James Cook University WHS Risk Management Fundamentals Training

Slide 1 – JCU WHS Risk Management Fundamentals Training Online Video

Slide 2 – Welcome to this Course

Welcome to JCU WHS Risk management Fundamentals Online training video.

JCU's WHS Risk Management Fundamentals course covers specific Work Health and Safety requirements applicable to all JCU workers

It includes information from the WHS Act 2011 and How to manage work health and safety risk code of practice 2011

Expectations that the Council and University Executive have with respect to risk management, to ensure management can demonstrate that risks in all parts of the University are being identified and managed in a way that is appropriate for the business environment and objectives

It is a requirement that you complete this training within 3 months of commencement with JCU

This video takes approximately 30 minutes to complete

The HSE Unit is available to be contacted to assist with safety matters and the development of risk assessments using JCU Online Risk management System RiskWare.

RiskWare training is also available by contacting the JCU HSE Unit.

Slide 3 – Learning Objectives

To assist all staff and students to identify hazards in the workplace and assess risks to implement a safe and healthy environment at the workplace.

By the end of the video, participants would be expected to:

- Be aware of the legal requirements governing risk assessments
- State how risk assessments fits in with JCU HSMS
- Identify and apply the key stages of a risk assessment
- Appreciate risk assessment as a tool in the overall scope of risk management
- Be aware of WHS duties
- Be able to carry out a risk assessment in the workplace

This training describes the skills and knowledge required to contribute to the processes of identifying work health and safety (WHS) hazards, assessing WHS risks, and developing, implementing and evaluating risk controls according to legislative and JCU requirements.

It applies to individuals who contribute to WHS risk management processes in their work role in a range of industry and workplace contexts.

Slide 4 – Introduction

Health, Safety and Environment at James Cook University is governed by the Work Health and Safety Act of 2011 and the Work Health and Safety Regulation 2011 requires employers to provide for the health and safety of their workers.

At James Cook University all members of the University community are responsible for their own and others safety and must take reasonable care to ensure that their acts or omissions don't affect the health and safety of others.

The provision of risk management at James Cook University forms part of the University's Health, Safety and Environment Framework which provides a safe and healthy workplace for all staff, students, contractors and visitors.

Risk management is the systematic approach to identifying and analysing workplace hazards, assessing the risks associated with those hazards and identifying methods to control or reduce the risks.

Throughout this video How to manage work health and safety risk code of practice 2011 will be referenced.

Slide 5 – JCU Risk Management Policy

James Cook University recognises that risk management is an integral part of good governance and management practice and is committed to its application at all management levels within a university-wide framework.

The risk management policy outlines the expectations that the Council and University Executive have with respect to risk management, and to ensure management can demonstrate that risks in all parts of the University are being identified and managed in a way that is appropriate for the business environment and objectives.

 JCU's risk management framework provides the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.

The two key elements of JCU's framework are its Risk Management Policy, which establishes a mandate and commitment for managing risk, and the Risk Management Plan which details the procedures and processes by which risk management will be implemented within the organisation.

If you are not familiar with these documents they are available JCU Policy Library.

Managers and staff at all levels may be risk owners and are responsible for developing an understanding of the implementation of risk management principles and practices in their work areas.

Work Health and Safety Risk Management Procedure

In the context of this Procedure, risk management means the identification of work health and safety hazards, the assessment of risks posed by the hazards, the control of those risks either by eliminating the hazard entirely or by minimising the risk and the review of implemented control measures to maintain so far as is reasonably practicable, a work environment that is without risks to health and safety.

This training session will focus on Work Health and Safety Risk Management.

Slide 6 – Duty Obligations and Responsibilities

Under the JCU HSE WHS Risk Management procedure All staff, contractors, adjuncts and Others of JCU have a responsibility to take reasonable care for the health and safety of themselves and that their acts or omissions do not adversely affect the health and safety of other persons. This includes the implementation of risk control measures within their control to prevent injuries or illnesses.

The HSE-PRO-008 HSE Responsibilities Procedure outlines these responsibilities in detail.

James Cook University JCU as a person conducting a business or undertaking (PCBU), has a primary duty under the Act to ensure health and safety of Workers and Others. To fulfil this duty, JCU must eliminate risks to health and safety, so far as is reasonably practicable and, if it is not reasonably practicable to do so, to minimise those risks so far as is reasonably practicable. In addition, JCU has a duty under the Act to consult, so far as is reasonably practicable, with Workers who are, or are likely to be, directly affected by a workplace health and safety matter.

Holders of the following JCU positions are considered Officers: 1. Members of Council 2. University Executive, Directors and Deans.

An Officer of JCU has a duty under the Act to exercise due diligence to ensure JCU fulfils its health and safety obligations under the Act. To satisfy this duty, Officers must understand the health and safety risks and hazards of the University's operations to ensure JCU is managing these risks and hazards appropriately. In practice, this Procedure requires Officers to implement a process that ensures all work health and safety risks are thoroughly scrutinised and mitigated as far as is reasonably practicable.

