

# Hazard Identification and Risk Management Policy

## POL006



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### Purpose

This policy and procedure sets out Shafston's expectations and requirements in establishing and following a formal process for hazard identification, risk assessment and control to effectively manage workplace and safety hazards. A Person Conducting A Business or Undertaking (PCBU) has obligations under the Work Health and Safety Act 2011 (WHS Act) as well as the Work Health and Safety Regulation 2011 (WHS Regulation) to manage risks to health and safety so far as is reasonably practicable. This policy is also implemented in compliance with the requirements of the Standards for Registered Training Organisations (RTOs) 2025 (Outcome Standards), the National Code Standard 6, ELICOS Standards 2018, and also aims to ensure that directors and employees of Shafston International College adhere to relevant WHS legislation and the requirements to facilitate workplace health and safety in campus facilities and during all activities.

### Scope

This policy and procedure will apply to the following stakeholders:

- CEO (PCBU)
- General Manager (PCBU)
- Compliance Officer
- Manager/ Coordinator
- ELICOS Teachers (Workers)
- VET Trainers and Assessors (Workers)
- General Staff (Workers)

### Legislative Context (If any)

Work Health and Safety Act 2011 (Qld & NSW)

ELICOS Standards 2018

- |         |         |
|---------|---------|
| - P 7.1 | - P 8.1 |
| - P 7.2 | - P 8.4 |

Standards for Registered Training Organisations (RTOs) 2025 (Outcome Standards)

- Outcome Standard 3 (Rights and Safety of Learners)

National Code of Practice for Providers of Education and Training to Overseas Students 2018

- Standard 6

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### Definitions

**Hazard:** Anything (e.g. condition, situation, practice, behaviour) that has the potential to cause harm, including injury, disease, death, environmental, property and equipment damage. A hazard can be a thing or a situation.

**Hazard Identification:** This is the process of examining each work area and work task for the purpose of identifying all the hazards which are “inherent in the job”. Work areas include but are not limited to laboratories, office areas, stores and transport, maintenance and grounds, and lecture theatres and teaching spaces. Tasks can include (but may not be limited to) using screen-based equipment, audio and visual equipment, industrial equipment, hazardous substances and/or teaching/dealing with people, driving a vehicle, dealing with emergency situations, construction. This process is about finding what could cause harm in work task or area.

**Risk:** The likelihood, or possibility, that harm (injury, illness, death, damage etc) may occur from exposure to a hazard.

**Risk Assessment:** Is defined as the process of assessing the risks associated with each of the hazards identified so the nature of the risk can be understood. This includes the nature of the harm that may result from the hazard, the severity of that harm and the likelihood of this occurring.

**Risk Control:** Taking actions to eliminate health and safety risks so far as is reasonably practicable. Where risks cannot be eliminated, then implementation of control measures is required, to minimise risks so far as is reasonably practicable. A hierarchy of controls has been developed and is described below to assist in selection of the most appropriate risk control measure/s.

**Monitoring and Review:** This involves ongoing monitoring of the hazards identified, risks assessed and risk control processes and reviewing them to make sure they are working effectively.

### Policy Statement

This policy and procedure are shared with staff, and its implementation is thoroughly explained during staff induction and orientation sessions. A readily accessible copy of this policy is accessible on Shafston’s Staff Portal. Shafston maintains up-to-date policies, procedures, and registers dedicated to hazard identification and risk management. These documents are also referenced within this policy for clarity and consistency.

Management will ensure that the necessary processes are followed once a hazard or risk outlined in this policy and procedure is identified. Regular reviews and updates are conducted to ensure that the policy remains current and effective in supporting health and safety in the workplace. Staff members (workers) are encouraged to provide feedback, and any necessary adjustments are made to enhance the overall safety and welfare framework.

In practice, Shafston’s commitment to protecting workers and other persons from harm, so far as is reasonably practicable, is supported by the following actions in line with the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011:

- Identifying hazards in the workplace
- Assessing the risks that may result from hazards

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- Determining control measures to eliminate or minimise the level of the risk
- Monitoring and reviewing the effectiveness of control measures

Workplace hazard identification, assessment and control is an on-going process. It should be undertaken at various times, including:

- If it has not been done before
- When a hazard has been identified
- When a change to the workplace may introduce or change a hazard. Such as when changes occur to the work equipment, practices, procedures or environment.
- As part of responding to a workplace incident, even where an injury has not occurred.
- Where new information about a risk becomes available or concerns about a risk are raised by workers
- At regularly scheduled times appropriate to the workplace.

