

Policy

Work Health and Safety Policy and Procedure

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PART A: WORK HEALTH AND SAFETY POLICY

1 Purpose

The purpose of ASQA's Work Health and Safety Policy and Procedure is to establish and maintain an effective health and safety management system.

The Australian Skills Quality Authority (ASQA) is committed to implementing a structured approach to workplace health and safety to achieve a consistently high standard of safety performance.

This will assist ASQA meet its obligations in accordance with the Work Health and Safety Act (Cth) 2011 (WHS Act).

This policy applies to all ASQA workers and to other people at risk from the work carried out at ASQA workplaces. Failure to comply with the requirements of the plan may lead to disciplinary action.

2 Work Health and Safety Policy

The following Statement of Commitment and the Implementation of Policy Commitment provide the overarching direction for ASQA in pursuit of workplace health and safety outcomes. These commitments are as follows:

Statement of Commitment

ASQA is committed to providing a workplace that enables all work activities to be carried out safely. We will take all reasonably practicable measures to eliminate or minimise risks to the health, safety and welfare of workers, contractors, visitors, and anyone else who may be affected by our operations.

We are committed to complying with the *Work Health and Safety Act 2011* (the Act). We will also comply with any other relevant legislation, applicable Codes of Practice and Australian Standards as far as possible.

ASQA's WHS Policies and Procedures set out the safety arrangements and principles which are to be observed by ASQA and its workers to ensure compliance with the WHS Act and to provide appropriate mechanisms for continuing consultation and management of WHS matters.

Implementation of Policy Commitment

ASQA is committed to ensuring, so far as is reasonably practicable, the health and safety of its workers (employees, contractors, labour hire workers, outworkers, apprentices, students or volunteers) while they are at work, and that the health and safety of other persons (e.g. visitors) is not put at risk from our operations. This will be achieved by:

- Providing and maintaining a healthy and safe work environment through the implementation of safe work practices, safe systems of work and the provision of safe work equipment
- Ensuring that workplaces under the control of ASQA are safe, without risk to health, and have safe means of access and egress
- Routinely consulting in order to maintain effective and co-operative relationships between ASQA and its workers, and with other duty holders, on health and safety matters in the workplace
- Reviewing, via appropriate mechanisms, the effectiveness of the safety measures taken.

ASQA's commitment to providing safe and healthy working environments for ASQA workers includes:

- Providing relevant, up-to-date WHS information to all workers on matters such as workplace safety and their responsibilities
- Providing expert assistance in WHS matters where necessary
- Providing instruction and/or training in work processes where appropriate
- Developing and implementing strategies which include workplace assessment, hazard identification, and appropriate remedial action to eliminate or control hazards
- Implementing and maintaining appropriate information and reporting methods.

3 Legislative Basis

- [Work Health and Safety Act \(Cth\) 2011](#)
- [Work Health and Safety Regulations \(Cth\) 2011](#)
- [Approved Work Health and Safety Codes of Practice.](#)

4 Definitions

Terminology/Acronym	Definition
Person Conducting a Business or Undertaking (PCBU)	ASQA as a PCBU has the primary duty of care to ensure: The health and safety of its workers while they are at work The health and safety of other persons is not put at risk from work carried out as part of the conduct of the PCBU.
Officer	The Senior Management Group for ASQA will usually be Officers under the WHS Act. A person is an Officer under the WHS Act only if they “make, or participate in making, decisions that affect the whole, or a substantial part, of the business of the corporation; or who has the capacity to affect significantly the corporation’s financial standing”. Whether a person is an Officer or not under the WHS Act will depend on the facts of the particular situation. It is an Officer’s duty to exercise due diligence to ensure that the PCBU complies with its health and safety obligations under the WHS Act.
Worker	Previously known as ‘employee’. The term worker includes employees, contractors and sub-contractors and their employees, labour hire employees, outworkers, apprentices and trainees, work experience

