



SOUTH COAST LIFE CHURCH

Risk Management Procedure

Obligations Under the *Work Health and Safety (WHS) Act*

Under the *Work Health and Safety (WHS) Act* the Church is considered a Person Conducting a Business or Undertaking (PCBU). A PCBU has a duty to manage WHS risks in the workplace. They must also consult with workers and any health and safety representatives about health and safety issues that may directly affect them.

Workers and others in the workplace also have WHS duties. For example, they have a duty to take reasonable care for their own health and safety at the workplace and to report WHS hazards.

Managing Risks

Risk management involves identifying potential workplace hazards; assessing the risk that these hazards pose; and planning control measures. The aim is to, as far as possible, eliminate risks in the workplace. If that is not possible, then the aim is to minimise the risks so far as is reasonably practicable.

The hierarchy of controls detailed below can be used to assist duty holders in selecting the highest control measures to effectively manage risk.

To manage WHS risks a PCBU should:

1. Identify Hazards

A review of the workplace should be undertaken to identify any item, task or situation that has the potential to harm a person.

2. Assess Risks

A risk assessment should then be undertaken to examine each hazard and the potential for injury or illness if someone is exposed to the hazard. The assessment should cover both physical and psychological risks.

A risk assessment should evaluate:

- a. The severity of the risk;
- b. What control measures are effective;
- c. What action should take to control the risk; and
- d. The urgency of the action that is required.

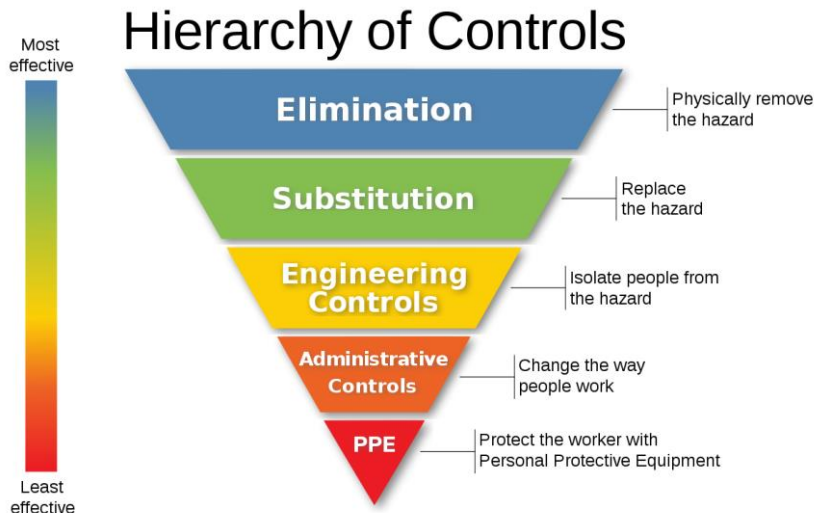
A PCBU may not need to undertake this step if the hazards, risks, and control measures are well-known.

3. Control Risks

Once a hazard is identified staff and volunteers should follow the hierarchy of controls:

- a. Eliminate: Physically remove or control the hazard at the source.

- b. Substitute: Replace the substance or activity with a less hazardous one.
- c. Engineer: Separate people from the risk or hazard. Use a barrier or modify the method or equipment used.
- d. Administrative: Use signage and Policy and Procedure for safe work practices.
- e. PPE: Use personal protection to keep people safe from hazards.
- f.



The methods of controlling risk are ranked from the highest level of protection and reliability to the lowest. Administrative controls and personal protective equipment (PPE) are the least effective as they do not control the hazard at the source and rely on human behaviour and supervision.

The hierarchy of controls can be applied to any risk and must be applied where it is not reasonably practicable to eliminate risks linked to:

- a. Remote or isolated work;
- b. Hazardous atmospheres or chemicals;
- c. Hazardous manual tasks;
- d. Falls or falling objects;
- e. Plant, electrical or construction work;
- f. Hearing loss associated with noise;
- g. General diving work;
- h. Confined spaces; and
- i. Naturally occurring asbestos.

4. Review Control Measures

A regular review of the control measures should be undertaken to ensure that they are working as planned.

Reasonably Practicable

A PCBU has the responsibility to minimise WHS risks so far as is reasonably practicable. To assess if something is reasonably practicable a PCBU should consider the following:

- a. The likelihood of the hazard or risk;
- b. The harm that could occur;
- c. Knowledge about the hazard or risk;
- d. Ways to minimise or eliminate the risk and if these are available and suitable; and
- e. Cost, including whether the cost is grossly disproportionate to the risk.

Adopted by Elders on 04/06/2024.