### The Risk Assessment Matrix

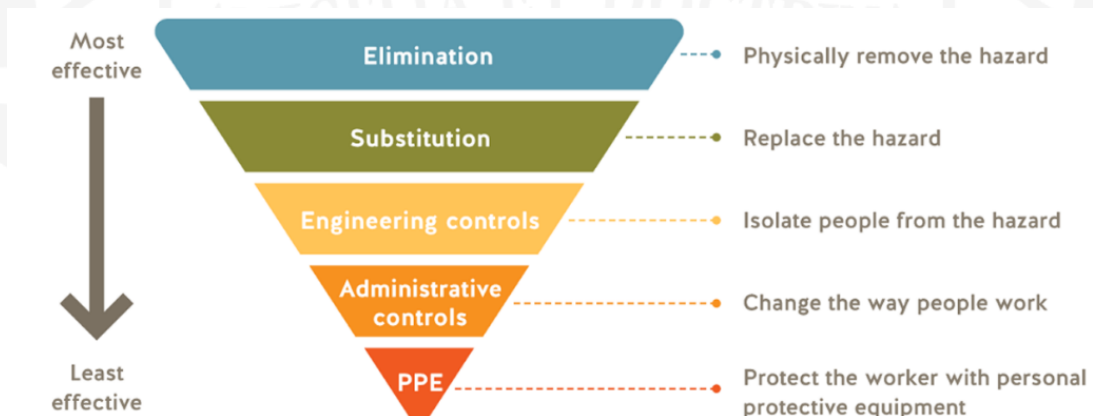
Workplace risks are assessed in line The Risk Assessment Matrix. This matrix is used to assess the likelihood and the severity or consequences of a hazard and to give it a “risk rating”. For example, risks with a high likelihood and severe consequences would be considered high priority and require immediate attention and mitigation strategies

		Impact →				
		Negligible	Minor	Moderate	Significant	Severe
Likelihood ↑	Very Likely	Low Med	Medium	Med Hi	High	High
	Likely	Low	Low Med	Medium	Med Hi	High
	Possible	Low	Low Med	Medium	Med Hi	Med Hi
	Unlikely	Low	Low Med	Low Med	Medium	Med Hi
	Very Unlikely	Low	Low	Low Med	Medium	Medium

### Hierarchy of Control Measures

The Hierarchy of Control Measures is a systematic approach to managing hazards by implementing control measures in order of effectiveness. It provides a framework for organizations to identify and implement the most effective control measures to minimize or eliminate risks.

The hierarchy typically consists of the following control measures, listed in order of effectiveness:



**Elimination:** This involves completely removing the hazard or risk from the workplace. It is the most effective control measure because it eliminates the possibility of exposure to the hazard.

**Substitution:** This involves replacing the hazard with something less hazardous. For example, replacing a normal scissors with safety scissors.

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**Engineering Controls:** This involves modifying the work environment or equipment to reduce exposure to the hazard. For example, sectioning off an area where there is broken glass.

**Administrative Controls:** This involves implementing policies, procedures, or training programs to reduce exposure to the hazard. Examples include job rotation, training, or implementing signage and warning systems.

**Personal Protective Equipment (PPE):** This involves providing personal protective equipment, such as goggles or gloves to individuals to protect them from exposure to the hazard. PPE is considered the least effective control measure because it relies on human behaviour and may not always be used correctly or consistently.

### Supporting Documents

REG001 Master Register Incident Report Register and Hazard Report Register  
 FRM003 Incident Report Form  
 FRM006 Hazard Report Form  
 FRM007 Risk Assessment Form  
 POL003 Management of Critical and Notifiable Incidents Policy  
 POL004 Workplace Health and Safety Policy  
 POL007 Under 18s Child Safe Policy  
 POL011 First Aid Policy  
 POL012 Complaints and Appeals Policy

### Actions

The following action lists have been developed to ensure that Shafston meets intent of this policy, the required outcomes, and its compliance obligations. The action itself, relevant staff members, and a breakdown of steps have been included for clarity and specificity.

Staff are expected to adhere to these actions as directed by the General Manager or delegate.

#### Hazard identification:

#	Action	Responsible	Steps
1	Identification and Initial Response:	Staff (workers)	<ol style="list-style-type: none"> <li>When staff (workers) identify a hazard, they promptly take action to minimise associated risks in line with their Duty of Care obligations and according to the risk rating and using the hierarchy of control measures. For instance, they may section off a hazardous area, assign someone to monitor the hazard, or set up signage.</li> <li>Staff report the identified hazard to their department manager immediately.</li> </ol>
2	Department Manager Assessment:	Department manager	<ol style="list-style-type: none"> <li>On receiving the hazard report, the department manager assesses the situation to determine the level of immediate risk.</li> </ol>