Terminology/Acronym	Definition
	students and volunteers.
Health and Safety Representative (HSR)	A worker elected by members of their work group to represent them in health and safety matters.
Other persons	Includes any visitors

5 Responsibilities

5.1 ASQA

As the duty holder, ASQA as the PCBU must:

- Ensure the health and safety of its workers and others in our workplace
- Ensure the health and safety of other persons is not put at risk from work carried out as part of its operations
- Provide and maintain a work environment that is without risks to health and safety
- Provide and maintain safe plant and structures
- Provide and maintain safe systems of work
- Ensure the safe use, handling and storage of plant, structures and substances
- Provide adequate facilities for the welfare of workers
- Provide information, training, instruction and supervision
- Monitor the health of workers and the conditions of our workplaces.

Specific duties as a PCBU also include:

- Record and notify Comcare of any notifiable incidents arising out of the conduct of the business or undertaking
- Consult so far as reasonably practicable with other PCBUs or persons who have a duty in regard to a work health and safety matter
- Consult so far as reasonably practicable with workers, their representatives and Health and Safety Representatives on work health and safety matters.

5.2 Chief Commissioner and the Senior Management Group

The Chief Commissioner and other members of the Senior Management Group, as officers, are responsible for ensuring that ASQA complies with any duty or obligation under the WHS Act. This is achieved by these officers exercising due diligence and they must:

- Acquire and keep an up to date knowledge of work health and safety matters
- Gain an understanding of ASQA's operations and the hazards and risks involved

- Ensure that information regarding incidents, hazards and risks is received, considered and responded to in a timely way
- Ensure that ASQA has, and implements, processes for complying with its WHS duties and obligations
- Verify the provision and use of the resources listed above.

5.3 Managers

ASQA managers are responsible for providing a workplace that is, as far as reasonably practicable, a safe and healthy workplace for workers and visitors, particularly in the areas of their control. This includes:

- Modelling health and safety leadership
- Demonstrating a commitment to good health and safety performance which may include; talking about safety at regular meetings; ensuring safe work procedures are followed; encouraging workers to report all incidents, hazards and safety concerns promptly and assessing task risk and not allowing an activity to continue until it can be controlled adequately
- Fostering a strong work health and safety culture where worker input is valued
- Promoting and implementing ASQA's WHS Policy and Procedure
- Actively supporting the identification and management of hazards and risks
- Proactively managing other duty holders (ie contractors), when required.

5.4 Workers

ASQA Workers must take reasonable care for their own health and safety while they are at work, and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. They must comply, so far as they are reasonably able, with any reasonable instruction given by their manager. They must also co-operate with any reasonable ASQA policy or procedure which relates to workplace health and safety. On a day to day basis this includes:

- Taking reasonable care to work in a safe manner to the extent of their control over working conditions and methods
- Making proper use of all appropriate safeguards, safety devices and personal protective equipment
- Following safe working practices and rules
- Reporting all known hazards, accidents and incidents as soon as possible.

It is acknowledged that, in accordance with the WHS Act, a worker may cease, or refuse to carry out work if they have a reasonable concern the work would expose them to a serious risk to their health or safety. The WHS Act requires workers who cease work to notify the relevant manager as soon as practicable after doing so. Whilst workers are required to remain available to carry out 'suitable alternative work' they are not required to remain at any place that poses a serious risk to their health or safety. If unable to return to work, workers and their managers are required to speak with People and Culture for guidance on relevant leave provisions.

5.5 Contractors

Contractors, sub-contractors and self-employed persons are defined as “workers” under the WHS Act if they carry out work in any capacity for ASQA. They are required to:

- Comply with the requirements of the WHS legislation
- Have in place any work health and safety policies and programs required under State or Territory safety legislation
- Consult with ASQA about safety matters and comply with ASQA policies.

If any ASQA employee believes that a contractor may be engaging in an unsafe work practice, they are required to report this issue to their manager.

