activity and program organisers hold fundamental knowledge of the proposed activities and circumstances, therefore they are positioned to provide the initial in-depth analysis, and to review the necessary components of the activity.
- 10.5** In order to appropriately assess and to align with the current Universities risk appetite,

approval of an activity, event or program resides with the Senior Management Group Executive for the relevant area.

- 10.6** The RAMP program has a number of other tools and resources for the University community to consider using depending on the activity to be undertaken. The list of RAMPs and associated templates and other documents is provided in the Appendix, See section 14 for details. These documents are available for use from the Risk Management Templates (RAMPS) section of the Safety@ND folder on the UNDA 'N' drive.
- 10.7** The need to create documents such as Safe Work Instructions, Safe Work Procedures, Factsheets, Handbooks, Manuals and related training and information, is identified through safety hazard risk management actions such as safety risk assessments (RAMPs), workplace inspections, incident investigation and audit outcomes. These documents form the safety hazard risk management framework and are part of our wider WHS Management System.

11 UNIVERSITY-WIDE WORKPLACE INSPECTIONS (WPI) PROGRAM

- 11.1** Workplace health and safety inspections are another useful tool to help manage risk. A workplace inspection is carried out to critically examine the workplace to identify and report potential hazards that can be eliminated or mitigated. The aim is to prevent illness or injury to our UNDA community.
- 11.2** Workplace safety inspections should include persons with knowledge of the area.
- 11.3** If you identify an immediate danger during a workplace inspection, immediately inform line management. Depending on the level of risk, work may need to stop until the risk is eliminated or adequate controls are implemented. If work is ceased for safety reasons please advise the Director Health Safety Wellbeing immediately.
- 11.4** In addition to the inspections outlined in the UNDA inspection overview table that follows, inspections must be carried out when:
 - 11.4.1 plant, equipment or layout of any work area is altered;
 - 11.4.2 new plant or work processes introduce change in a work area;
 - 11.4.3 a new work area is commissioned; or
 - 11.4.4 a supervisor, manager or a health and safety representative requests an inspection.
- 11.5** Informal walk-through workplace inspections are to be conducted regularly by managers and supervisors. As laid out in the Inspection overview table formal local area workplace inspections, with completion of a checklist, are undertaken biannually by the elected HSR members in consultation with the occupants of their designated work group buildings. The list of HSRs and the local areas they assist in is available on the UNDA website under 'Support'.
- 11.6** Managers who have workers within a campus building or who manage a dedicated space in a building will be notified via email by the HSR (at least 2-week notice) that a WPI will be conducted. Managers are to speak with their team, seeking any issues or concerns and relay this to the HSR. Managers and Supervisors (or their delegates) are strongly encouraged to attend the biannual formal workplace inspections of their areas.
- 11.7** The following suite of tailored inspection checklist templates are risk based and specific to the following environments:

- 11.7.1 Offices, classrooms and building public spaces
- 11.7.2 Laboratories
- 11.7.3 Workshops
- 11.7.4 Clinical Schools
- 11.7.5 Accommodation and Residences
- 11.7.6 Grounds – Campus Services document

11.8 UNDA Inspection Overview:

Inspection type	Frequency	Documentation	Required actions
Leadership walks	At least annually	WHS Leadership walk template is completed detailing the items for improvement who will action and due date	Items identified during the walk through are addressed as per the documented timeline
Equipment Inspections	Before every use for Pre use inspections and as per the manufacturer's manual for preventative maintenance	Checklist specific to the tool, vehicle, machine or equipment is used and an inspection report is completed and kept locally	Items identified in the inspection report are carried out as per the timelines outlined
Local Area Inspections	All areas inspected at least once a semester by designated HSR	Checklist specific to the area is used and corrective actions are included and the WPI schedule and corrective actions spreadsheets maintained and reported by the HSW team	Items identified in the inspection report are addressed as per the timelines outlined. Keep documentation for 3 years
Informal Inspections	Daily	No documentation	Identified issues are corrected when observed or brought to the attention of those who have the ability to correct the issue
Special Inspections	After a malfunction or incident	Depending on the severity of the incident a '5 Whys' investigation form (local manager/supervisor and their team) is completed or a comprehensive Safety Incident investigation report (local manager/supervisor & team and HSW)	Items identified in the inspection and investigation report are carried out as per the timelines outlined
Regulatory Inspections e.g. by Worksafe WA/NSW/Vic	From time to time	Legally binding report or letter to be provided by the inspecting agency and received by the university,	Gaps must be addressed according to the terms stipulated in the report or letter

		identifying compliance gaps	
Health, Safety & Wellbeing audits (internal/external)	Every 1-5 years depending on the risk rating of the work done	A checklist tailored to the area and aligned to ISO 45001 is used and a report with corrective action close out schedule to be provided by HSW	Confirm receipt of report and close out corrective actions in a timely manner as per agreed schedule

11.9 Once the WPI is undertaken any corrective or preventative actions arising are included in the WPI Corrective Action spreadsheet by the HSR. The HSW / Facilities team then assign the action to a person and provide a close out date.

