

Risk Management Protocol

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Created by	HR & Operations Manager	Created on	1 October 2024
Responsible person	HR & Operations Manager	Scheduled review date	30 September 2027

Overview

The purpose of adhering to a risk management approach is to provide New England Conservatorium of Music (NECOM) with a structured and proactive program to facilitate the early identification of hazards, assessment of risk, and implementation of control measures to enable a safe place of work for staff.

Scope

This document has been developed in accordance with:

- a. Work Health and Safety Act 2011 and Work Health and Safety Regulation 2017;
- b. AS/NZS 4801:2001 Work health and safety management systems — Specification with guidance for use;
- c. AS/NZS 4804:2001 Occupational health and safety management systems — general guidelines on principles, systems and supporting techniques;
- d. AS/NZS ISO 31000:2009 Risk Management - Principles and Guidelines; and
- e. Model Code of Practice (Safe Work Australia) How to Manage Work Health and Safety Risks 2011.

This Protocol applies to NECOM Representatives, Students and visitors. Workers such as contractors may comply with the risk management practices of their employer, with cooperation between both NECOM and the contracted entity.

Protocol

Risk Management Responsibilities

All Staff with management or supervisory roles have a responsibility to ensure risk management is operationalised in their area of control. Tasks associated with risk management can be delegated to Competent Persons.

Risk Management Consultation

Consultation at specific intervals during the risk management process is vitally important. NECOM has a responsibility to consult with persons that could be affected by its work about the hazards and how they could be affected by them.

In the risk management process consultation shall occur, where reasonably practicable, during the:

- a. identification of foreseeable hazards — staff shall be asked about things in the workplace that have potential to harm anyone in their work environment;
- b. assessment of the risk from the hazard — staff opinion shall be considered on how significant the risk is and how likely is this to occur;
- c. control of the hazard — staff shall assist in the identification and implementation (where applicable) of strategies to eliminate or control the hazard; and

- d. review of the risk assessment — to monitor and improve control measures, staff shall be given the opportunity to provide feedback on the effectiveness of implemented controls.

The specific vehicles for formal and informal consultation throughout the risk management process are:

- a. WHS Representative
- b. 'Health and Safety Talk' at staff meetings;
- c. scheduled workplace inspections;
- d. development of Job Safety Analysis' (JSAs);
- e. risk assessment teams;
- f. investigation teams.

Consultation is regarded as two way communication facilitating input to decision making, not joint decision making.

Risk Management Processes

There are many components that contribute to the fundamental risk management process of identification, assessment, control and review. These components are defined herein.

Hazard Identification

NECOM shall ensure that there are processes in place to facilitate the planned and ad hoc identification of hazards and their subsequent management in order to mitigate risk.

When identifying hazards consideration should be given to:

- a. the environment - noise, extreme temperatures, working at height, moving vehicles;
- b. equipment, materials, substances used - moving parts, sharps, chemicals, biological agents, radiation;
- c. the tasks and how they are performed — repetitive, twisting, lifting etc;
- d. the organisation and management of the work — stress, fatigue, violence;
- e. available literature — legislation, codes of practice, standards, manufacturers literature, Safety Data Sheets, statistics on incidents and trends; and
- f. potential emergencies — ie. what could go wrong.

Scheduled Workplace Inspections

As part of NECOM's risk management approach, scheduled/planned inspections are carried out in all areas of the site.

Workplace inspections allow for identification of hazards as well as review of implemented to controls to ensure they remain effective.

As per clause 49 of the WHS Act 2011 consultation is required, as is reasonably practicable, when identifying hazards and assessing risks.

NECOM highly values the input that staff contribute to scheduled inspections as their familiarity of the workplace and operational experience in the work environment is critical to conducting effective workplace inspections and helping to ensure all foreseeable hazards are identified.

Ad Hoc Identification

All NECOM Representatives have a responsibility to report any hazard they identify in their immediate work area and in the common areas and grounds.

Investigations

Through the completion of incident investigations it is possible that hazards may be identified by the investigation team that are additional to the root cause of the incident.

NECOM acknowledges the inherent advantages of including staff representatives in the incident investigation process to ensure all factors are considered, such as contributing factors, past occurrences, perspectives of other staff, familiarity with the workplace and operational experience in the work environment. This aids in the thorough identification of hazards.

Hazard Reporting

NECOM shall ensure that all NECOM Representatives are aware of how to report and are able to report any identified hazard at any time.

All hazards that cannot be immediately eliminated by permanent controls must be documented and reported.

Hazard Register

Hazard registers are maintained for NECOM which identify activities and services (and may include those of contractors and suppliers) over which NECOM has control or influence. The hazard registers are periodically reviewed and enable logging of corrective actions to ensure effective controls are identified and actioned.

Assessment of Risk

Assessment of risk associated to any identified hazard is necessary when:

- a. the hazard can not immediately be eliminated by permanent controls;
- b. there is not already a risk assessment by manufacturer, Code or Standard that stipulates effective controls;
- c. legislation stipulates it;
- d. new equipment or substances have been introduced to the work area;
- e. there is a change to existing work practices;
- f. there is a change to the location of the work environment;
- g. responding to concerns raised by any NECOM Representative regarding an identified hazard or failed control measure requiring review; and/or
- h. an incident has occurred.

Assessment of risk by Competent Persons is necessary in order to:

- a. Determine appropriate controls;
- b. Compare risk; and
- c. Prioritise controls that are reasonably practicable.

Consultation is required, where reasonably practicable, when making decisions about ways to eliminate or minimise risks, as per clause 49 of the WHS Act 2011.

In all circumstances where a hazard is assessed for risk and a risk score is determined, relevant management or their delegate shall have the opportunity to review and have input into the risk score as well as the identified corrective actions.

NECOM procedures require that at least two stakeholders, considered as Competent Persons, participate in the calculation of risk scores for any identified hazard and the subsequent identification of corrective actions.

Risk Score Calculator

Assessment of risk is based upon a determination of the likelihood of the hazard causing harm along with a determination of the severity of the harm. Consideration should be given to the potential chain of events that could be triggered that may result in harm.

The establishment of a single methodology for assessing WHS risk ensures uniformity across all tools used for the management of risk and allows for meaningful comparison of WHS risk.

Training in Risk Management

Any NECOM Representative that participates in the process of planned WHS risk management and/or other WHS related duties are adequately trained in these functions and/or regarded as a Competent Person.

NECOM staff are given the opportunity to consult on job specific training requirements as well as WHS training needs via the HR & Operations Manager.

Recording the Risk Management Processes

Any associated documentation that records the process of WHS risk management at NECOM shall be retained for the specified period stipulated in relevant legislation.

Records pertaining to the risk management process at NECOM shall be kept regarding:

- a. identified hazards;
- b. risk assessments;
- c. control measures (implementation, monitor and review);
- d. consultation participants throughout the process; and
- e. training records.

Authority and Compliance

The HR & Operations Manager is authorised to make procedures and guidelines for the operation of this Protocol. The procedures and guidelines must be compatible with the provisions of this Protocol.

This Protocol operates as and from the Effective Created Date.

Protocol version and revision information

Protocol Authorised by:

Title: