Hazard Identified

Take action to minimise immediate risk of injury, if safe to do so (e.g. place signage)

Notify:

Immediately notify Manager / Supervisor

Submit an online Hazard Notification Form and raise any needed job request

All online forms are automatically emailed to the Head of School/Section and HSR for notification/review.

The Hierarchy of Controls must be used in priority order:
1. Elimination of the hazard, e.g. remove need to do the task, dispose of the item;
2. Substitution e.g. of the equipment, process, substance or object;
3. Isolation e.g. distance or enclosure;
4. Engineering controls e.g. guarding, lifting device, work platform;
5. Administrative controls e.g. supervision, training, rotation, procedures;
6. Personal protective equipment e.g. ear muffs, safety glasses, gloves, harness.

Refer UTAS MS – Risk Management (Project/Task) for more info.

Implement controls

Hazard Controlled

Review progress on hazards raised & effectiveness of controls

Provide assistance & direction for effective implementation of adequate controls

Hazard Controlled

No

Review/Identify alternate control measure(s)

Yes

Responsibilities

Person who identified the hazard
(Worker / Contractor / Student / Visitor/Volunteer)

Officer / Manager / Supervisor

WHS Unit / WHS Committee

WHS Hazard Management Flow Chart

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