11.10 As WPIs often aim at reviewing the environment, Campus Services will mostly be responsible for close out of those actions. The HSRs, HSW team and Campus Services team share access to the WPI Corrective Action spreadsheet to allow clear communication and timely close-out of hazards. The expectation for corrective action close out is as follows:

Priority rating	Close out action expectation
Urgent	Immediate - Same day
High	5 work days
Medium	3 weeks
Low	1-2 months

11.11 If an item cannot be closed out due to external factors such as supply issues or availability of a suitably qualified contractor, the spreadsheet will be updated by the relevant Campus Services team to reflect such.

See Workplace Inspections section of the Safety@ND folder on the 'N' Drive for:

- Local Area WPI Process flowchart
- WPI instructional factsheet
- Workplace inspection checklist suite of templates

The HSW team has oversight and report on close out of remedial actions quarterly to the National Health and Safety Committee and the Senior Management Group Meetings.

12 REACTIVE HAZARD IDENTIFICATION

12.1 This occurs in response to workplace incident reports (even if the incident did not result in an illness or injury) and through other data analysis such as health monitoring, sick leave, grievances and complaints.

12.2 The Incident Reporting and Investigation Program includes:

- 12.2.1 incident investigations;
- 12.2.2 notifiable incident management; and
- 12.2.3 incident reporting:
 - illness/injury
 - Hazard
 - Near miss
 - Property Damage (Campus Services response)
 - Security incident (Campus Serves response)

- 12.3** The Incident Reporting and Investigation Program utilises the same safety hazard risk management process outlined in this document and is addressed in detail via a dedicated guide located in the Safety@ND folder on the “N” drive.

13 RELATED DOCUMENTS

- 13.1** This Guideline should be read in conjunction with the following documents:

- 13.1.1 Policy: Health, Safety and Wellbeing
- 13.1.2 Procedure: HSW Roles and Responsibilities
- 13.1.3 Incident Reporting and Investigation Guide (currently under construction)
- 13.1.4 University A to Z of Safety Topics sub-folder on the ‘N’ drive under Safety@ND
- 13.1.5 How to Manage Work Health and Safety Risks, Code of Practice, SafeWork Australia

14 DEFINITIONS

- 14.1 *Hazard*** a situation, object or behaviour that has the potential to harm a person. Hazards can be tangible (related to buildings, plant, equipment and layout of work areas), or intangible (related to work practices and behaviour).
- 14.2 *Risk*** the possibility that harm (death, injury or illness) might occur when exposed to a hazard.
- 14.3 *Control measure*** taking action to eliminate health and safety risks, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard. *Corrective action* is carried out after a nonconformity has already occurred, whereas *preventive action* is planned with the goal of preventing a nonconformity in its entirety.
- 14.4 *Reasonably Practicable*** In this context, reasonably practicable means that which is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account and weighing up all relevant matters
- 14.5 *Hierarchy of Controls*** the priority order for the types of measures to be used to control risks.
- 14.6 *RAMP*** at UNDA stands for a risk assessment management plan. It is a risk assessment template to use for systematic evaluation of an activity to define what hazards currently exist or may appear in the workplace which are likely to cause harm to workers and visitors.
- 14.7 *Residual Risk*** is the risk rating, based on the UNDA risk matrix, and rates potential harm risk after recommended control measures have been implemented.

Version	Date of approval	Approved by	Amendment
1	26 August 2022	Pro Vice Chancellor, People and Culture	New Guideline

15 APPENDICES

15.1 List of UNDA templates and other associated documents available for use when undertaking safety hazard risk management.

15.2 Risk Assessment Management Plans (RAMP) Program documents:

15.2.1 RAMP completion factsheet

15.2.2 Guidance for the Service of Alcohol

15.3 RAMP templates:

15.3.1 General

15.3.2 Event

15.3.3 International Travel

15.3.4 Field trip/Excursion

15.3.5 Workplace Violence

15.4 Other associated templates:

15.4.1 Event Safety Checklist

15.4.2 Run Sheet

15.4.3 Safe Work Procedure

15.4.4 Safe Work Instruction

15.4.5 Safe Work Method Statement (SWMS) – Campus Services document

15.4.6 SWMS review checklist

15.4.7 Job safety analysis– Campus Services document

15.4.8 Take 5

15.4.9 Emergency response plan (off campus activity)

15.4.10 Communications Plan

15.4.11 Workplace Inspection Program documents:

15.5 Inspection checklist templates:

15.5.1 Office buildings, common rooms and classrooms

15.5.2 Laboratories

15.5.3 Workshops

15.5.4 Clinical Schools

15.5.5 Accommodation and Residences

15.5.6 Grounds – Campus Services document

15.6 Associated documents and templates:

15.6.1 Fact sheet and flowchart on WPI completion

15.6.2 HSR 'Notification of an upcoming inspection' email

15.6.3 Corrective action register template

15.6.4 5 'Whys' investigation template

15.6.5 Hazard Risk Register (HRR) template

15.6.6 HRR Libraries

15.6.7 General

15.6.8 Event

15.6.9 Travel

15.6.10 Field trip/excursion

15.7 Please also review the 'A to Z of Safety Topics' for more information on specific hazard management.