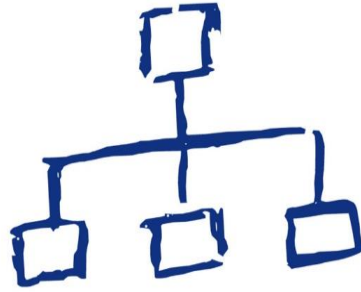


ANALYSIS



STRATEGY



PLAN



PROCESS

# RISK

REVIEW



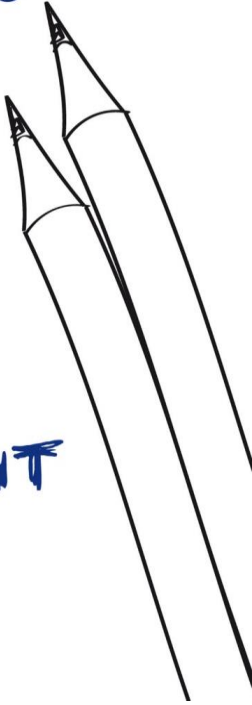
EVALUATE



CONTROL



ASSESSMENT



# Webinar Objectives

- PCBU Responsibilities
- What is a Hazard and Risk
- Overview of Risk Management
- Complete an Example on PeopleSafe

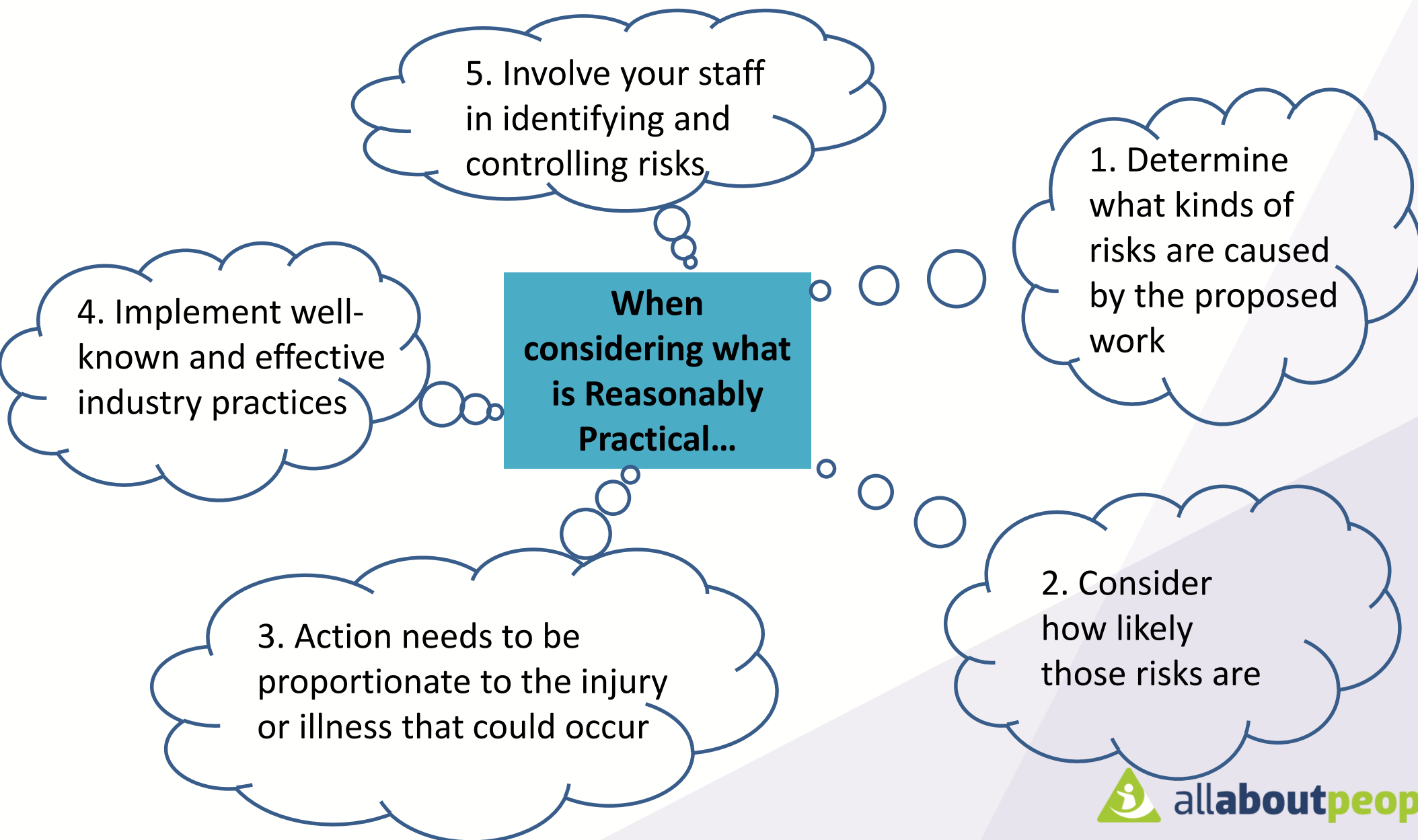


# PCBU - Responsibility

## Primary Duty of Care

- The PCBU (your business) must ensure, so far as is reasonably practicable, the health and safety of workers, and that other people are not put at risk by its work. This is called the 'primary duty of care'.
