



UNIVERSITY of
TASMANIA

Project & Task Work Health and Safety Risk Management Procedure

UNDER REVIEW

| | |
|--|--------------------------------------|
| Related Policy | <i>Work Health and Safety Policy</i> |
| Responsible Officer | Executive Director – Human Resources |
| Approved by | Executive Director – Human Resources |
| Approved and commenced | November, 2014 |
| Review by | November, 2017 |
| Responsible Organisational Unit | Work Health and Safety Unit |

CONTENTS

| | | |
|-----|---|---|
| 1 | Objective | 2 |
| 2 | Scope | 2 |
| 3 | Procedure | 2 |
| 3.1 | Exemptions | 2 |
| 3.2 | Standard Provisions | 2 |
| 3.3 | FieldTeq™ | 3 |
| 3.4 | Monitoring Services | 3 |
| 4 | Training and Competency Requirements | 3 |
| 4.1 | Documentation Requirements | 3 |
| 4.2 | Control of risk | 4 |
| 4.3 | Consultation | 4 |
| 4.4 | Approval | 5 |
| 4.5 | Project review, Sign-off and Registration | 5 |
| 4.6 | Monitoring and Review | 6 |
| 5 | Responsibilities | 6 |
| 6 | Definitions and Acronyms | 7 |
| 7 | Supporting Documentation: | 8 |
| 8 | Versioning | 8 |

1 Objective

The objective of this procedure is to provide information on how risks associated with planned activities (including field activities) are assessed and how controls are selected. It addresses project/task level risks, rather than specific hazards encountered in the workplace.

2 Scope

This procedure provides the minimum requirements for University of Tasmania (University) staff and students to follow when planning project/task activities (both on and off campus) so that work health safety risks are managed.

This procedure is to be applied in conjunction with:

- [Risk Management Policy](#) and [Risk Matrix](#); and
- Safe Work Procedure.

3 Procedure

3.1 Exemptions

Completion of Project/Task activity risk assessment is not required where:

- the project/task is routine, has been performed before and a current Safe Work Procedure (SWP) is in place to manage the project/task; or
- the project/task is deemed to be a low risk, every day task, and appropriate supervision is allocated (e.g. Conferences/Meetings, inter-University travel, and visits to local public venues/attractions e.g. museum).

Note: Registration requirements must still be complied with.

Exemptions for any of the other requirements of this Procedure may only be approved by the Work Health Safety (WHS) Unit, following consultation with the relevant Organisational Unit (OU) head.

3.2 Standard Provisions

Project risk is to be assessed when:

- a new project/task not previously performed is to be undertaken;
- reviewing/changing safe working procedures;
- purchasing new project plant / equipment / chemicals, etc;
- investigating incidents associated with a project/task;
- required by legislation and
- new information becomes available concerning a project/task, work practices, and/or project plant/equipment that may impact on the health and safety of a project participant.

Where a project/task risk assessment is required, University employees are authorised to plan, coordinate, implement and/or participate in projects/tasks, provided the following minimum risk management requirements are adhered to.

3.3 FieldTeq™

The Fieldteq program is the preferred risk management tool for staff, students and volunteers participating in complex field activities at the University.

Fieldteq incorporates a risk assessment process, project approval and review as well as meeting record keeping requirements.

More information about Fieldteq is available from the WHS Website or by contacting the WHS Unit.

3.4 Monitoring Services

OUs may make use of a contracted monitoring service for the purpose of monitoring personnel undertaking field activities and where required for the initiation of an emergency response.

Connexions™ is a current provider of monitoring services to the University. Contact the WHS Unit for additional information.

4 Training and Competency Requirements

All risk assessments must involve:

- a person who has knowledge/experience relevant to the project/task that is being undertaken; and
- a person competent in the form of risk assessment being undertaken with options including:
 - involving a trained Health and Safety Representative (HSR);
 - completion of the MyLO Officer, manager or worker on line training course;
 - completion of an appropriate third party training course;
 - engaging a consultant with the requisite competencies;
 - in-house training and mentoring by a competent and experienced person.

4.1 Documentation Requirements

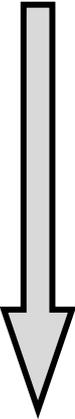
Risk assessments are to be documented by:

- use of the “Project/Task Risk Assessment form” (available on the WHS website); or
- entering to the FieldTeq database (mandatory for all high-risk / complex field activities); or
- use of an Organisational Unit risk assessment form/system that includes the following detail:
 - Step 1 Description of the project / task.
 - Step 2 Detail of all project tasks / steps.
 - Step 3 Identification of all potential hazards associated with each task / step.
 - Step 4 Evaluate the possible consequence of each hazard.
 - Step 5 Evaluate the likelihood of the above consequence.
 - Step 6 Determine risk ratings of hazards (inherent risk).