5.6 Visitors

Visitors to ASQA also have responsibilities to abide by our workplace safety rules and procedures. These responsibilities include:

- Taking reasonable care for their own health and safety and for the health and safety of other persons
- Complying with, so far as they are reasonably able, all reasonable safety directions provided by ASQA staff
- Reporting all safety related incidents to ASQA staff
- Ensuring the adequate supervision of any accompanying children
- Not entering any restricted area without authorisation or escort
- Not bringing or consuming alcohol or illegal drugs at ASQA workplaces
- Not wilfully or recklessly interfering with ASQA property.

6 Consultation and Communication Arrangements

6.1 Communication

Open communication between workers and managers is important in ensuring a safe workplace.

Therefore, workers are encouraged to:

- Raise WHS concerns and questions
- Make recommendations and provide feedback on WHS matters
- Become involved in evaluation of safety issues
- Participate in WHS related problem solving processes.

It is important that workers help shape decisions about WHS particularly when:

- Identifying hazards and assessing risks

- Making decisions about ways to eliminate or minimise those hazards or risks
- Proposing business changes that may affect the health and safety of workers
- Purchasing of new equipment or substances
- Developing or changing job tasks or safety procedures.

All workers belong to a work group and are encouraged to raise any work health and safety concerns they may have with their manager and/or Health and Safety Representative. Issues may be raised formally or informally. If the issue identified remains unresolved, it can be raised directly with the People and Culture team.

6.2 Health and Safety Representatives (HSR)

HSRs are elected by members of a work group in order to represent the interests of that work group in matters relating to work health and safety. HSRs must undertake approved training to exercise their powers and may:

- Direct workers in their work group to cease work if they have a reasonable concern that doing the work would expose them to a serious risk to their health and safety from immediate or imminent exposure to a hazard
- Consult with workers on a regular basis
- Participate in workplace inspections
- Participate in workplace accident and incident investigations
- Participate in discussions on matters that may affect the health and safety of workers
- Provide advice to managers on the welfare of workers in their work group.

HSRs cannot exercise their powers under the WHS Act unless they have received the approved training. HSRs are not liable for acts or omissions that are undertaken in good faith. HSRs may not access personal or medical information about a worker without their express consent or unless the information is non-identifying and general in nature.

6.3 Health and Safety Committee

ASQA's Health and Safety Committee provides the forum for the constructive discussion of measures to ensure health and safety in the workplace. At ASQA, the Health and Safety Committee meets quarterly to:

- Facilitate co-operation between ASQA and workers in the initiation, development and implementation of WHS policies and procedures
- Assist in developing standards, rules and procedures relating to health and safety
- Consult with workers regarding their WHS concerns
- Consult with management regarding worker WHS concerns including change that may influence WHS more broadly
- Ensure and review the conduct of regular workplace inspections

- Review the quarterly Work Health and Safety Report.

Minutes of the latest Health and Safety Committee meeting are available for all ASQA workers to review on Reggie.

More detail on the functions of the Health and Safety Committee can be found in the ASQA Health and Safety Committee Terms of Reference.

7 Training

ASQA has identified WHS training needs based on an analysis of each role. The “WHS Training Register” specifies the training that will be offered based on each role.

All workers are provided with an Induction Handbook which includes WHS information.

Additionally, workers and their managers may identify other WHS training and address these needs via ASQA’s Performance Development Framework.

ASQA is committed to ensuring workers are adequately trained for safety sensitive tasks and training will be arranged as required.

8 WHS Risk Assessment

The purpose of any WHS risk assessment is to ensure that, for any identified hazards, appropriate control measures are implemented in order to protect workers, contractors and visitors from risks to their health, safety and welfare.