- PCBU = Person Conducting a Business or Undertaking

# 'REASONABLY PRACTICABLE means'



# Risk Management/Assessment





# What is a Hazard?

Anything that can cause harm e.g.:

- Using a Quad Bike
- Up a ladder
- Poor ergonomics at a desk
- Carrying heavy weights
- lack of fitness
- Working alone
- Using chemicals etc.

# What is a Risk?

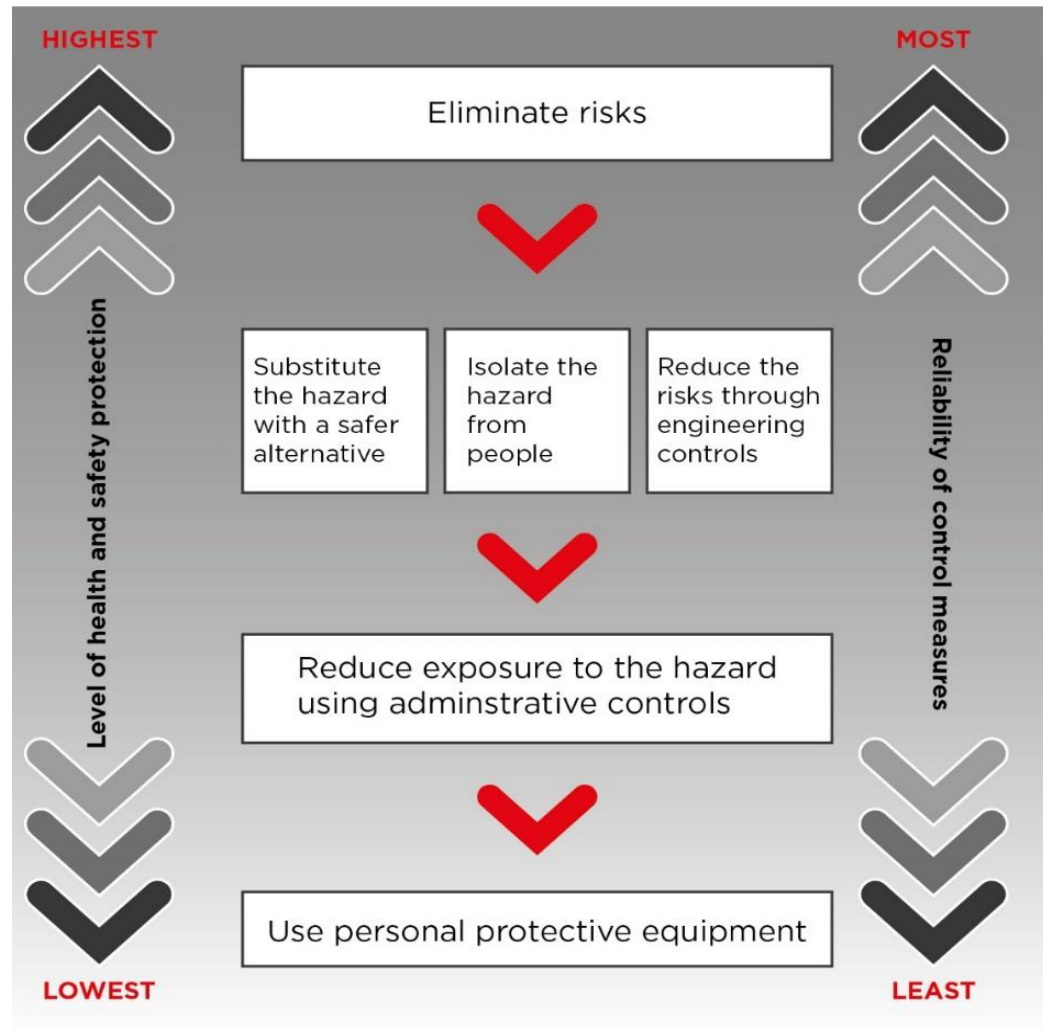
- ‘The chance that somebody will be harmed by the hazard’
- The overall level of risk reflects:
  - The likelihood (i.e. chance) of the hazard causing an injury; and
  - The consequence (i.e. severity or harm) associated with the hazard

