Developing an Action Plan to Resolve a Hazard

When developing an Action Plan to resolve a hazard (something which may cause harm e.g. crossing roads in busy traffic conditions, stress or inadequate lighting in stairways), consult with everyone that will either develop or apply control measures (treatments) as their support is needed to ensure that these measures are applied.

When making decisions about the control measures within the Action Plan, it is always important to ask, "Will these corrective actions prevent an incident?" If the answer is Yes, you are on the right track and if the answer is No alternative controls should be considered.

What appears on screen

The information you should enter:

When a hazard has been assigned for follow up and action, you will be notified by:

- An email (received from donotreply@riskware.net.au) which includes basic details about the hazard and guidance about resolving the report;
- A prompt to action will appear within the riskware 'Notification Centre';
- Email reminders that deadlines, which are associated with implementing control measures, are due either the next day or overdue.

Click on 'New Hazard'

Prior to developing your Action Plan, ensure you have viewed the details of the hazard as this will assist you to accurately identify the issue which could result in harm.

Click on to allow other staff members or others to view the hazard and assist in the development of the Action Plan.

If the Action Plan needs to be managed by another staff member, click on and select the person the hazard will be assigned to outline the reason for the transfer.

Click on 'Enter Action Plan' to begin.

Enter the control measures (treatments) which were implemented once you were notified of the hazard. The right controls should have been chosen to ensure that the hazard did not result in an incident.

Click to move to the next page.

For example:
- relocated personnel
- barricaded the area
- displayed temporary signage
- notified key stakeholders
- monitored area

Can this Risk be eliminated?

☐ Yes ☐ No

Rate the level of risk associated with the incident which involves taking into consideration the possible consequences of someone being exposed to an incident and the likelihood of this occurring.

In assessing likelihood, it is important to consider the nature of the risk in addition to past incidents, frequency of task/activity, number of people exposed, etc.

Click on the relevant ratings to determine the overall level of risk, e.g. Moderate Consequence x Moderate Likelihood = Moderate Risk. Hover over the rating squares to view the numerical value, which is associated with each rating. The choice of control measures should be guided by the risk rating.

Click to move to the next page.
IMPORTANT:

ONE ACTION PER LINE ONLY

PLEASE DO NOT COLLATE MULTIPLE ACTIONS IN ONE ENTRY

What appears on screen

Start at the top of this list and select one or more controls you will put in place:

Control Measure

Start at the top of this list and select one or more controls you will put in place.

Select a Hierarchy Control

Add another Control Measure

The information you should enter:

Choose a control(s), from the Hierarchy of Control, to prevent an incident from occurring. You should select higher level controls (the most effective controls are listed first) to manage significant risks.

Use the dropdown menu to select the control measure from the Hierarchy of Control:

1. **Eliminate** – removing the risk
2. **Substitute** – sourcing a less hazardous alternative
3. **Isolate** – isolating the hazard from staff, students etc.
4. **Engineer** – sourcing mechanical aids, barriers, guarding, ventilation etc. to manage the risk
5. **Administer** – using signage, procedures, training etc. to reduce the risk
6. **Personal Protective Equipment (PPE)** – the use of clothing or equipment such as safety glasses, gloves etc. to mitigate the risk even though the hazard still exists
7. **Controls not required** – no controls are available/required

Once the relevant control (treatment) is selected, enter a description of the proposed control measure.

Enter the Target Completion Date and the person responsible for implementing the control.

If you allocate Task Request to Another Person, please ensure that you contact this person to ensure that they can implement the control and the Target Completion Date is realistic. This person will receive a notification and email reminders about the deadline.

If you have started to implement the proposed control(s), enter the % complete.

Click **Next** to move to the next page.

Reassess the Risk Rating now that you have developed additional controls. In most cases the consequence will remain the same but the likelihood will reduce due to the controls implemented. The Risk Rating including the numerical value which is viewed by hovering over coloured rating squares, must be lower than the previous Risk Rating (prior to controls being developed).

Click on the relevant ratings to determine the overall level of risk, e.g. Moderate Consequence x Low Likelihood = Low Risk (100)

Click on the **Submit** button to finalise the action plan. You will receive a confirmation email once the action plan has been logged.

Once the corrective measures are closed on riskware, the person who reported the hazard will receive email notifications and they may contact you for more information about how you resolved the hazard. You will also receive a confirmation email.