

Name of Procedure	ACU Work Health and Safety (WHS) Risk Management Procedure
Description of Procedure	This document has been designed to establish and maintain a structured procedure for identifying, assessing and managing WHS risks, which is aligned with ACU risk management methodology.
<input type="checkbox"/> New procedures	<input checked="" type="checkbox"/> Revision
Description of Revision	The procedure was aligned with the process for reporting and managing incidents, injuries, near misses and hazards within riskware. The University's new branding was also applied to the procedure.

Original Effective Date	02 December 2015
Review Due Date	
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References	ACU WHS & Wellbeing Policy ACU Risk Management Policy ACU Risk Management Procedure ACU WHS Communication and Consultation Procedure ACU Incident and Hazard Reporting, Investigations and Correct Actions Procedure ACU WHS Risk Management Form ACU WHS Risk Management Form for Practical Activities/Research ACU Chemical Management Procedure How to Manage Work Health and Safety Risk Code of Practice (2011), Safe Work Australia Chemwatch ACU Workplace Inspection Checklist for Laboratories ACU Workplace Inspection for Office Environments ACU Workplace Inspection Checklist for Simulated Learning Environments

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1. Background

Work Health and Safety (WHS) regulations place an obligation on Officers (decision makers) of the University to take reasonable steps to gain an understanding of the hazards and risks associated with working and learning activities and to allocate appropriate resources, and processes to eliminate or minimise these risks to health and safety.

These legal requirements extend to eliminating risks to staff members, students, contractors, volunteers and visitors whenever it is practical. If it is not feasible to eliminate risks, they should be minimised.

Staff members, students, visitors, volunteers and contractors are also obligated to protect their own and other people's health and safety. Their responsibilities also extend to identifying hazards and risks, managing WHS risks and applying treatments. They should also participate and consult with other people, including Nominated Supervisors or Managers, about these risks. ACU has a number of forms and tools to support the ACU community to manage risks.

2. Risk Management, a Shared Responsibility within Working and Learning Spaces

ACU staff members and students should actively identify hazards and risks on a day-to-day basis within working and learning areas. They also log reports of incidents, injuries and hazards within [riskware](#). These reports are assessed by Nominated Supervisors and other staff for risk and **riskware** Action Plans (documenting the treatments which are selected to manage any risks which are associated with each report) are completed.

Staff members should also collaborate with their Nominated Supervisor or Manager to identify and resolve hazards, and associated risks. Many hazards can be removed or resolved by logging a Concierge request (concierge@acu.edu.au) or removing hazards from a working or learning area. For example, a staff member may remove a box from a thoroughfare to remove a trip hazard or place a box on a lower shelf to remove a falling object hazard.

Some of the hazards that may be present in working and learning spaces, which may be identified or formally assessed for risks, include electrical hazards, poor manual handling techniques, dangerous goods or hazardous chemicals, workplace fatigue, sharps or needle exposures, inadequate lighting, wet surfaces and long-time exposures to loud noises.

Staff identify risks and collaborate with their Nominated Supervisors and Managers to identify risks, participate in WHS risk assessments and WHS inspections. 'Walk arounds' are used in high risk areas, such as laboratories, to identify and resolve hazards.

3. Reviewing Risks which Impact Upon Working and Learning Areas

Officers¹ of the University should ensure that a regular review of risks and associated treatments (controls) are conducted at least annually and every six months within higher risk environments. These reviews should consider all activities that ACU influences, on or off campus, and should result in all significant risks being managed with appropriate treatments (refer to the Hierarchy of Control, page 7. The most effective treatments should be selected to manage higher level risks).

These reviews, including the assessment of risks which are associated with placements, construction and maintenance projects, and other activities which occur on or off campus, should be completed by the end of the first quarter. Reassessments of risk should also be triggered whenever there are changes to working or learning environments, such as the establishment of new projects, which could impact upon the hazards and associated risks which may be present within these areas or the ways which these risks should be treated (controlled).

¹ Officers make decisions that impact upon the whole or significant part of the University.

The identification of risks, including the formal assessment of WHS risks, should be conducted by anyone that is likely to be exposed or responsible for managing risks associated with ACU's learning and working spaces, construction and maintenance projects, or other activities which the University influences. WHS Risks should be identified in consultation with/and endorsed by Nominated Supervisors or Managers.