# Steps to Manage Risk

- Identify the hazards in tasks or workplace
- Decide who might be harmed and how?
- Assess the risks
  - Are existing controls adequate?
  - Do more controls need to be put in place?
- Record your findings on the **Risk Register**
- Review and revise when necessary.



# What is the Hierarchy of Controls



This is an  
example ☞

# Dangerous Dog



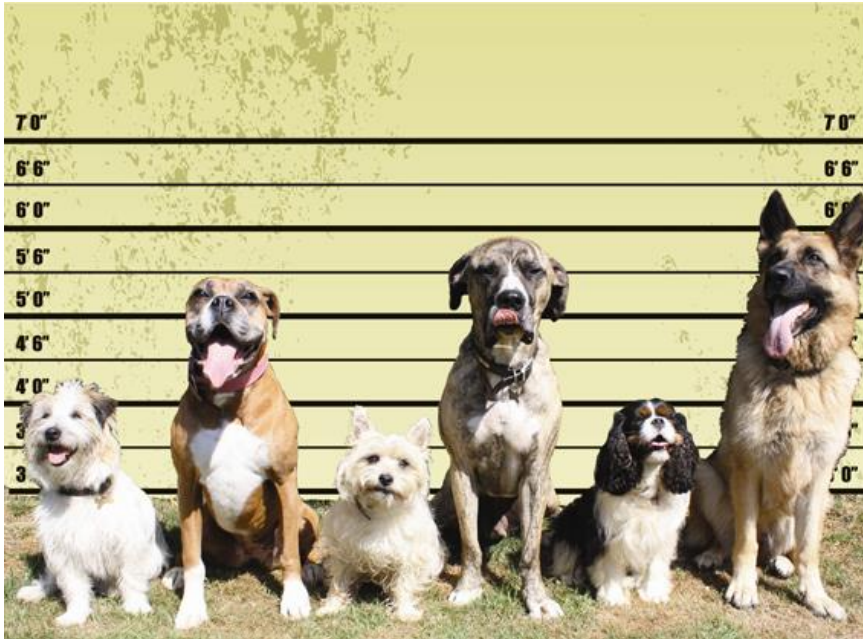


# Eliminate the hazard



(Send dog to the pound)

# Substitute the hazard



(Replace dangerous dog with another pet)



# Isolate hazard from the person



(Place dog in steel cage)



# Isolate person from the hazard



(Build a high fence)



# Use Engineering Controls



(fit a muzzle to the dog)

# Use Administrative controls



(Erect Beware of Dog sign)

# Use PPE



(All persons to wear bite proof clothing)

# Identify Hazards/Risks

## Hazards

- Manual Handling
- Uneven/Slippery Ground
- Incident When Working Alone
- Using Hand Tools

## Risk

- Strained/Sprained muscles
- Slips, Trips and Falls
- Unable to get help.  
Untreated Injury
- Strained/Sprained muscles

Risk Matrix Settings			
Likelihood		Consequence	
1 Rare	Highly unlikely, but may occur in exceptional circumstances	1 Insignificant	Injury requires first aid treatment or pain and discomfort requiring intervention e.g. workstation assessment.
2 Unlikely	Not expected, but some possibility it could occur at some time	2 Minor	Injury or illness requires medical treatment or other registered practitioner.
3 Possible	Might occur at some time – similar occurrences are known to have happened	3 Moderate	Injury or illness results in time lost from work for one day/shift or more. Notice is issued by regulator or Health and Safety Representative.
4 Likely	Will probably occur at some time in most circumstances	4 Major	Injury or illness results in 30 days lost time, or a permanent disability. Organisational breaches law resulting in prosecution and penalties.
5 Almost Certain	Expected to occur in most circumstances	5 Extreme	One or more fatalities. Considerable penalties and prosecutions, multiple law suits and jail terms.