Control measures for WHS hazards should be implemented as required using the following hierarchy of control, in order of preference these measures relate to:

- Elimination (removal of the hazard)
- Substitution (substitute the hazard for something which is less hazardous eg. replace a hazardous chemical with one that is not hazardous)
- Isolation (isolate the hazard from people e.g. place a noisy piece of equipment in another location)
- Engineering (e.g. guarding on machinery)
- Administrative (e.g. provision of training, policies and procedures, signage)
- Personal protective equipment (e.g. use of hearing, eye protection, high visibility vests).

Outcomes of WHS risk assessments will be documented and the control measures reviewed at least annually or earlier should a task or activity be the subject of a WHS incident or change of process. Current WHS risk assessments will ensure that ASQA achieves the goal of eliminating or minimising the risk workers may be exposed to.

The list of ASQA policies and procedures in place to manage workplace risk include:

- [ASQA Risk Management and Policy Framework](#)
- [ASQA Bullying and Harassment Policy](#)

- [Early Intervention, Rehabilitation and Return to Work Policy](#)
- [Working in the Field Policy and Procedure](#)
- ASQA Unreasonable Client Behaviour Guide
- ASQA Guide for Responding to a People Threatening Suicide or Self Harm
- WHS Site Inspection Procedure.

9 Right of Entry

A WHS Permit entry holder must also hold a current Fair Work Act 2009 entry permit. Their WHS entry permit and photographic identification must be available at all times for inspection. Where there is a suspected workplace WHS contravention, a permit holder is not required to give prior notice. However, as soon as reasonably practicable they must give notice of their entry and the suspected contravention to ASQA or the person with management or control of the workplace.

The permit holder may, in relation to the suspected contravention, inspect any work system, substance or structure; consult with ASQA and its workers; be allowed to inspect and make copies of relevant documents (unless to do so would contravene a State or Commonwealth law) and warn any person of a serious risk to health and safety if immediate or imminent.

Otherwise a permit holder is required to give at least 24 hours of notice (and no more than 14 days) to ASQA before entering a workplace to consult on WHS matters or provide advice on those matters to relevant workers.

ASQA must not, without reasonable excuse, refuse or unduly delay a permit holder's entry into a workplace or obstruct them from exercising their rights under the WHS Act.

The permit holder must not intentionally and unreasonably delay, hinder or obstruct any work at a workplace or otherwise act in an improper manner.

10 WHS Issue Resolution

Wherever possible, WHS concerns should be resolved through consultation between workers, their representatives and/or their manager. If the concern cannot be resolved in this manner, it may be referred to People and Culture for resolution. Ultimately any WHS issue remaining unresolved may be referred to Senior Management Group. Where the issue remains unresolved the default procedure for issue resolution set out in the WHS Act 2011 must be followed.

If reasonable efforts have been made to resolve an issue and it remains unresolved, any party to the issue may ask Comcare to appoint an inspector to assist in resolving the matter.

11 Records

WHS Records are stored electronically in "Eddie", ASQA's Electronic Document and Records Management System (EDRMS) in accordance with ASQA's Records Management Policy and QMS 004 Records Management.

12 Review and document control

ASQA's Work Health and Safety Plan will be reviewed on an annual basis. It will also be reviewed following jurisdictional policy advice issued by Comcare and following any Work Health and Safety Incidents.

Most recent version	Operative date	Summary of changes from last version	Approved by
1.0	09/06/2016	Formal approval by CEO under QMS	Mr Chris Robinson
2.0 (Draft 4)	25/05/2016	Changes introduced following feedback from the Communications team	Alisa Walters
2.0 (Draft 3)	17/05/2016	Changes introduced in response to comments received from Staff Consultative Committee Representatives	Alisa Walters
2.0 (Draft 2)	31/03/2016	Changes introduced in response to comments received from the People and Culture Manager	Cathy Daly
2.0 (Draft 1)	16/02/2016	Preliminary draft of WHS Policy and Procedure	Alisa Walters
1.0		Original Policy Template	

PART B: WORK HEALTH AND SAFETY PROCEDURE

13 Emergency Procedure

Emergency Procedures have been developed for each ASQA office and this plan, together with a current list of ASQA Emergency Wardens, First Aid Officers and Health and Safety Representatives is displayed on "Reggie" and onsite.