3.1 Some of the Circumstances that Should Trigger an Assessment of Risk

- There may be a number of different hazards that are part of the same work process (within laboratories, learning or teaching spaces) or is associated with a piece of plant which may impact on different people or each other to present greater levels of risk.
- An organisational unit is proposing to purchase a new chemical substance that may be hazardous and/or is classified as a dangerous good;
- There is only limited knowledge about a hazard or risk or how the risk may result in injury, illness, property damage or environmental impacts;
- More information is available about hazards and existing treatments may need to be modified;
- There is uncertainty about whether all of the things that could go wrong have been identified; and
- Hazards and risks may also be identified as a result of the logging of incidents, injuries, near misses or hazards within [riskware](#). For example, an uneven surface may have caused an injury.

WHS risks are identified in consultation with Nominated Supervisors or Managers and anyone that could be exposed to the hazard(s) or is familiar with work processes and/or has specialist knowledge about the hazard(s) and risk(s). See Section 9 for more information.

4. Options for Documenting Risk Management Processes

There are a range of ACU forms and tools that support the University community to identify and resolve hazards, and assess and treat risks. These options range from ACU Workplace Inspection Checklists through to WHS Risk Assessment Forms and the *Chemwatch* WHS Risk Management Module, which ACU subscribes to.

WHS inspections are critical risk management activity that should be initiated at least every three to six months within higher risk environments. 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 are being applied. Many of the hazards that are identified during the inspection can be quickly removed or resolved. The [ACU Workplace Inspection Checklists for Laboratories](#) or [Office Environments](#) prompt inspectors to identify typical hazards that may be present in either laboratories or offices.

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 if the risk is well known and the solution is obvious and/or can be quickly resolved.

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. The ACU WHS risk assessment forms support staff members and students to formally assess risks whenever hazards and risks are unknown and/or cannot be easily resolved. These forms 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 the risks that will be managed (based on Risk Ratings).

These forms are differentiated by the types of hazards that the risk assessor is prompted to consider within the hazard identification sections of the forms. See Table 1 for guidance about when to use each form.

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 emergency responses or chemical management processes which are applied to a group of different chemicals.

WHS risks should be identified, including 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.

5. Documenting Risk Management Activities

Document the hazards and/or risks which are identified, or select an ACU WHS Risk Assessment Form or the *Chemwatch* Risk Management module to complete the formal assessment of hazards and risks.

Table 1: Triggers for Using Different ACU Tools

Circumstances	Document this identification or assessment process, using:
It is immediately obvious what hazards and risks are associated with an activity or process, and the solution(s) is easily identified or there are well known ways to manage these risks.	Document the hazards and risks, which have been identified, and the treatments (controls) that will be applied to managed these risks.
Developing course content for teaching laboratories or assessing the hazards and risks associated with a research project or fieldwork.	Use the ACU WHS Risk Assessment Form for Practical Activities/Research
Assess emergency responses or general hazards associated with a chemical store room.	Use the ACU WHS Risk Assessment Form
Identifying hazards and risks associated with the purchase of new plant or equipment, processes, activities etc.	Use the ACU WHS Risk Assessment Form
Identifying the health and Australian Dangerous Goods risks which are associated with hazardous substances	<i>Chemwatch</i> Risk Management Module
Ensuring that are a broad range of hazards are identified and resolved, on a regular basis e.g. every 3 to 6 months in High risk environments, and every 6 to 12 month in Low to Medium risk environments.	WHS Inspection Checklist (Offices, Simulated Learning Environments, Laboratories)

6. Using a WHS Risk Assessment Form to Formally Assess WHS Risks

The following steps will provide instructions about the sections of the two ACU risk assessment forms that should be filled out to complete the assessment.

Step 1: Identify and Review Hazards

You should start by identifying things and situations that potentially cause harm to people, property and/or the environment. Hazards typically occur within working and learning environments when there are interactions with the:

- Physical work environment;
- Equipment, materials and substances used;
- Working or learning tasks and how they are performed; and
- Working and learning design and management.

You should consider the hazards, in consultation with other staff, students, contractors and others which may be associated with using plant, chemical substances, machinery, work processes or other aspects of the working or learning environments, including footpaths.