- Step 7 Identify controls to reduce risk ratings of identified hazards (using Hierarchy of Control – see 1.3 below).
- Step 8 Evaluate the residual risk.
- Step 9 Determine the highest remaining residual risk.
- Step 10 Obtain appropriate approval, review consultation, and specify if a SWP is to be developed.
- Step 11 If required, participants involved in the project/task are to sign on/off.
- Step 12 Document persons responsible for implementing controls.

4.2 Control of risk

The exposure of any person to an identified hazard must be controlled to eliminate or minimise risks to health and safety so far as is 'reasonably practicable'. This is to be achieved through the progressive application of the Hierarchy of Control.

| Most Effective | Method | Hazard Control Examples |
|--|------------------------|---|
|  | Elimination | Eliminate, remove and/or discontinue the hazard &/or hazardous situation/process in the workplace (e.g. stop using). |
| | Substitution | Replace the activity, process or substance with a less hazardous one e.g. less hazardous material or system of work. |
| | Isolation | Physically isolate the hazard from the person being put at risk e.g. enclosure of noisy equipment, guarding, isolate people from the equipment or process. |
| | Engineering | Measures to change the equipment or environment in which the process is undertaken; re-design or engineer out the problem e.g. mechanical handling device, modify equipment design or workplace layout. |
| | Administrative | Establish appropriate systems of work (for example policies, procedures, work practices) to reduce an employee's exposure to risk e.g. safety signs, posters, training or safe work practices such as job rotation. |
| | Least Effective | Personal Protective Equipment (PPE) |

A combination of the above methods can be implemented to reduce the level of risk to a level that is as low as reasonably practicable.

The last two hierarchy of control measures should be used as support controls as they will only help reduce consequence.

When identifying controls, records are to be kept of the decisions made to confirm that a higher order level of control is not practicable.

4.3 Consultation

There must be adequate consultation and communication with those who may be affected by a project/task risk assessment. In particular, consultation is required when:

- identifying hazards;
- assessing risks;
- developing control measures;
- reviewing the effectiveness of controls; and
- planning changes to the work environment, plant, equipment, work organisation, work systems or the chemicals in use; particularly if the proposed change has a potential for a significant detrimental effect on the health and safety of any person.

The Project/task manager must give proper consideration to the outcome of any consultation undertaken, and provide feedback.

4.4 Approval

Before a project/task can commence, the risk assessment and any other relevant project plans/documentation must be reviewed and approved by the Organisational Unit (OU) head.

Pre-approval and sign off by a member of the University's Senior Management Team must be obtained for any project or task with an extreme residual risk rating.

- The OU head/ Officer may delegate their approval function to another suitably trained and competent person(s) in their OU (e.g. Senior Lecturer / Researcher or University Manager) provided it is not an extreme/high risk project.
- For extreme/high risk projects, it is advisable that the OU head/ Officer also participate in the risk assessment process prior to requesting approval from an SMT member.
- Low risk projects/tasks may be reviewed and approved by a nominated University staff member.

4.5 Project review, Sign-off and Registration

Before a project/task commences:

- all project/tasks off-campus or inter-campus, including project/tasks deemed exempt from requiring a risk assessment, must be registered with the relevant OU administration for emergency purposes. Registration must include information on the location, date, duration, attendees and key contact details. (registration via FieldTeq meets this requirement);
- a copy of the Project/task risk assessment and/or safe work procedure must be available/accessible at the time of the project/task for participants to review and to ensure all required controls are implemented; and
- all persons involved in a project/task must acknowledge they have read and understood the risk assessment and agree to comply with all steps and control measures. This is recorded by:
 - completing the sign-off section at the bottom of the Project/Task Risk Assessment form (Step 11) or via the use of another risk assessment format approved by the WHS Unit; or
 - registering in the FieldTeq database as a participant for that particular project/task; or

- signing onto Permit-to-Work documentation involved in the project/task, which makes reference to the risk assessment.
- participants are to STOP and review the work area before starting the project/task check to ensure that the assessment is still valid and that no new hazards have been introduced since the risk assessment was undertaken.

4.6 Monitoring and Review

Risk assessments are to be reviewed:

- at least every three years; or
- following an incident or identified hazard; or
- following a change in the workplace that could impact on the health and safety of workers).

Monitoring and review of risk assessments and controls for routine tasks, should also occur to ensure the continued effectiveness of controls.