14 Hazard/Incident Reporting Procedure

All workers, including contractors, are required to complete an *Accident and Incident Report Form* or *Hazard and Near-miss Report Form* if a hazard/injury/incident occurs as a result of work undertaken on behalf of ASQA, on ASQA premises or whilst on a work break or work travel.

14.1 What should be reported?

- All Injuries- events that cause an illness or injury requiring medical action
- All Incidents- events that cause a minor injury of a first aid nature
- All Near-Misses- events that do not cause injury but have the potential to do so
- All Hazards= anything which has the potential to cause ill health or injury.

14.2 Action to be taken

ASQA workers who experience a hazard/injury/incident are required to take the following action:

- Advise their manager of the incident, hazard or near-miss as soon as reasonably able
- Complete the [relevant form](#) and provide this to the People and Culture team; if necessary their manager may submit the relevant form on their behalf
- The People and Culture team will record all reports and will advise, assist and investigate using the Incident and Hazard Risk Assessment form where required
- The internal reporting of incidents, hazards and near-misses is separate from reporting notifiable incidents to Comcare.

The Accident and Incident Report form is attached at [Attachment 1](#). The Hazard and Near-miss form is attached at [Attachment 2](#). The Incident and Hazard Risk Assessment form is attached at [Attachment 3](#).

15 Reporting Notifiable Incidents Procedure

Notifiable incidents are incidents outlined in Section 35 of the WHS Act 2011 requiring notification to Comcare.

These incidents include:

- The death of a person
- A serious injury or illness of a person; serious injury or illness includes immediate treatment as an in-patient in a hospital, immediate treatment for certain serious injuries, or medical treatment within 48 hours of exposure to a substance
- A dangerous incident; A dangerous incident means any incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety caused by incidents such as uncontrolled escape, spillage or leakage of a substance, an uncontrolled implosion, explosion, fire or uncontrolled escape of gas or steam.

These incidents must be notified to a member of the People and Culture team **immediately** by an ASQA worker who experiences or witnesses the incident as soon as reasonably practicable. It is their manager's role to take reasonable measures to ensure the incident has been reported to People and Culture.

After receiving notification that such an incident has occurred, it is the People and Culture team's responsibility to determine whether the incident is "notifiable" and if so, report it to Comcare by the fastest possible means, either:

- By phone - call Comcare on 1300 366 979
- By fax or other electronic means- fax Comcare on 1300 305 916; email notify@comcare.gov.au.

NOTE: Comcare requires that immediate notification is followed within 48 hours in writing by completing a Notifiable Incident Report Form and forwarding it to Comcare, GPO Box 9905, Canberra ACT, 2601.

16 First Aid

ASQA's first aid provisions are guided by the *First Aid in the Workplace Code of Practice* and outlined in ASQA's [First Aid Policy and Procedures](#).

17 WHS Training and Induction

17.1 Training

ASQA is committed to providing appropriate training to ensure workers have the skills and knowledge necessary to fulfil their WHS obligations. WHS training is a fundamental requirement for ASQA to achieve a safe workplace.

ASQA's WHS training needs will be determined in consultation with managers and workers, as well as by review of the WHS Risk Register. WHS training will be registered on the WHS Training Register.

WHS training can be identified and requested by an individual employee or team. All training requests must be submitted to People and Culture via the Training Request Form.

Training may also be identified and delivered across the organisation by the People and Culture team. If WHS Training is arranged by People and Culture to be delivered onsite in ASQA offices, it will be announced on Reggie so that all employees have the opportunity to attend. Employees will be advised if training is mandatory or optional.