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			<ol style="list-style-type: none"> <li>If the hazard poses limited immediate risk, the department manager sources the most current version of the Hazard Report form and fills it out accurately and comprehensively.</li> </ol>
3	Reporting and Communication:	Department manager General manager CEO WHS officer Compliance officer	<ol style="list-style-type: none"> <li>The department manager reports the identified hazard to and liaises with the General Manager or CEO (PCBU) to ensure compliance with necessary processes for hazard removal or management.</li> <li>The General Manager, WHS Officer, or Compliance Officer oversees the process and ensures adherence to the hierarchy of control measures outlined in relevant legislation and company policies.</li> </ol>
4	Documentation and Record Keeping:	General manager WHS officer Compliance officer	<ol style="list-style-type: none"> <li>The General Manager, WHS Officer, or Compliance Officer is responsible for collating and storing all documentation related to the hazard identification and response process.</li> <li>This includes updating the Master Register: Hazard Report Register with details such as the nature of the hazard, actions taken, responsible parties, and dates of resolution.</li> </ol>
5	Follow-Up and Review:	General manager WHS officer Compliance officer	<ol style="list-style-type: none"> <li>After the hazard has been addressed, the General Manager or designated personnel conduct follow-up inspections to ensure that control measures are effective and that the hazard no longer poses a risk to health and safety.</li> <li>Any necessary adjustments to control measures or further actions are implemented based on the findings of these inspections.</li> </ol>
6	Training and Continuous Improvement:	Staff (workers)	<ol style="list-style-type: none"> <li>Staff are provided with appropriate training on hazard identification, reporting procedures, and control measures to foster a proactive safety culture within the organisation.</li> <li>Regular reviews of hazard identification and response procedures are conducted to identify areas for improvement and ensure ongoing compliance with legal requirements and industry best practices.</li> </ol>

### Risk assessment:

#	Action	Responsible	Steps
1	Identifying Situations Requiring Risk Assessment:	General manager CEO WHS officer Compliance officer	<ol style="list-style-type: none"> <li>Whenever there are activities or events outside of standard organisational activities, such as excursions, off-site meetings, etc. a Risk Assessment form must be completed. It is the responsibility of the CEO, General Manager, WHS officer and Compliance officer (in that order) to ensure that these processes are followed.</li> <li>Examples of situations requiring a Risk Assessment form include:               <ol style="list-style-type: none"> <li>Organising a field trip for students or employees.</li> </ol> </li> </ol>

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			<ul style="list-style-type: none"> <li>b. Planning an activity outside of what might be considered regular class activities.</li> <li>c. Hosting events or functions.</li> </ul>
2	Assignment of Responsibility:	Staff Department managers WHS officer Compliance officer	<ol style="list-style-type: none"> <li>1. The department or team responsible for organising or proposing the activity is tasked with completing the Risk Assessment form.</li> <li>2. The department manager oversees the completion of the form and ensures that all relevant risks are identified and assessed. This might be done in conjunction with WHS officer or Compliance officer.</li> </ol>
3	Risk Identification and Assessment:	Staff Department managers WHS officer Compliance officer	<ol style="list-style-type: none"> <li>1. The responsible department conducts a thorough assessment of potential hazards and risks associated with the planned activity or event.</li> <li>2. Risks may include physical hazards, environmental risks, logistical challenges, or any other factors that could jeopardise the health and safety of participants or impact the success of the activity.</li> </ol>
4	Completing the Risk Assessment Form:	Staff Department managers WHS officer Compliance officer	<ol style="list-style-type: none"> <li>1. Using the designated Risk Assessment form provided by the organisation, the responsible department documents all identified risks, including their likelihood and potential consequences.</li> <li>2. Control measures and mitigation strategies are proposed for each identified risk to minimise or eliminate the associated hazards.</li> </ol>
5	Review and Approval:	Staff Department managers WHS officer Compliance officer	<ol style="list-style-type: none"> <li>1. The completed Risk Assessment form is reviewed by the department manager or to ensure accuracy and thoroughness.</li> <li>2. Any necessary adjustments or additions to the risk assessment are made based on feedback from the review process.</li> <li>3. Once approved, the Risk Assessment form is signed off by the department manager. Activities cannot be approved or commenced until the associated risk assessment has been conducted and approved.</li> </ol>
6	Communication and Implementation:	Staff Department managers	<ol style="list-style-type: none"> <li>1. The Risk Assessment form, along with approved control measures, is communicated to all individuals involved in the activity or event.</li> <li>2. Clear instructions are provided to minimise risks during the execution of the activity.</li> </ol>
7	Documentation and Record Keeping:	General manager WHS officer Compliance officer	<ol style="list-style-type: none"> <li>1. The completed Risk Assessment form, including any revisions or updates, is documented, and stored in a central repository maintained by the General Manager, WHS Officer, or Compliance Officer.</li> <li>2. This documentation serves as a record of the organization's proactive approach to risk management and ensures compliance with regulatory requirements.</li> </ol>

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8	Continuous Monitoring and Review:	WHS officer Compliance officer	1. Throughout the duration of the activity or event, ongoing monitoring of identified risks is conducted to ensure that control measures remain effective.
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### Implementation

The General Manager and delegated compliance officer are jointly responsible for the implementation of this policy through publication on the Work Platform (Sharepoint) and the conducting of training for relevant stakeholders.

### Version History

Date	Summary of Modifications	Version
26/03/2026	Version 2.0 - Updated to align with Standards for RTOs 2025 (Outcome Standards) and Compliance Requirements 2025.	2.0

### Date of next review

Date	Type	RESPONSIBLE
26/03/2027	Annual	General Manager