

Safety in the Workplace



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ARTSA Guide to Conducting a Hazard
and Risk Assessment



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Hazard and Risk Assessment

A process to help identify the
Safety Hazards
and give each a severity ranking
(Risk level)



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Hazard

A plausible adverse safety outcome due to activity
in the workplace

- Workshop Examples:
- Electric shocks
- Falls into pits and off vehicles
- Cuts from sharp tools
- Respiratory problems from gas exposure
- Trips



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Risk

A ranking of each identified *Hazard*

The ranking is important to give each *Hazard* a priority and an appropriate response



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Risk Assessment

Three questions are relevant:

Severity: What injury level might reasonably occur ?
10.....0

Frequency: Is the exposure continuous...infrequent ?
10.....0

Vulnerably: What is the likely effectiveness of the
existing
protections? 10.....0



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Risk Calculation & Classification











Multiply the three values and
classify according to the following table:

Risk score = Severity x Frequency x Vulnerability

(0 ... 1000)



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Score out of 1000	Risk Level	Action Indicated
		Immediate action needed to reduce the risk. Stop this activity.
501 – 1000	EXTREME	Elimination / Engineering / Administrative controls are needed. It is <u>unacceptable</u> to rely upon training education and PPE alone.
		Alert the workforce to the risk
		Urgent action needed to reduce the risk.
151 - 500	HIGH	Elimination / Engineering / Administrative controls are needed. It is unacceptable to rely upon training, education and PPE alone.
		Alert the workforce to the risk
		An action plan should be made to reduce the risk in the medium term.
51 - 150	MODERATE	Training, notices and education may be necessary.
		
		Tolerable level
21 - 51	LOW	Improvements should still be sought over time
		
		Desirable level.
0 - 20	VERY LOW	
		

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Rules

- Aim is to reduce all risks to Low (tolerable) or Very Low (desirable)
- Extreme or High risks need immediate / urgent attention
- Moderate risks need prompt attention
- Extreme or High risks cannot be dealt with by Training & Education alone.
- Set-up a *Safety Group* to periodically conduct a H & R assessment.
- Establish a *Close-Call* reporting procedure.
- Document the risk assessment and have the *Safety Group* repeat it periodically.



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In summary

- Safety in the workplace is not just the bosses responsibility
- Setting up a *Safety Group* gets the staff involved
- Close-call reporting and investigation provides the feedback
- Documenting the *Hazard & Risk* assessment provides a record of consideration and action and a starting point for the next one
- The worst situation is when an identified unacceptable *Risk* was not acted upon!



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