WHS training can be generally categorised into three types:

- Generic WHS Training – skills and knowledge which is commonly required, e.g induction training, WHS risk management training, ergonomics, evacuation procedures. Generic WHS Training will organised periodically by the People and Culture team
- Risk Specific WHS Training- training required for those persons conducting specific activities or those with a specific risk to health and safety, e.g first aid training, advanced driver training, fire warden training etc.
- Task Specific WHS Training- skills which are required depending on the specific hazards and risk, e.g. Conflict Resolution.

17.2 Training for Employees with Additional Responsibilities

There are specific training requirements for ASQA Employees with the following additional responsibilities:

- First Aid Officers
- Health and Safety Representatives
- Fire Wardens.

Employees will be advised of these training requirements by the People and Culture team.

This training will be reviewed periodically by the People and Culture team to ensure compliance.

17.3 Documentation for Training

A WHS Training Calendar and Schedule will be maintained by People and Culture as evidence of training delivery and assessment of competence.

WHS training will be registered on the WHS Training Register.

17.4 WHS Induction

All new managers and workers are required to be provided with WHS information regarding the workplace as part of their overall induction to ASQA. This is included in ASQA's Induction Handbook.

A thorough WHS induction process assists new workers to feel welcome, become integrated into the organisation and ensure that they are able to work safely. Managers are responsible for providing new workers adequate time to read their Induction Handbook so they are aware of the WHS systems, policies and procedures in place within ASQA.

People and Culture will ensure that the Induction Handbook is provided to each new worker on commencement.

17.5 WHS Induction for Contractors/Visitors

All contractors/visitors must sign in and should be provided with a copy of the ASQA Safety Briefing Handout to read. This document is attached at [Attachment 4](#).

18 WHS Risk Management and the Risk Register

18.1 Risk Management

WHS risk management is a systematic process of hazard identification, risk assessment, and risk control with the aim of providing healthy and safe conditions for managers, workers, visitors and contractors at ASQA.

As required by the WHS Act, ASQA has adopted a risk management approach to underpin its WHS Management System. This approach involves all managers and workers in identifying hazards, assessing and prioritising risks, implementing control measures and reviewing how effective the control measures are.

All workers are responsible for assisting in managing the particular risks associated with their specific work environment. Risk management strategies used by ASQA include:

- Bi-annual WHS Site inspections of all ASQA office environments
- A comprehensive WHS risk register detailing all WHS risks associated with the operation and activities of ASQA
- Documented WHS policies and procedures
- Risk assessments of newly purchased equipment
- Risk assessments for any change to the work processes
- Hazard, Near-miss and Incident reporting procedures
- Incident investigations.

18.2 Risk Management Definitions

Terminology	Definition
WHS Hazard	Anything which has the potential to cause injury or illness
WHS Risk	A WHS Risk is the chance of someone becoming injured or ill as a result of a workplace hazard. This significance of the risk is determined by considering the likelihood of it happening and the consequences if it does happen.
WHS Risk Control	WHS Risk Control: WHS risk control is action taken to eliminate or reduce the likelihood that exposure to a hazard will result in injury or illness to people or damage to

