

# Hazard Identification, Risk Assessment and Control Procedure

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## Purpose

This procedure describes the measures to be implemented within Schools/Directorates/Colleges/Centres for the identification of hazards, and for the assessment and control of health and safety risks. It outlines methods for these hazards management activities and sets minimum performance standards for Schools/ Directorates/ Colleges/Centres.

## Scope

This procedure applies to:

- any person planning workplace changes that may affect the health or safety of any member of the University community; and
- any person planning, supervising or managing existing University activities, work practices, equipment, items of plant, materials, chemicals, facilities, premises, buildings, areas, etc.

## Legislative Context

- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- Dangerous Goods Act 1985 (Vic)
- Dangerous Goods (Storage and Handling) Regulations 2012 (Vic)
- Dangerous Goods (Transport by Road or Rail) Regulations 2018 (Vic)
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)

## Definitions

A complete list of definitions relevant to this procedure is contained within the Health and Safety Policy.

A further list of definitions **specifically** relevant to this procedure is included below:

Term	Definition
Chemical	<p>Any chemical in any physical form (liquid, solid, powder, gas, mixtures, etc.) other than cooking ingredients used in food preparation, first-aid products and pharmaceuticals used under qualified supervision.</p> <p>It includes compressed gases, solvents, radioactive chemicals, pesticides, laboratory chemicals, and cleaning chemicals.</p>
Electrical equipment	<p>Low voltage single-phase and polyphase electrical equipment, connected to the electrical supply by a flexible cord or connecting device. Typical examples include extension cords and power boards, portable electrical tools, office equipment, electrical kitchen appliances, battery chargers, etc. Refer to AS 3760 for more complete information.</p>
Equipment	<p>All portable tools, appliances and implements other than plant that use at least one source of energy other than human force. This includes household and office electrical/gas appliances, laboratory instruments, portable powered tools, welding gear, passenger vehicles, etc.</p>
New	<p>Used to describe plant or chemicals that have not been previously introduced within the University under the proposed conditions. It covers plant and chemicals that have never been introduced on site or have been introduced, but for different purposes, in different quantities, in different areas, etc.</p>
Plant	<p>All machinery, fixed appliances and services. This includes workshop machinery, farming machinery, processing machinery, conveyors, pumps, engines and motors, industrial vehicles, cranes, hoists, lifts and forklifts, presses, fixed pipe work, electrical installations and cabling, etc.</p> <p>It does not include road-registered vehicles, household consumer goods (e.g. kitchen refrigerators or microwave ovens), common hand-held tools (drills, sanders, angle grinders, etc.), portable items (mobile phones, hand-held instruments, etc.), and general office furniture and equipment (e.g.</p>

	desktop computers, printers), except where these items contain or generate a chemical.
Risk assessment	The process of evaluating the likelihood and severity of harm arising from a hazard.
Risk control	The process of implementing measures to reduce, as far as reasonably practicable, the risk associated with a hazard. The control process must follow the risk control hierarchy, in order, as prescribed in health and safety legislation. It is important that control measures do not introduce new hazards, and that the ongoing effectiveness of the controls is monitored.
Risk control hierarchy	<p>Ranks risk control measures in decreasing order of effectiveness:</p> <ul style="list-style-type: none"> <li>• elimination of hazard;</li> <li>• substitution of hazardous processes or materials with safer ones;</li> <li>• engineering controls;</li> <li>• administrative controls; and</li> <li>• personal protective equipment.</li> </ul> <p>The risk control measures implemented for the hazards identified should always aim to be as high on the list as practicable.</p>

## Actions

### 1. Managing the risks of new plant and chemicals

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Planning to introduce a new item of plant or new chemical on University premises	Relevant Supervisor/Manager	<ol style="list-style-type: none"> <li>1. Prior to the introduction of any new plant or chemical within the School/Directorate/ College/Centre: <ul style="list-style-type: none"> <li>• comply with the requirements of the Employee Consultation and Issue Resolution Procedure;</li> <li>• complete a NewPlant or Chemical Checklist; and</li> <li>• perform a HIRAC review in accordance with the HIRAC Guideline and document the results on a HIRAC Report .</li> </ul> </li> </ol>
B.	Putting a new item of plant or new chemical into service	Relevant Supervisor/Manager	<ol style="list-style-type: none"> <li>1. Upon receiving the new item of plant or new chemical on University premises but prior to putting it into service, review the item of plant or chemical and all aspects of its</li> </ol>