An observational walk around the environments, which are being assessed for hazards can assist you to identify WHS issues.

Consider these factors:

- Are staff members able to carry out work without risks to health and safety (e.g. unobstructed movement, adequate ventilation or lighting?)
- How suitable are the tools and equipment for the tasks and how well maintained are they? (e.g. is an existing desk likely to aggravate a repetitive strain injury?)
- What changes in the working and learning environment will impact on health and safety?

Use the hazard identification section of the ACU risk assessment forms and other resources as prompts to ensure that you have considered the full range of hazards that may be associated with the process or activity:

- Appendix A, of the ACU WHS Risk Assessment Form or
- Section 2, of the ACU WHS Risk Assessment Form for Practical Activities/Research.

Describe the processes or activities that are being assessed for risks in Section 1 of the relevant ACU WHS Risk Assessment Form.

Step 2: Engage Stakeholders during the Assessment

Consult with stakeholders that are closely involved in the activity or processes that are being assessed for WHS, property or environmental risks. You may also liaise with subject matter experts about various hazards and risks, and appropriate treatments (risk controls) that can be applied to minimise, mitigate or avoid exposures to the hazard(s).

By consulting with relevant stakeholders you may identify additional hazards and begin to build a shared commitment to applying treatments (controls) that are developed. List the stakeholders that have been consulted in Section 1, of the ACU WHS Risk Assessment Form or ACU WHS Risk Assessment Form for Practical Activities/Research.

Additionally, ensure that Nominated Supervisors or Managers are consulted and endorse the WHS risk assessment. Many of the hazards and risks that are associated with buildings and facilities can be formally assessed by/or in consultation with local Facilities Management staff and/or local WHS Committee Members/Health and Safety Representatives (HSRs).

Step 3: Assess the Risk Rating of Applying Existing Treatments (Risk Controls)

Use the Risk Rating Table, accessible from Appendix B of the ACU WHS Risk Assessment Form or Appendix A of the ACU WHS Risk Assessment Form for Practical Activities/Research, to determine the risks associated with hazard exposures upon either people or the natural environment, based on the application of any existing treatments. Assign a risk rating by determining the intersection point, on the Risk Rating Table, between your assessments of the likelihood that people/property/environment will be exposed to the hazard(s) and the consequences of the exposure(s). The risk rating will range from Insignificant (1) to Catastrophic (100).

Fill out Section 2 of the ACU WHS Risk Assessment Form or Section 3 of the ACU WHS Risk Assessment Form for Practical Activities/Research. If the risk rating is Low, no further actions are required. If the rating is higher than Low, proceed to Step 4.

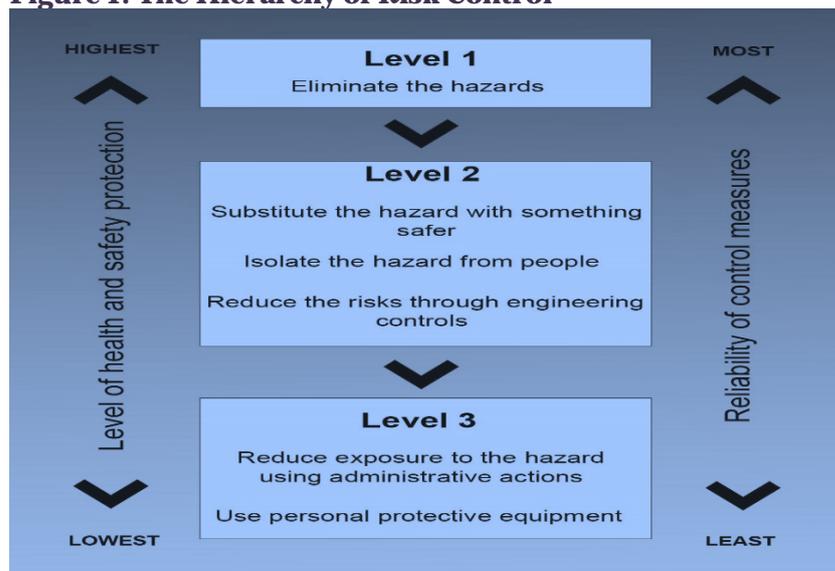
Step 4: Develop New Treatments to Manage Significant Risks

The most important step in managing risk involves eliminating them whenever it is practical, or if that is not possible, minimising the risks. In many cases it will not be possible to eliminate risks; therefore, additional treatments should be applied to risks whenever existing treatments have not reduced the risk rating down to a manageable level (ideally a Low Risk Rating).