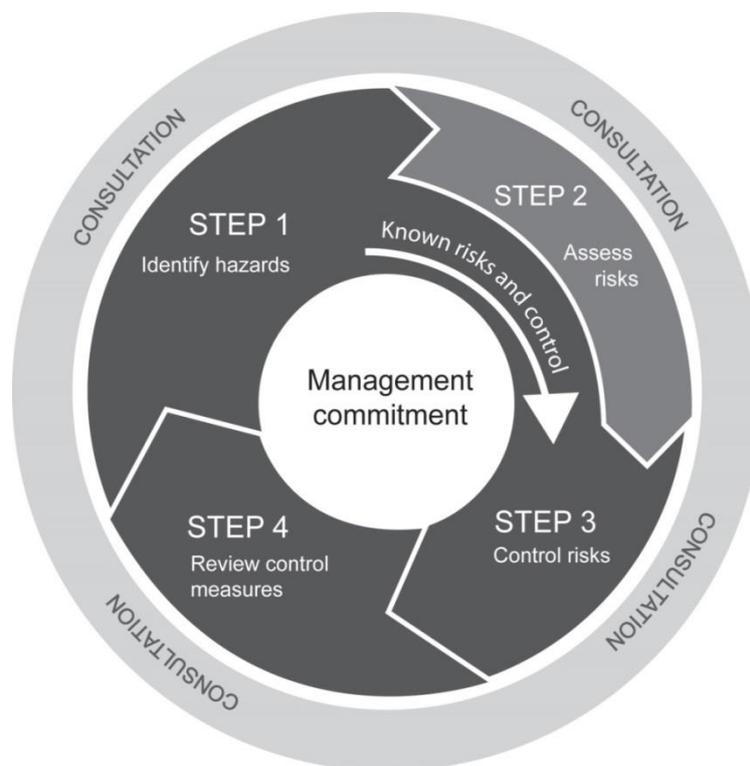
Terminology	Definition
	property and the environment.

18.3 The Risk Management Process

WHS risk management should be undertaken for all activities where there is potential for harm including:

- Before activities commence
- Before the introduction of new equipment, procedures or processes
- When equipment, procedures or processes are modified.

Figure 1 Safe Work Australia Risk Management Process



18.3.1 Step 1: Identify the Hazard

A hazard is a source or potential source of injury, ill health or disease. Hazard identification is the process of identifying all situations and events that could cause injury or illness by examining a work area/task for the purpose of identifying all threats which are 'inherent in the job'. Tasks can include, but may not be limited to using tools, hazardous chemicals, dealing with people, lifting/moving items and mustering.

18.3.2 Step 2: Assess the Risk

ASQA's WHS Risk Register assigns risk ratings to a range of identified safety hazards and is useful in quickly determining risk.

Where a new hazard is identified by an ASQA Worker, immediate steps should be taken to notify those at risk of harm and this will be dependent on the nature of the hazard.

Activities that are given a severe or major risk rating require immediate safety measures to be applied and work activity should be ceased or only proceed with extreme caution.

The People and Culture Advisor, in consultation with relevant stakeholders, will then investigate and assess the risk via the Risk Assessment Matrix at [Attachment 5](#). This then allow ASQA to determine an overall risk rating.

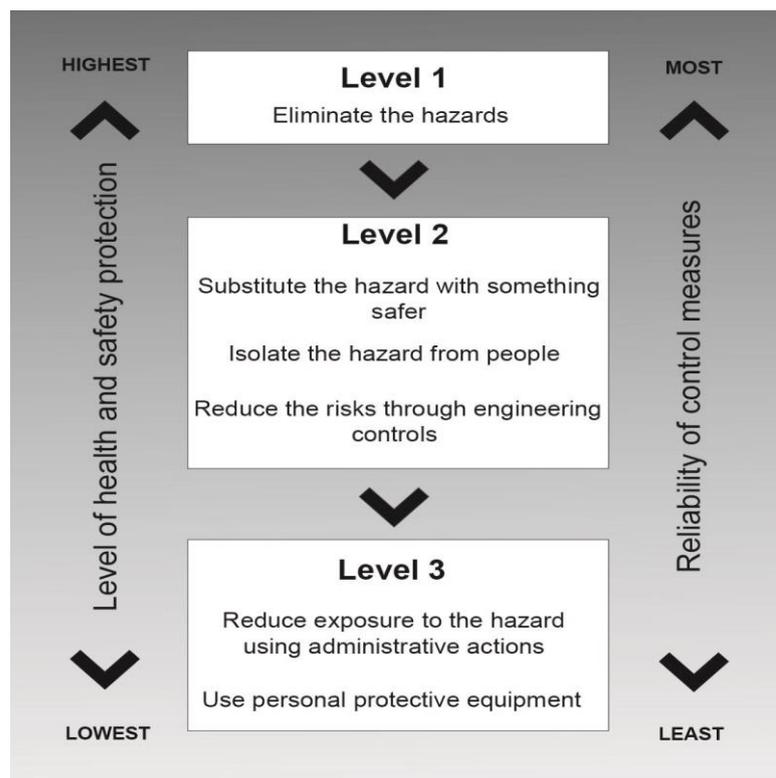
Assessment involves looking at the *likelihood* of the hazard to cause harm, and the potential *impact* of that harm to come up with an overall risk rating of minimal, minor, moderate, major or severe as outlined in [ASQA's Risk Management Policy and Framework](#).

