APPENDIX A: GUIDANCE ABOUT USING RISK MANAGEMENT TOOLS

Conducting WHS Inspections

WHS inspections are critical to WHS risk management activity/WHSMS improvement opportunities that should be conducted every three to six months within higher risk environments, and every six to twelve months within moderate to lower risk spaces. They should also be conducted prior to events and other activities.

The ACU WHS Inspection checklists can be used to identify and resolve a broad range of hazards and support organisational units to confirm that safe work procedures are understood and applied. Many of the hazards identified during the WHS inspection can be quickly removed or resolved. The ACU Workplace Inspection Checklists for Laboratories or Office Environments prompt staff to identify typical hazards that may be present in either laboratories or offices.

Staff should also complete the Ergonomic Checklist to support them to work efficiently and safely at their workstation.

Reporting Hazards within riskware

Staff members or students can also report hazards which they are concerned about within **riskware**. These reports should be assigned to a relevant staff member who will assess the report for risk and select treatments to either reduce or eliminate any identified threats (documented within a **riskware** Action Plan).

Formally Assess Hazards and Associated WHS Risks

WHS risk assessments are a crucial part of the process for identifying and controlling a range of previously unknown hazards and risks within ACU's learning and working environments and can provide evidence of compliance with regulatory requirements. However, there is limited benefit in conducting a formal assessment whenever hazards and risks can be easily identified, and the solution is obvious.

The formal assessment of hazards and risks should be conducted by using one of ACU's two WHS risk management forms or the *Chemwatch* Risk Management Module. These tools support staff members and students to formally assess risks whenever hazards and risks cannot easily be identified and resolved. These tools also assist the risk assessor to identify environmental impacts or property risks that may be associated with chemical substances, biological materials, and plant and equipment. The WHS risk assessment forms are aligned with the University's standardised approach for managing risks. WHS risks are assessed using the same methodology and Risk Rating Table, which enables staff to assign priorities to those WHS and general risks that will be managed (based on Risk Ratings).

The *Chemwatch* WHS Risk Management Module should be used whenever risk assessments need to be conducted for single chemical substances. Separate risk assessments need to be conducted within the software to assess health versus 'dangerous goods' risks that may be associated with chemical substances. Many of the recommended treatments, within *Chemwatch's* Risk Management Module also address potential environmental impacts. Mixing processes can be accessed using the *Chemwatch's* Credo Module.

However, the *Chemwatch* Risk Management Module is less suitable for assessing chemical emergencies or chemical management processes which are applied to a group of different chemicals. It is recommended the *WHS Risk Assessment Form* is used to assess these hazards and associated risks.

WHS risks should be identified and a broad range of formal WHS risk assessments should be conducted every six months within high risk areas, including laboratories. Lower risk work areas should be assessed for hazards on an annual basis and some of these hazards may be formally assessed for risks.

Using Safe Work Method Statements

The instructions that are developed to support staff, students and others to safely perform a process (normally informed by WHS risk assessment) can be populated within the Safe Work Method Statement template in Appendix A.

Performing a Job Safety Analysis

A Job Safety Analysis should be conducted using the *Job Safety Analysis Form*, to identify a range of hazards and associated WHS risks that may be associated with specific working activities. This process can inform the development of safer working practices.

The *Job Safety Analysis Form* can also be used to identify a range of hazards and WHS risks that may be associated with specific tasks. A Job Safety Analysis can inform the development of safer working practices.