Other staff members and members of the ACU community should be consulted about the choice of treatments. Single treatment measures may be chosen or a combination of different treatments, which provide a higher level of protection from health and safety, and other risks. The Hierarchy of Risk Control, Illustrated in Figure 1, should be consulted when these treatments (risk controls) are being developed as higher level treatments (Level 1 is the highest) should be

applied to manage higher level risks. WHS regulations specify that the Hierarchy of Risk Control should be consulted when choices are being made about treatment options.

Figure 1: The Hierarchy of Risk Control



Less weight should be placed on cost considerations for developing treatments, whenever risk ratings are high. The *How to Manage Work Health and Safety Risks Code of Practice, 2011*, states 'Cost cannot be used as a reason for adopting controls (treatments) that rely exclusively on changing peoples' behaviour or actions when there are more effective controls that can change the risk through substitution, engineering or isolation.' Refer to the Definition section for an explanation of these terms.

The new treatments should be specified in Section 2 of the ACU WHS Risk Assessment Form/Section 3 of the ACU WHS Risk Assessment Form for Practical Activities/Research. Also quantify any additional costs, if known. These costs may need to be endorsed by decision makers.

Step 5: Reassess the Risk

Recalculate the risk rating based on the application of existing and the proposed treatments(s). You should also take into account any risks that may be associated with implementing the proposed treatments. Assign a priority to reducing the risk down to a Low rating, whenever it is reasonably practical, and apply additional treatments if the risk rating has still not been reduced down to a manageable level.

This information should be documented within Section 2 of the ACU Risk Assessment Form or Section 3 of the WHS Risk Assessment Form for Practical Activities/Research.

Step 6: Gain Approval

Ensure that your Nominated Supervisor or Manager endorses and signs off the risk assessment, including any potential costs which may be incurred. High level risk assessments and some expenditure items, associated with treatments, should also be signed off by heads of organisational units. Also, update the WHS risk assessment form that you are using, once a Nominated Supervisor or Manager has verified that the proposed controls are being applied. A copy of the completed ACU WHS Risk Assessment Form should also be emailed to WHS staff within HR (hr@acu.edu.au) and local Facilities Manager for inclusion in organisational unit or local Campus WHS risk registers.

Note: If you are using *Chemwatch* to conduct the WHS Risk Assessment, please ensure that Nominated Supervisor/Managers and/or relevant Teaching staff signs off the WHS risk assessment of Health Risks and/or Dangerous Goods.

7. Applying and Selecting Treatments to Manage Risks

The treatments(risk controls) that are selected will often require changes to the way that work is carried out as a result of new or modified equipment or processes, new or different chemicals or the use of different personal protective equipment. The treatments that are selected should reflect the level of risk e.g. the most effective treatments should be selected to manage risks rated High.

Seriously consider complementing these treatments with:

Safe work procedures

The procedures should describe the task being performed, the hazards and should document how the tasks will be performed to minimise the risk. *Refer to Appendix B.*

Training, instruction and information

Staff and/or students should be provided with the right training to enable them to perform tasks safely, such as moving heavy objects. Training, instruction and information should be provided in a form that can be understood by anyone that is applying the treatments, including visitors and volunteers.

Supervision

Nominated Supervisors and Managers should assess the level of risk and the experience of staff members when making decisions about the level of support that they will give staff members, students and contractors to apply the treatments that have been developed.

8. Placing WHS Risks on Risk Registers

WHS risks that require regular and ongoing application of treatments should be entered into your relevant Organisational Unit Risk Register by the end of the first quarter, each year.

The WHS risks that are placed on these registers should be both specific enough so that they can be reviewed for effectiveness and broad enough to account for a range of WHS risks that are similar and can be treated in a similar way. For example:

- Multiple footpaths that present a trip hazard, of which similar treatments can be applied; and
- Groups of chemical substances that are corrosive and are stored in similar ways.