			<p>planned storage, use, disposal etc. against the reviews conducted in 1.A. above.</p> <p>2. Take any additional measure that may be necessary to ensure that all aspects of the storage, use, disposal etc. of the item/chemical is as safe as reasonably practicable.</p> <p>3. Enter the required details in your School/Directorate/ College/Centre's Chemicals Register.</p>
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## 2. Managing the risks associated with workplace changes other than the introduction of new plant and chemicals

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Planning a workplace change	Relevant Supervisor/Manager	<p>Prior to any workplace change other than the introduction of a new item of plant or new chemical:</p> <ul style="list-style-type: none"> <li>determine in consultation with relevant employees whether the change may reasonably be expected to affect the health or safety of any person; and</li> <li>if a potential health or safety impact is identified: <ul style="list-style-type: none"> <li>perform a HIRAC review<sup>(see note 1)</sup> in accordance with the HIRAC Guideline or any of the various guidelines provided to assist reviewers (e.g. for manual handling tasks, for children in University activities/locations, and for workplace bullying - see "Associated Documents" below), and document the results on a HIRAC Report form; and</li> <li>refer to the Employee Consultation and Issue Resolution Procedure for requirements applicable to workplace changes.</li> </ul> </li> </ul>

			<b>Note 1:</b> For some trade activities, a Safe Work Method Statement (SWMS) can be conducted instead of a HIRAC review.
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## 3. Managing the risks associated with electrical equipment

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Putting new electrical equipment into service	The person responsible for a new item of electrical equipment	<ol style="list-style-type: none"> <li>1. Upon receiving the new item of electrical equipment on University premises but prior to putting it into service<sup>(see Note 2)</sup>:</li> <li>2. <ul style="list-style-type: none"> <li>• examine the new item of electrical equipment and all accessories for obvious damage;</li> <li>• if no damage can be detected<sup>(see Note 3)</sup> and if the supplier has not already done so, attach a “New to Service” tag to the electrical supply cord next to the plug (tags are available from the Health, Safety and Wellbeing Department);</li> <li>• write on the tag: <ul style="list-style-type: none"> <li>• their name</li> <li>• the date of entry into service</li> <li>• the date when the next test is due (one year after the date of entry into service); and</li> <li>• record the item in the Register for Testing and Tagging of Portable Electrical Equipment for their School/Directorate/ College/Centre.</li> </ul> </li> </ul> </li> </ol> <p><b>Note 2:</b> While testing must be done by qualified personnel, any responsible person can attach a “New to Service” tag following the four-step process described above.</p> <p><b>Note 3:</b> If any damage is found, the item of electrical equipment must not be put into service until</p>

			replaced by the supplier or repaired by a competent person.
B.	Managing the risks of in-service electrical equipment	Deans/Directors	<ol style="list-style-type: none"> <li>For electrical equipment already in service, ensure that:</li> <li> <ul style="list-style-type: none"> <li>a Register for Testing and Tagging of Portable Electrical Equipment within the School/Directorate/ College/Centre has been developed and is being maintained;</li> <li>either a local staff member has been trained to conduct the inspection and testing program or a competent person has been engaged to perform the tests; and</li> <li>a program of in-service inspection, testing and tagging of electrical equipment has been implemented in compliance with AS/NZS 3760.</li> </ul> </li> <li>The Health, Safety and Wellbeing Department can loan an approved testing device to trained staff members. Test tags are also available from the Health, Safety and Wellbeing Department.</li> <li>Facilities Services can assist Schools/Directorates/ Colleges/Centres that have elected to sub-contract their testing program to identify competent service providers.</li> </ol>
C.	Managing the risks of working on electrical equipment	Any person planning to perform work on electrical equipment	<ol style="list-style-type: none"> <li>Perform a HIRAC review<sup>(see note 1 in 2.A.1. above)</sup> in accordance with the HIRAC Guideline.</li> <li>Comply with applicable provisions of the Lock Out/Tag Out of Plant and Equipment Procedure.</li> </ol>

