New Zealand Seventh-day Adventist Conferences

Hazard / Risk Management Procedure

2018

Purpose

The purpose of this procedure is to implement a system to identify, assess and control foreseeable and potential hazards risks that may arise in the Conferences places of work, ministries, facilities and Churches and their facilities

Scope

This procedure applies to the management of risk for all Conferences operations, venues, its employees, contractors and those in attendance at its ministries, facilities and Churches

Responsibilities

Conference Officers, Managers, Leadership and Church Leadership are responsible for:

- the provision of adequate resources, information, instruction and training to maintain the Risk management program
- conducting hazard identification and risk assessments in accordance with Conferences hazard and risk procedures
- maintaining documented evidence of assessments undertaken, and
- ensure, where identified, corrective actions are implemented in consultation with employees, ministry, facility personnel and Church members where appropriate
- all employees and other Conferences associated personnel and Church members are responsible for taking part in hazard identification and risk assessment, and
- reporting hazards / risks identified in Conferences workplaces, ministries, facilities and Churches

Procedure

Conferences have in place a comprehensive, systematic and effective method for identifying, assessing, and managing workplace hazards / risks and in particular those hazards / risks assessed as being significant

Conference will carry out Risk Assessments When:

- certain high-risk activities prescribed in Regulations 5 – 8 of HSWA Regulations 2016
- there is uncertainty about how a hazard may result in injury or illness or activities involve a number of different hazards
- changes to buildings, offices work process or the introduction of new machinery or equipment
- any unforeseen changes that may occur in Conferences places of work, ministries, facilities and Churches that could impact employee or attendees at its ministries, facilities and Churches
- any work at height or access equipment (e.g. ladder use)
- environmental factors that could impact the health and safety of users of Conferences facilities
- health and safety concerns raised by users of Conference facilities and Churches
- incident or near miss records indicate particular tasks or equipment are causing multiple injuries

Appendices 1

(R*isk Assessment Matrix Tables)*

Managing Risk By:

- Identifying, using various methods, hazards that have the potential to harm
- Assessing the risk of harm resulting from identified hazards using various Risk Assessment Tools
- Managing the risk with the most effective measures that are reasonably practicable in the circumstances
- Monitoring the control measures for effectiveness and re-evaluating if results are unsatisfactory

Legislation requires that all reasonably practicable steps must be taken firstly to eliminate the hazard and if this is not able to be done then steps must be taken to minimize the harm the hazard might cause

Policy Application

Controlling the Hazard / Risk

1. Elimination

↓

2. Substitution

↓

3. Engineering controls

↓

4. Administrative controls

↓

5. Personal protective equipment

Hazard / Risk Control Methods

1. ***Eliminate*** **-** get rid of the hazard / risk - This is the most effective measure and could include:

- Choosing a different process
- Modifying an existing process
- Substitution with a less hazardous substance or product
- Better technology
- Improve environment
- Modify or change equipment
- Machine guards

2. ***Minimise*** *- the risk of harm arising from exposure to a hazard*

- Changing the way tasks are carried out
- Installing systems / devices for locking out of energy sources
- Reduce exposure to hazards
- Modifying machinery to reduce personal contact
- (no go areas / safe areas
- Improving the work environment
- Using alternative raw materials

- Training
- Provision of PPE
- Environmental and personal monitoring to determine harm from contact with hazardous substances

Managing the Risk Example

Control Strategy	***Description***	***Example***
Elimination	Completely Remove Hazard	Removal of hazardous substance
Substitution	Replace the components of the environment causing elevated risk with lower risk components	Update equipment to provide safer equipment
Engineering	Modify the working environment to reduce the risk	Raise the height of a monitor to improve working posture at a workstation
Administration	Policies, procedures and training programs	Provision of training programs Safe Work Method Statements - SOP's
Personal protective Equipment (PPE)	Provide appropriate PPE to minimize the risk	Correct footwear, Hearing protection, safety vests, safety glasses

- **Monitor Control Measures** - Once control methods are in place they must be monitored for effectiveness. ***Then Ask:***
  - Have controls worked?
  - Do we need further controls?
  - *Have the controls put in place created or introduced new hazards?*

This Hazard risk policy requires that Conference hazard check lists and forms are to be used and information from these hazards checklists and forms is entered in the appropriate Significant Register

For Further information on Hazard / Risk management refer to the Conference H&S Management System

Appendices 1

Type A Basic Risk Assessment Matrix
Risk level = (hazard severity) x (likelihood of occurrence)

Hazard Severity	Likelihood of Occurrence
1. First aid only	5 Certain
2. Time off work injury	4 Near certain
3. Disabling injury	3 Very likely
4. Permanent Disabling injury	2 Possible
5. Fatal injury	1 Seldom

Type A Basic Risk Assessment Matrix

Risk level = (hazard severity) x (likelihood of occurrence)

Hazard Severity (Consequence)		5	4	3	2	1
Frequency (occurrence)	5					
	4					
	3					
	2					
	1					

Type B Risk Score - Likelihood x Exposure x Consequences

Likelihood*	Value
Might well be expected	10
Quite possible	8
Unusual but possible	5
Only remotely possible	4
conceivable but very unlikely	3
Practically impossible	2
Virtually impossible	1
*** The probability of a loss when the hazardous event does occur**	

Exposure*	Value
Continuous	10
Frequent	7
Occasional	4
Unusual	3
Rare	2
Very rare	1
No exposure	0
***how frequently the hazardous event occurs**	

Consequences*	Value
Disaster	40
Very serious	15
Serious	7
Important	3
***type / level of outcome**	

Type B ***Risk - This risk score gives an indication of priority actions***

Likelihood ***X*** ***Exposure*** ***X*** ***Consequence***			***Risk***	***Priority***

Priority

If the risk score is: 199+ = A

67 - 198 = B

p0 - 66 = C