The template for this register is accessible from Appendix C of the ACU WHS Risk Assessment Forms.

List the Risk Owner and Action Owner (associated with specific risk(s) on the register as these staff members will be accountable for overseeing or actioning treatments. The WHS risks entered into these registers should not be too generic or 'high level'.

9. Reviewing Risks

These regular reviews should identify whether all significant risks have been identified and managed, and the effectiveness of existing treatments.

The following considerations should be considered in the review of treatments:

- Ensuring that accountability has been fully assigned to staff members, including Nominated Supervisors or Managers, and they have the authority to implement and maintain effective treatments;
- Ensuring that plant and equipment is regularly maintained;
- Ensuring that staff members or students that apply treatments have 'up to date' training and competency and are committed to applying them;
- Verifying that staff members, students, contractors and others apply safe work procedures;
- The updating of hazard information, including Safety Data Sheets (SDS) for chemical substances, may impact on the treatments that should be applied;
- There has been changes to operating conditions, such as the relocation of facilities, or the ways in which tasks are carried out;
- Injury or other [riskware](#) reports provide evidence that treatments are not being effectively applied or are ineffective; and
- Consultations with staff members or Health and Safety Representatives may identify other changes that should be made to treatments.

See Section 3 for more information about the timing of these reviews.

10. Definitions

Term	Explanation
Administration Controls	Work methods or Safe Work Procedures are designed to minimise hazard exposures and risk. For example, using signage to alert people about a hazard or procedures for conducting chemical mixing processes.
Chemwatch	ACU is a subscriber to the Chemwatch's chemical inventory management database. Users access the database from http://jr.chemwatch.net/chemwatch.web/ and should conduct HR (4222 or hr@acu.edu.au) to obtain organizational unit (local campus) login details from local WHS staff.
Elimination	The most effective control measure (treatment) within the Hierarchy of Control is to eliminate the hazard and associated risk. For example, you could remove trip hazards on the floor or by disposing of unwanted chemicals.
Engineering Controls	A treatment that is physical, including a mechanical device or process. For instance, using a trolley in the library to move heavy books.
Hierarchy of Risk Control	A system used in industry to minimize or eliminate exposure to hazards. The hazard controls in the hierarchy are, in order of decreasing effectiveness: Elimination, Substitution, Isolation, Engineering, Administration and Personal Protective Equipment (PPE).
Dangerous Goods	Substances or articles that pose a risk to people, property or the environment, due to their chemical or physical properties. They are usually classified with reference to their immediate risk.
Hazard	A situation or thing that has the potential to harm a person. Hazards at work may include: noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace.
Isolate	Involves physically separating the source of harm from people by distance or using barriers. For instance, install guard rails around exposed edges of a building.
Personal Protective Equipment	Examples of Personal Protective Equipment (PPE) include ear muffs, gloves, respirators and protective eye wear. PPE limits exposure to the harmful effects of a hazard but only when they are worn.
Plant	Any machinery, equipment or tool, and any component. This is a broad definition covering a wide range of items, ranging from complex installations to portable equipment and tools. Examples include: <ul style="list-style-type: none"> • cranes, forklifts, hoists and elevated work platforms; • hand tools (either powered or non-powered) including drills, hammers, saws, and • Computer equipment.
Risk	Is the possibility that harm (death, injury, illness, property damage or environmental impacts) might occur when exposed to a hazard(s).
Risk control	Taking action to eliminate WHS risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. For example, a staircase may be repaired to reduce the risk of people falling down the stairs. Also, refer to the Hierarchy of Risk Control.
Substitution	Substitution is a Level 2 Control Measure (treatments within the Hierarchy of Control, which involves substituting the hazard within something safer e.g. replacing solvent-based paints with water based paints.
Treatment	Risk Treatment is the process of selecting and implementing of measures to modify risk. Risk treatment measures can include avoiding, optimizing, transferring or retaining risk.

11. Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).

