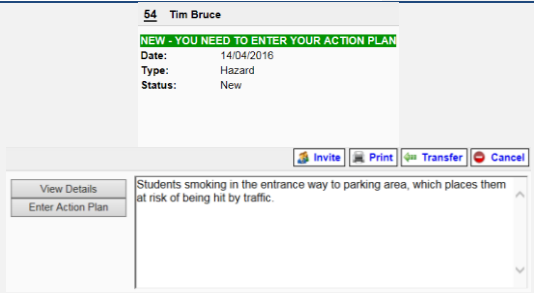


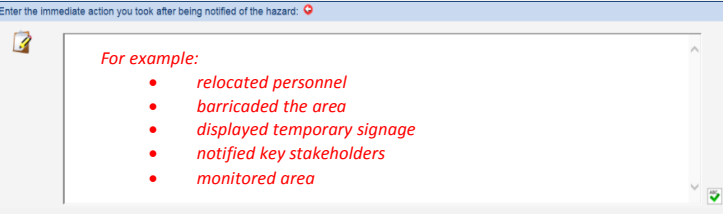

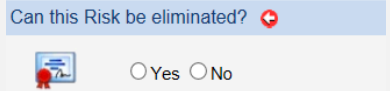
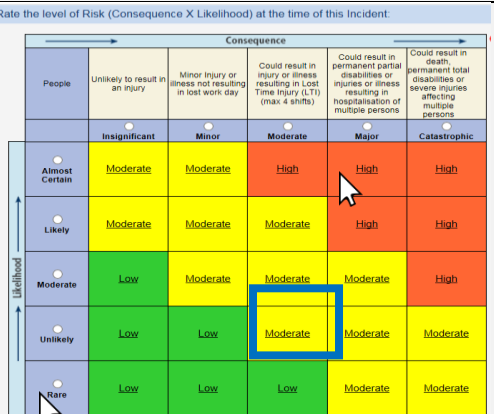