Risk Matrix						
Consequences	5 Extreme	Moderate	High	High	Extreme	Extreme
	4 Major	Moderate	Moderate	High	High	Extreme
	3 Moderate	Low	Moderate	Moderate	High	High
	2 Minor	Low	Low	Moderate	Moderate	Moderate
	1 Insignificant	Low	Low	Low	Moderate	Moderate
		1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost Certain
		Likelihood				

Risk Tolerance	Approval	Actions/Mitigations	Monitoring Review
Tolerable risk with current controls measures	Trained staff member	<p>Proceed and monitor if there are no other potential control measures that may be practicable to reduce the risk further.</p> <p>Monitor to ensure the effectiveness taking corrective action where necessary.</p>	Annually or if activity/action changes.
Risk can be tolerated in exceptional circumstances	Team Leader	<p>Review risk assessment and introduce further controls to reduce risk to acceptable level.</p> <p>Team Leader to sign off. Controls to be actively monitored to ensure effectiveness.</p>	Quarterly or if activity/action changes.
Undesirable risk	Department Head	<p>Stop task and reassess activity immediately. Control measures are in place to lower risk to acceptable level.</p> <p>Detailed risk assessment with further controls to be approved by Department Head. Controls to be actively monitored to ensure effectiveness.</p>	Monthly or if activity/action changes.
Unacceptable risk	ELT	<p>Stop task and reassess activity immediately. Detailed risk assessment with further controls to be developed.</p> <p>Activity can only resume when <b>approved</b> by ELT under advice from the Corporate H&amp;S Team. Control measures to be actively monitored to ensure effectiveness.</p>	Monthly or if activity/action changes



# Assess Risk

Hazards	Risk	Risk Level Before Controls
Manual Handling	Strained/Sprained muscles	3 x 5 High
Uneven/Slippery Ground	Slips, Trips and Falls. Untreated Injury	3 x 5 High
Incident When Working Alone	Injury - Unable to get help	4 x 1 Moderate
Hot Weather	Heat Stress	3 x 1 Low

# Control Risk

Hazards	Risk	Risk Level Before Controls	Controls
Manual Handling	Strained/Sprained muscles	3 x 5 High	Deliver items close to work area Forklift Put on racking between knees and shoulders
Uneven/Slippery Ground	Slips, Trips and Falls. Untreated Injury	3 x 5 High	Good walking boots Do not carry heavy items over uneven/slippery ground
Incident When Working Alone	Unable to get help	4 x 1 Moderate	Work in pairs Mobile Phone
Hot Weather	Heat Stress	3 x 1 Low	Water Bottle on hand, Dress for heat.

# Re-assess Risk

Hazards	Risk	Risk Level Before Controls	Controls	Residual Risk
Manual Handling	Strained/Sprained muscles	3 x 5 High	Deliver items close to work area Forklift Put on racking between knees and shoulders	3 x 1 Low
Uneven/Slippery Ground	Slips, Trips and Falls. Untreated Injury	3 x 5 High	Good walking boots Do not carry heavy items over uneven/slippery ground	2 x 1 Low
Incident When Working Alone	Unable to get help	4 x 1 Moderate	Work in pairs Mobile Phone	3 x 1 Low
Hot Weather	Heat Stress	3 x 1 Low	Water Bottle on hand, Dress for heat.	1 x 1 Low

# Review Controls





10



Intelligence gathered in the last 12 months



16  
Safety Plans  
Reviewed



17  
Stories Told

Show infographic of stories told



16  
Training Done



10  
Gear Checks Done

## Health and Safety at Work Strategy

2018 - 2028



New Zealand Government  
Te Kāwanatanga o Aotearoa

### Tell Your Story



128

Total stories told ever

3

Stories told  
in the last 30 days

- 3 Accidents
- 2 People Hurt
- 2 Damage
- 0 Close Calls
- 0 Pain & Discomfort
- 0 Nice Jobs
- 1 StoryAnywhere Alerts



### Story Vital Info

- 0 Stories overdue for review
- 0 Story reviews to do
- 0 StoryAnywhere Alerts

Tell another story

Review a story

Run a PeopleSafe report

Recently added story tasks:

Due by:

Show all my Tasks

### Training & Skills

2



### Training Vital Info

- 5 Expired training courses

Browse Online Learning

Book Online Learning