18.3.3 Step 3: Control the Hazards

The most important step in managing risks involves eliminating the risk so far as is reasonably practicable, or if that is not possible, minimising the risks so far as is reasonably practicable to prevent death and serious injury, in line with the Hierarchy of Risk Control (Figure 2).

The aim in this step is to implement the most reliable controls to create a safe workplace rather than simply relying on people to behave safely, follow processes or use protective equipment. In many cases, a combination of several control strategies may be the best solution.

Figure 2 Safe Work Australia Hierarchy of Risk Control



18.3.4 Step 4: Review the Process

ASQA will continuously review its WHS risk management strategies to monitor and improve control measures and find safer ways of doing things. HSRs will be consulted accordingly.

18.3.5 Documentation for Risk Assessment

The documentation required for a WHS Risk Assessment will depend on the operation or activity being assessed. The appropriate WHS Risk Assessment Form must be used when undertaking a risk assessment of the various work activities of ASQA. The Incident and Hazard Risk Assessment Form is at [Attachment 3](#) and will be used by the People and Culture team to assess WHS risk.

For work activities undertaken at non-ASQA worksites the procedures for identifying associated WHS risks are outlined in [ASQA's Working in the Field Policy and Procedure](#).

18.4 The WHS Risk Register

The risk assessment data collected from identifying, assessing and controlling risks is documented on a centralised WHS Risk Register for ASQA. The WHS Risk Register holds a list of ASQA's key risks that need to be monitored and managed. The risk register is managed by People and Culture and updated when WHS risks are identified. All workers are required to report hazards in line with the Hazards and Incident Reporting Procedure so that the risk register can be amended accordingly.

People and Culture are responsible for overseeing the Risk Register, and for ensuring that effective control measures are implemented and that risks are monitored and reviewed on a regular basis.

19 Workplace Site Inspections

ASQA is required by WHS legislation to be proactive in identifying hazards in the workplace which may affect the health and safety of its workers and eliminating or minimising the risks arising from those hazards. ASQA's Workplace Site Inspection is designed to identify such risks.

HSRs will be invited to conduct the Workplace Site Inspection on a bi-annual basis and may do so of their own volition at any other times if required. Where a HSR advises they are unable to conduct the Workplace Site Inspection ASQA will make alternative arrangements to ensure the inspection occurs and that risks to health and safety are identified and controlled. The inspection should be undertaken following the principles of WHS Risk Management and by using the attached Workplace Inspection Checklist [Attachment 6](#).

People and Culture, in consultation with the relevant stakeholders, will take appropriate remedial action for any hazards noted during these inspections and advise, assist and investigate risk accordingly.

20 Purchasing

Prior to purchasing any goods or services for the workplace, they should be assessed to determine if there are any associated health and safety hazards. This includes the purchase of equipment such as IT infrastructure, furniture and fittings, office equipment, electrical goods, as well as contracted services such as maintenance.

21 Attachments

- [Attachment 1: Accident and Incident Report Form](#)
- [Attachment 2: Hazard and Near-miss Report Form](#)
- [Attachment 3: Incident and Hazard Risk Assessment Form](#)

- Attachment 4: ASQA Safety Briefing Handout
- Attachment 5: Risk Assessment Matrix
- Attachment 6: Workplace Inspection Checklist.