

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 1 – Risk Analysis

1. PURPOSE

This procedure defines requirements for ongoing systematic identification, assessment and management of OHS&R risks associated with the company's activities, products and services.

The procedure describes processes for:

- 1) Identification of potential hazardous events.
- 2) Assessment of the level of risk from hazardous events.
- 3) Identification of control measures to reduce the risk.
- 4) Review of hazards, risks and control measures: prior to the introduction of changes;

2. MANDATORY REQUIREMENTS

1. The OHS&R hazards associated with each of the company's activities, products and services (QSCU OHS&R procedures) shall be systematically identified and assessed.
2. The level of risk shall be assessed for each OHS&R hazard, based on its frequency, likelihood and potential consequences. The significant potential hazardous events for each Branch / Site shall be identified for specific emphasis during development and review of the Company policies, procedures and objectives.
3. The measures in place and/or proposed to control the risk from each potential hazardous event shall be recorded.

Risk control measures shall be adopted in the following order of preference:

- 1) Elimination of the hazard.
- 2) Substitution of the hazard with less hazardous equipment, materials and/or processes.
- 3) Isolation of the hazard by separating the employee from the hazard (eg non public area access)
- 4) Reduction of the risk through engineering controls (eg guarding).
- 5) Reduction of the risk through administrative controls (eg safe work procedures, signs etc).
- 6) Reduction of the risk through personal protective equipment.
- 7) Reduction of the risk through behavioural controls (ie reliance on awareness of hazards and personal judgement regarding actions to reduce the associated risks).

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4. OHS&R risk assessments shall be led by suitably experienced and knowledgeable people who have been trained in the applicable risk assessment techniques and, where practicable, shall be conducted in consultation with OHS&R representatives from the relevant workgroups (ie, OHS&R Focus Group).
5. Relevant information regarding the OHS&R hazards associated with the company's operations, products and services and the corresponding risk control measures shall be communicated to all employees and contractors.
6. The OHS&R hazards identified for each Branch / Site and the company's products and services, their associated levels of risk and the effectiveness of the corresponding risk control measures shall be re-assessed when new information regarding OHS&R hazards and risks becomes available
7. OHS&R training records shall be retained indefinitely.
8. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

4. RESPONSIBILITIES

Responsible Manager

Ensure compliance with this procedure

5. REFERENCE DOCUMENTATION

A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION

6. FORMS

- A. RISK IDENTIFICATION
- B. HAZARD REGISTER