12. ACU Hazard Identification and WHS Risk Treatment Processes

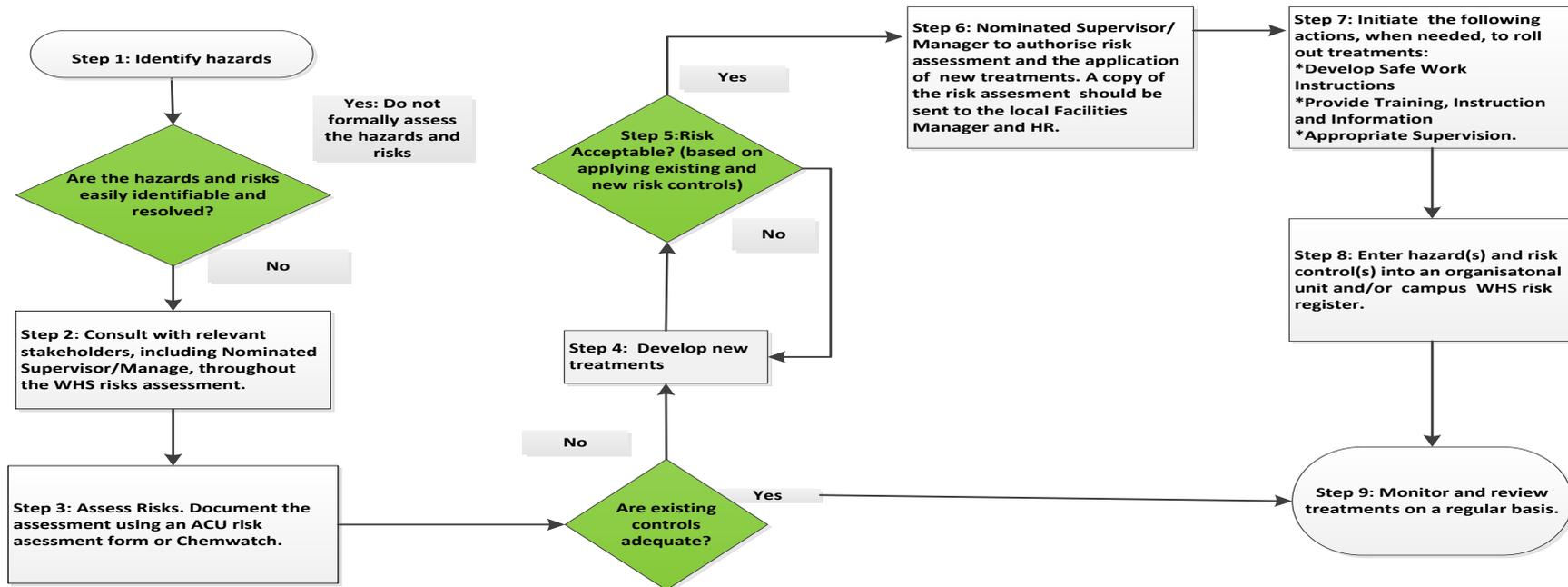
11. ACU Hazard Identification and WHS Risk Treatment Processes

Assess Risks

Communicate

Record/Monitor

Identify hazards and risks in the workplace regularly. Also assess WHS risks whenever you move into a new work area, become aware of new information about hazards - including incident learnings - or new chemicals, plant or equipment are going to be/have been introduced into a work area.



Appendix A: WHS Risk Assessment Module, *Chemwatch*

If the chemical substance which is being assessed for risks is both hazardous and a dangerous good, two WHS risk assessments should be conducted to assess these risks separately. The Chemwatch Risk Assessment Module has functionality modes for calculations for the hazards and risks associated with these two risk categories.

These **instructions** apply to the assessment of **health risks** within Chemwatch.



After you have logged onto Chemwatch, **Click** on the **'Risk Assessment'** button on the left bar of the screen.

Double click on the blue folder titled **'Manifest'**

**COLLECTION
ENTERPRISE
FOLDERS
MANIFEST
DELETED**

Now click on the local campus folder that is held by your organisational unit e.g. Ballarat– Allied Health.

Select **Health Assessment**, which is the tab that displays by default.

Click on the **Expand**  button to start the WHS risk assessment.

Click the **key lock** icon  to open the file lock for the material to be assessed.

Press the **Task** icon  to define a task for the chemical e.g. sack bottle and drum storage task.

Set **operating temperature** by dragging gauge to desired value in text box-field.



Press the **padlock** icon to unlock the scales to apply parameters for volatility/dustiness.