## 4. Managing the risks associated with existing University activities, equipment, items of plant, chemicals, etc.

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Existing University activities, work practices, equipment, items of plant, materials, chemicals, facilities, premises, buildings, areas, etc.	Deans/Directors and other Supervisors/Managers	<ol style="list-style-type: none"> <li>For existing University activities, equipment, items of plant, chemicals, etc. over which they have control, ensure that:</li> <li> <ul style="list-style-type: none"> <li>an annual schedule of HIRAC reviews and/or workplace inspections is developed in consultation with the local Health and Safety Representative(s) as part of the Annual OHS Plan;</li> <li>the HIRAC reviews/ workplace inspections are conducted in consultation with the relevant Health and Safety Representative(s) according to the schedule, using the HIRAC Report or Workplace Inspection Report to document findings (see "Associated Documents" below);</li> <li>risk control measures are implemented; and</li> <li>the Health and Safety Implementation Teams within Schools/Directorates/ Colleges/Centres are involved in the actions outlined immediately above.</li> </ul> </li> </ol>
		Each School/College/Directorate/ Centre	<ol style="list-style-type: none"> <li>Submit the following documents to the relevant Deputy Vice-Chancellor/Chief Operating Officer and the Head - Health, Safety and Wellbeing:</li> <li> <ul style="list-style-type: none"> <li>before the end of each calendar year, a copy of the annual schedule of HIRAC reviews/workplace inspections for the following year (usually included in the School/Directorate/Centre Annual OHS Plan); and</li> <li>quarterly summary reports that include details of the HIRAC reviews/workplace</li> </ul> </li> </ol>

			<p>inspections conducted and the risk control measures adopted/implemented. (Refer to the Quarterly Summary Health and Safety Report in Associated Documents below.)</p> <p>3. Keep a central register of completed HIRAC Reports/ Workplace Inspection Reports with details of the risk control measures implemented as a result. Registers must be available for auditing by the Health, Safety and Wellbeing Department; a WorkSafe inspector; or another auditor.</p>
B.	Performing any work on existing plant and equipment	Any person planning to perform the work	<p>1. Perform a HIRAC review<sup>(see note 1 in 2.A. above)</sup> in accordance with the HIRAC Guideline.</p> <p>2. Comply with applicable provisions of the Lock Out/Tag Out of Plant and Equipment Procedure.</p>

## Supporting Documents

- [Operations Governance Policy](#)
- [Health and Safety Management Procedure](#)
- [Lock Out Tag Out of Plant Procedure](#)
- [Driving Guideline](#)
- [Heat at Work Guideline](#)
- [HIRAC Guideline](#)
- [Noise Exposure Guideline](#)
- [Office-based Workstations Guideline](#)
- [AS 3760: In-service safety inspection and testing of electrical equipment](#)
- [Annual OHS Plan template](#)
- [Chemicals Register](#)

### Forms.

- [HIRAC Child Safety](#) (PDF 230.5kb)
- [HIRAC for Children in University Locations/Activities](#) (PDF 221.0kb)
- [HIRAC for Manual Handling Tasks](#) (PDF 259.1kb)
- [HIRAC for Prevention of Workplace Bullying](#) (PDF 210.9kb)
- [HIRAC Report](#) (DOCX 154.0kb)
- [New Plant or Chemical Checklist](#) (PDF 242.0kb)
- [Office Inspection Report](#) (DOCX 155.6kb)



- [Quarterly Summary Health and Safety Report](#) (DOCX 159.1kb)
- [Register for Testing and Tagging of Portable Electrical Equipment](#) (XLSX 28.0kb)

## Responsibility

- The Health and Safety Policy Committee is responsible for monitoring the implementation, outcomes and scheduled review of this procedure
- The Head – Health, Safety and Wellbeing is responsible for maintaining the content of this procedure as delegated by the Health and Safety Policy Committee

## Promulgation

The Hazard Identification, Risk Assessment and Control (HIRAC) Procedure will be communicated throughout the University community in the form of:

- an Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website; and
- an email to Health and Safety Representatives and to the Chairs of Health and Safety Implementation Teams.

## Implementation

The [Hazard Identification, Risk Assessment and Control Procedure](#) will be implemented throughout the University community via:

- an Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website; and
- an email to Health and Safety Representatives and to the Chairs of Health and Safety Implementation Teams.

## Records Management

Document Title	Location	Responsible Officer	Minimum Retention Period
Completed Annual OHS Plan	School/Directorate/College/Centre	Dean/Director	Ten (10) years after plan superseded
HIRAC Report	School/Directorate/College/Centre	Dean/Director	Destroy seven (7) years after review was undertaken
New Plant or Chemical Checklist	School/Directorate/College/Centre	Dean/Director	One (1) year after use of item of plant or chemical ceases
Quarterly Summary Health and Safety Report	School/Directorate/College/Centre	Dean/Director	One (1) year after completion of administrative use
Chemicals Register	School/Directorate/College/Centre	Dean/Director	To be retained permanently
Register for Testing and Tagging of Portable Electrical Equipment	School/Directorate/College/Centre	Dean/Director	To be retained for two (2) years after testing and tagging completed

Workplace Inspection Report	School/Directorate/ College/Centre	Dean/Director	Destroy seven (7) years after inspection was undertaken
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