5 Responsibilities

| | |
|--------------------------------------|---|
| Head of Organisational Unit | Ensure risk management strategies are in place that comply with this Procedure. Provide information and training in relation to Project/Task risk assessment and control. Ensure consultation with and feedback to relevant employees including HSRs. |
| Administration (Organisational Unit) | Copies of completed Project/Task Risk Assessments are to be retained within the Organisational Unit and be made available to all workers undertaking the particular activity or task. Copies can be electronically stored. |
| Project/task managers | Responsibility for implementing this Procedure. Ensure persons undertaking and/or approving risk assessments are adequately trained. Review and approval of risk assessments. Provide suitable facilities and resources to ensure the effective implementation of this policy. Review and approval of risk assessments. |
| Health Safety Representatives | To be proactively involved in hazard identification, provide risk assessment process. Advise and assist with raising the awareness of this Procedure. |
| Workers | To participate in the risk assessment processes and comply with risk assessment controls and requirements. |

| | |
|---------------|--|
| WHS Committee | <p>Oversee the development and monitor the effectiveness of this Procedure.</p> <p>Consider and make recommendations relating to any tabled reports relating to serious non-conformances to the requirements of this Procedure.</p> <p>Oversee the University's compliance with this Procedure, and provide advice / guidance to Organisational Units.</p> |
| WHS Unit | <p>Investigate non-conformances and provide reports to the WHS Committee as necessary.</p> <p>Monitor compliance through the Continuous Self-Assessment (CSA) audit.</p> <p>Assist in hazard identification and risk assessment processes, and provide timely advice and information as required.</p> <p>Approve any exemptions to the requirements of this Procedure.</p> |

6 Definitions and Acronyms

| Term/Acronym | Definition |
|---|--|
| Consequence | Outcome or impact of an event. |
| Worker | Refers to any staff member, student undertaking work experience, contractor or volunteer |
| Hazard | A situation, activity or task with the potential to cause injury or damage. |
| Hazard Identification | The process of identifying any reasonably foreseeable situation or event that may give rise to the potential of injury or illness to any person, or damage. |
| Health Safety Representative (HSR) | A person formally elected under the WHS Regulations as the HSR. |
| Inherent Risk | The risk before mitigation strategies and controls are put in place. |
| Likelihood | Uses as a general description of probability or frequency. |
| Officer | Members of Council, Pro Vice-Chancellor (Arts and Law), Principal University College, Deans of Faculties, Heads of Schools and Centres, Directors/Principals of Institutes and Heads of Divisions and Sections and Members of Boards having strategic management responsibility are considered to be Officers pursuant to Section 27 of the Work Health and Safety Act 2012. |

| | |
|-------------------------------|--|
| Organisational Unit | College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise. |
| Reasonably Practicable | <ul style="list-style-type: none"> • When deciding upon a way to control the risk, reasonably practicable has regard for: • How severe is the risk? • How much is known about the risk, and ways of minimising or removing the hazard? • Are there available and suitable ways of minimising or removing the hazard? • What is the cost of removing or minimising the risk? |
| Residual Risk | The risk that remains after mitigation strategies and controls are put in place. |
| Risk | A situation, activity or task with the actual likelihood of harm or damage; the chance of something happening. It is measured in terms of consequences and likelihood of a hazard occurring. |
| Risk Management | A systematic method of identifying hazards, assessing the associated risks (consequence and likelihood of an event occurring) and implementing suitable risk control measures. |
| Workers | An employee, a contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company, an outworker, an apprentice or trainee, a student gaining work experience, or a volunteer. |

7 Supporting Documentation:

- *Project/Task Risk Assessment Form & Guide*
- *Work Health and Safety Hazard Prompt Sheet*
- *Safe Work Procedure*
- *University Risk Management Policy*
- *University Risk Matrix*
- *Code of Practice: How to Manage Work Health and Safety Risks*
- *Fieldteq™ software program*

8 Versioning

| | |
|--------------------------|--|
| Former Version(s) | <p>Version 1 – <i>Project/Task Risk Assessment & Control Procedure</i>; approved March, 1999.</p> <p>Version 2 – <i>Work Health and Safety Project and Task Risk Management Procedure</i>; approved May, 2011</p> <p>Version 3 - <i>Project and Task Risk Management Minimum Standard</i>; reviewed and updated to comply with new WHS Act 2012; approved Executive Director – Human Resources- December 2013.</p> |
|--------------------------|--|

| | |
|------------------------|---|
| Current Version | Version 4 – Project & Task Work Health and Safety Risk Management Procedure (current document); approved November 2014. Amended in December 2016 to incorporate Colleges. |
|------------------------|---|