Roll the graphic of a barrel with your mouse and choose the low, medium or high value (liquid) or solid, crystal or powder (solid).

Choose **Frequency of Use** options based on a daily, weekly, monthly duration of exposure to the hazardous substance

Decide whether additional controls are needed to manage the risk

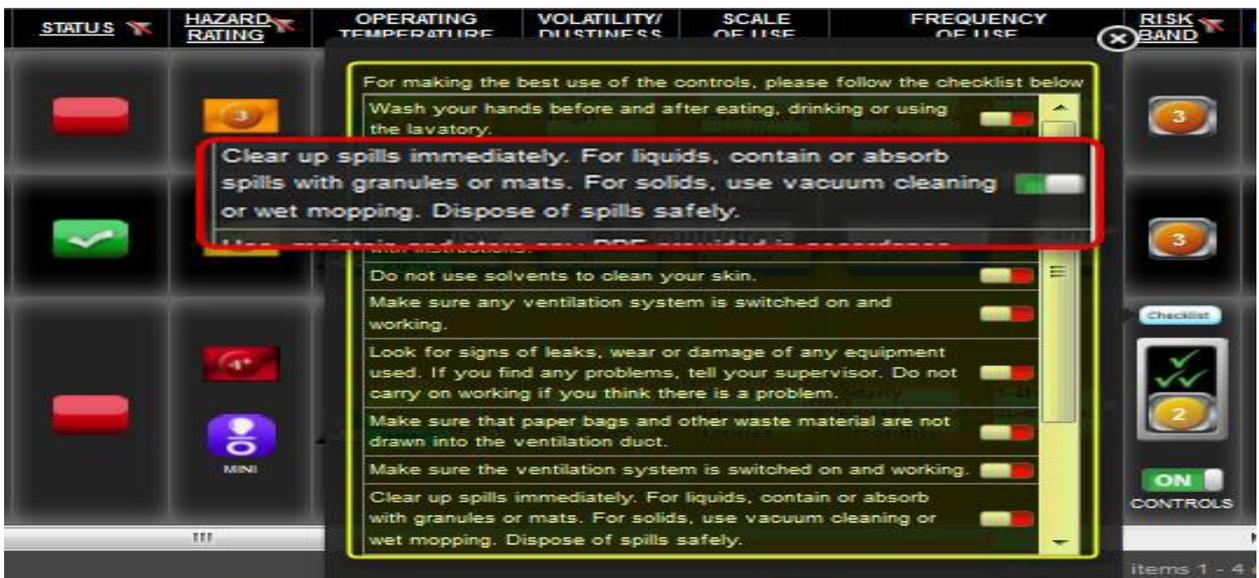
Click on the Controls button to apply further controls to continue to reduce risks by switching the appropriate switch to **OFF**. Nominate further controls by right clicking on a default control. Input your own controls by using the 'User Defined Controls'.

- a. Select the **checklist** button to choose applicable risks from the Checklist Panel to be assigned to the risk assessment to further reduce risks.



Applying Checklist Controls

Apply checklist controls by choosing options from the best Use of Controls panel. Click on switch  button alongside an applicable control and click  to close panel