## Developing an Action Plan to Resolve a Hazard

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:																																											
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>1. Email</b></p> <p>A new Hazard has been logged by ABC, with ref. 54. Details are as follows: Date of Hazard: 14/04/2016 Name of Person affected: ABC Hazard Description : Students smoking in the entrance way to parking area, which places them at risk of being hit by traffic. Location: Melbourne Campus, Underground ACU parking area, main campus. Notification of this Hazard has also been passed onto the appropriate management groups. Please log into RiskWare as soon as possible to review the Hazard and ensure an Action Plan which details any corrective actions or resolutions that are developed as a result of this report. <b>Guidance about investigating Incident Reports</b> You should identify the root cause of the incident and also review your ability to obtain first aid support or the quality of this support (if it was sought/obtained). These learnings should be reflected in the controls (treatments) which are developed to reduce the risk of this incident reoccurring and to improve ACU's responses to incidents. <b>Guidance about resolving Hazard Reports</b> In some circumstances, you may choose to assign Task Requests to other people who may be able to support you to resolve the hazard.</p> </div> <div style="width: 45%;"> <p><b>2. Notification Centre</b></p> <div style="border: 1px solid #4F81BD; padding: 5px; background-color: #e6f2ff;"> <p><b>Notification Centre</b></p> <p>You have <span style="border: 1px solid orange; padding: 2px;">1 New OHS Incident.</span></p> <p>You have <span style="border: 1px solid orange; padding: 2px;">New Hazard</span></p> </div> </div> </div>	<p>When a hazard has been assigned for follow up and action, you will be notified by:</p> <ul style="list-style-type: none"> <li>• An email (received from <a href="mailto:donotreply@riskware.net.au">donotreply@riskware.net.au</a>) which includes basic details about the hazard and guidance about resolving the report;</li> <li>• A prompt to action will appear within the riskware 'Notification Centre'; and</li> <li>• Email reminders that deadlines, which are associated with implementing control measures, are due either the next day or overdue.</li> </ul> <p>Click on 'New Hazard'</p>																																											
	<p>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.</p> <p>Click on  <b>Invite</b> to allow other staff members or others to view the hazard and assist in the development of the Action Plan.</p> <p>If the Action Plan needs to be managed by another staff member, click on  <b>Transfer</b> and select the person the hazard will be assigned to outline the reason for the transfer.</p> <p>Click on 'Enter Action Plan' to begin.</p>																																											
	<p>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.</p> <p>Click  <b>Next</b> to move to the next page.</p>																																											
	<p>When making choices about how to control the risk, you should consider whether the risk can be eliminated by implementing controls such as performing a task from the ground instead of from a ladder to eliminate a falling risk or using a non-hazardous versus hazardous chemical.</p>																																											
 <table border="1" style="font-size: small; border-collapse: collapse; width: 100%;"> <caption>Rate the level of Risk (Consequence X Likelihood) at the time of this Incident</caption> <thead> <tr> <th colspan="2" rowspan="2"></th> <th colspan="5">Consequence</th> </tr> <tr> <th>Insignificant</th> <th>Minor</th> <th>Moderate</th> <th>Major</th> <th>Catastrophic</th> </tr> </thead> <tbody> <tr> <th rowspan="5">Likelihood</th> <th>Almost Certain</th> <td>Moderate</td> <td>Moderate</td> <td>High</td> <td>High</td> <td>High</td> </tr> <tr> <th>Likely</th> <td>Moderate</td> <td>Moderate</td> <td>Moderate</td> <td>High</td> <td>High</td> </tr> <tr> <th>Moderate</th> <td>Low</td> <td>Moderate</td> <td>Moderate</td> <td>Moderate</td> <td>High</td> </tr> <tr> <th>Unlikely</th> <td>Low</td> <td>Low</td> <td>Moderate</td> <td>Moderate</td> <td>Moderate</td> </tr> <tr> <th>Rare</th> <td>Low</td> <td>Low</td> <td>Low</td> <td>Moderate</td> <td>Moderate</td> </tr> </tbody> </table>			Consequence					Insignificant	Minor	Moderate	Major	Catastrophic	Likelihood	Almost Certain	Moderate	Moderate	High	High	High	Likely	Moderate	Moderate	Moderate	High	High	Moderate	Low	Moderate	Moderate	Moderate	High	Unlikely	Low	Low	Moderate	Moderate	Moderate	Rare	Low	Low	Low	Moderate	Moderate	<p>Rate the level of risk associated with the incident which involves taking into consideration the possible <b>consequences</b> of someone being exposed to an incident and the <b>likelihood</b> of this occurring.</p> <p>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.</p> <p>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.</p> <p>Click  <b>Next</b> to move to the next page.</p>
			Consequence																																									
		Insignificant	Minor	Moderate	Major	Catastrophic																																						
Likelihood	Almost Certain	Moderate	Moderate	High	High	High																																						
	Likely	Moderate	Moderate	Moderate	High	High																																						
	Moderate	Low	Moderate	Moderate	Moderate	High																																						
	Unlikely	Low	Low	Moderate	Moderate	Moderate																																						
	Rare	Low	Low	Low	Moderate	Moderate																																						

## 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 --

**IMPORTANT:**  
**ONE ACTION PER LINE ONLY**  
**PLEASE DO NOT COLLATE MULTIPLE ACTIONS IN ONE ENTRY**



[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.

Target Completion Date*	Person Responsible*	Actual Completion Date																																																	
Enter your anticipated date for completion	Who is responsible for implementing this Control?	Tick the checkbox when complete																																																	
<p>April 2016</p> <p>&lt; April 2016 &gt;</p> <table border="1"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr> </thead> <tbody> <tr> <td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td></tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td></tr> <tr> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> </tbody> </table>	M	T	W	T	F	S	S	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	<p>Ma</p> <p><input type="text"/></p> <p><input type="button" value="Search"/></p> <p>% Complete: <input type="text" value="0"/></p>	<input type="checkbox"/>
M	T	W	T	F	S	S																																													
28	29	30	31	1	2	3																																													
4	5	6	7	8	9	10																																													
11	12	13	14	15	16	17																																													
18	19	20	21	22	23	24																																													
25	26	27	28	29	30	1																																													
2	3	4	5	6	7	8																																													

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.

What will be the level of Risk (Consequence X Likelihood) after the Control Measures are put in place:

		Consequence				
		Unlikely to result in an injury	Minor injury or illness not resulting in lost work day	Could result in injury or illness resulting in Lost Time Injury (LTI) (max 4 shifts)	Could result in permanent partial disabilities or injuries or illness resulting in hospitalisation of multiple persons	Could result in death, permanent total disabilities or severe injuries affecting multiple persons
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost Certain	Moderate	Moderate	High	High	High
	Likely	Moderate	Moderate	Moderate	High	High
	Moderate	Low	Moderate	Moderate	Moderate	High
	Unlikely	Low	Low	Moderate	Moderate	Moderate
	Rare	Low	Low	Low	Moderate	Moderate

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 Rare 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.