Choose the Environmental Discharge Mechanism

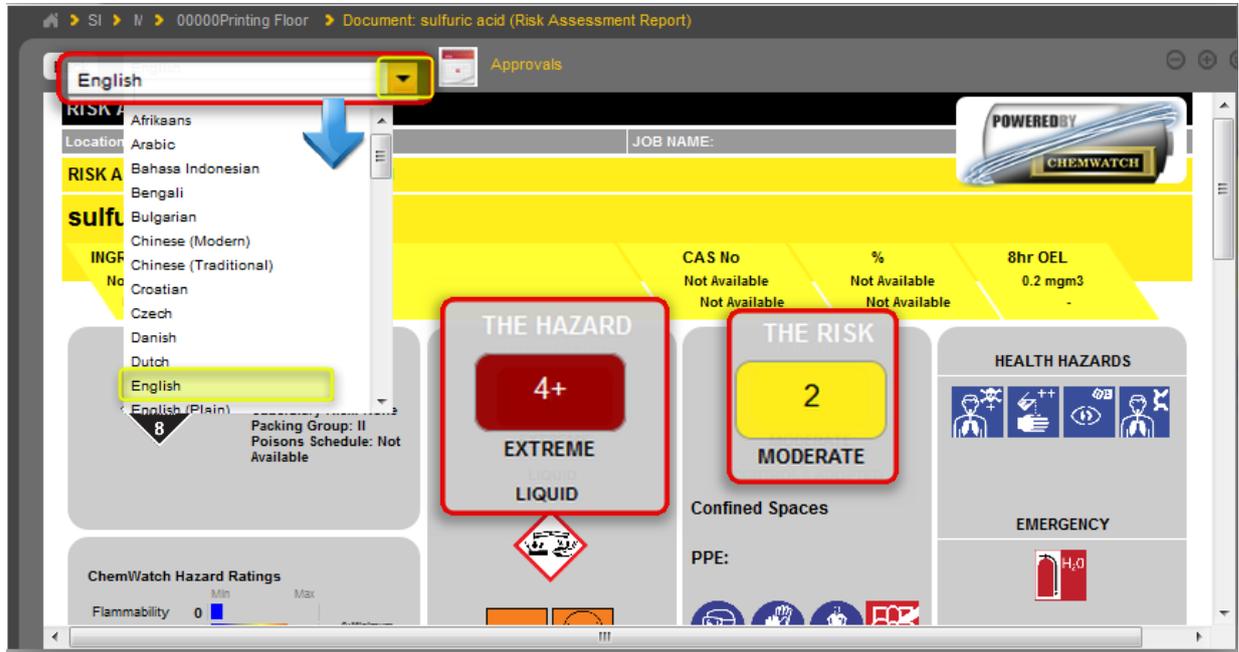
Apply the Discharge mechanism by choosing an appropriate option (air, water or land). Turn the buttons on or off, depending on the potential discharge.



Click the opened **key lock**  for volatility and main key lock  to **save** the health risk assessment. Select "Yes" to complete assessment and close the notification "Saved dialogue box".

Generate WHS Risk Assessment Reports

Open main key lock and click on Report icon to complete the job and print, save or email full risk assessment to your Nominated Supervisor or Manager and/or Relevant Teaching Staff for their endorsement and sign off.



Develop Safe Work Instructions

The WHS risk assessments conducted on *Chemwatch* will guide the safe work instructions that are developed to manage the risks associated with these substances.

Appendix B: Safe Work Instructions Template

SAFE WORK INSTRUCTION TEMPLATE TITLE /DESCRIPTION OF ACTIVITY:			
Organisational Unit:		Campus:	
Created By:		Document No:	WHS Risk Assessment No:
Initial Issue Date:		Current Version:	Next Review Date:
SCOPE:	(List whom this procedure applies to and the specific location this work can be conducted in)		
AUTHORISATIONS:	(List specific operator competency requirements, e.g. area induction, qualifications, certificates, WHS training, supervision. List who can approve that competency has been achieved.)		
HAZARDS:	(List all the potential hazards and associated consequences, e.g. laser radiation, bites/stings, chemical exposure – inhalation or skin absorption, leading to irritation, burns, acute or chronic injury.)		
SAFETY CONTROLS (treatments):	(e.g. fume-hoods, biosafety cabinets, emergency equipment, machine guarding, spill kits, driver safety briefings, specific personal protective equipment requirements, first aid response, any after-hours work restrictions or rules.) 		
PRESTART REQUIREMENTS:	(List tasks to be completed before commencement of work, e.g. conduct a prestart safety check of equipment; review chemical SDS, risk assessment or lab rules; prepare work area, equipment and/or operator.)		
INSTRUCTIONS:	(List step by step procedures for the task. You can use photos, flow charts, diagrams etc.)		
CLEAN UP/ SHUT DOWN PROCEDURES:	(List procedures for disposal of waste, decontamination, storage, shut down of equipment.)		
EMERGENCY PROCEDURES:	(Emergency response procedures e.g. power isolation procedures, spill containment procedures, first aid response.)		
FURTHER INFORMATION:	(e.g. internal procedures, relevant legislation, definitions, reference to other safety information.)		
APPROVALS			
Title	Name:	Signature:	Date:
Nominated Supervisor or Manager:			