A person who carries out work in any capacity for JCU, and includes working as:

- an employee
- a volunteer
- an apprentice or trainee
- a student gaining work experience (paid or unpaid)
- a contractor or subcontractor and their employees
- labour hire company employees assigned to work for JCU.

A Worker is to follow the requirements outlined in this Procedure to effectively manage the health and safety risks that might arise out of the conduct of the University's activities. In practice, this means to:

- report hazards when identified
- participate in the risk management processes when required
- comply with all risk control procedures and policies that have been implemented to prevent or minimise incidents and injuries.

Duty to Manage Risks

Work Health and Safety Legislation requires persons operating businesses or undertakings to identify reasonably foreseeable hazards that may present a risk to health and safety and implement appropriate control measures. (WHS Act Section 17 and WHS Regulations 32 to 38)

Slide 7 – Risk Management

Effective risk management starts with a commitment to health and safety from those who operate and manage the business or undertaking. The involvement and cooperation of workers is also required, and if you show your workers that you are serious about health and safety they are more likely to follow your lead.

Risk management means the identification of work health and safety hazards, the assessment of risks posed by the hazards, the control of those risks either by eliminating the hazard entirely or by minimising the risk and the review of implemented control measures to maintain so far as is reasonably practicable, a work environment that is without risks to health and safety.

Slide 8 - Reasonably Practicable

WHS Act 2011 Section 18 defines the definition for reasonably practice.

Which is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account and weighing up all relevant matters including:

- the likelihood of the hazard or the risk concerned occurring
- the degree of harm that might result from the hazard or the risk
- what the person concerned knows, or ought reasonably to know, abouts the hazard or risk, and ways of eliminating or minimising the risk
- the availability and suitability of ways to eliminate or minimise the risk
- after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

The process requires that all relevant matters, including those listed in the section, are taken into account and weighed up when determining what is reasonably practicable in particular circumstances. There are two elements to what is 'reasonably practicable'. A duty holder must first consider what can be done - that is, what is possible in the circumstances for ensuring health and safety. They must then consider whether it is reasonable in the circumstances to do all that is possible.

Slide 9 – Risk Concepts

- <u>all</u> hazards in the workplace need to be identified and their risks assessed
- <u>all</u> risks in the workplace need to be eliminated or minimised so far as is reasonably practicable
- risk control measures must be reviewed to confirm they are effective
- What can go wrong
- How likely is it – what are the impacts
- Provides a risk level at JCU of Low Medium High
- Manage the risk by implementing controls to eliminate or reduce the risk
- Risk management also include monitoring of controls as well as communicating these controls

Slide 10 – Purpose of a risk Assessment

Risk Assessment is a systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking.

- Safety – risk assessment is our key tool in determining what the level of risk for an activity is and determining whether that is an acceptable or safe level of risk for that activity. Without risk assessment how can you confidently say an activity is safe, or the risks are acceptable or the risks are controlled.
- Legislative compliance – Risk assessment is a requirement under the Act. It is the key demonstrator in safety risk management.
- Decision Making – Risk assessment can be used to facilitate difficult decisions and can promote confidence in decision making.
- Understanding – Risk assessment promotes the understanding of particular work hazards and risks. The more we know about a hazard or risk the better able we are to manage risk.
- Communication – As risk assessment involves the description and quantification of risk – communication is enhanced.

- Prioritisation & Resource Allocation – Risk assessment allows us to focus on significant risk of the organisation in a systematic fashion. It provides a structure to prioritise risks and assists in the allocation of resources based on the significance of the risk to the organisation.

Slide 11 – When is a Risk Assessment required

A risk assessment must be done when:

- there is uncertainty about how a hazard may result in injury or illness
- the work activity involves a number of different hazards and there is a lack of understanding about how the hazards may interact with each other to produce new or greater risks
- changes at the workplace occur that may impact on the effectiveness of control measures. This is explained in the subsequent section titled Change Management
- prior to the commencement of work or the engagement of any Contractor

In addition to this requirement, a risk assessment is mandatory for any high risk activity that is stipulated by the Act or delegated legislation.

This includes but is not limited to:

- entry into confined space
- diving work
- remote and isolated work
- construction work
- live electrical work

Slide 12 – Required under JCU Procedures

The JCU HSMS may prescribe how risks associated with specific JCU activities are to be managed. If an approved JCU HSMS document exists, it must be read in conjunction with this Procedure to determine all risk management requirements relating to the specific activity or undertaking.

This slide provides examples of when a risk assessment is required under JCU procedures

All JCU procedures can be found on the staff home page under Policy Library.

Slide 13 – Risk v Hazard

The words 'hazard' and 'risk' are often confused. Understanding the difference between 'a hazard' and 'a risk' is important. A hazard is anything that can cause harm, whereas risk is the potential for a hazard to cause harm.   A hazard will not pose any risk to you unless you are *exposed to enough of that hazard* to cause harm. Risks associated with hazards can be eliminated, or at least greatly reduced, by *reducing exposure*.

Understanding the level of exposure to a hazard can help us better to appreciate the risk associated with that hazard.

Example

Hazard: UV radiation from the sun

Human health risks: Overexposure may lead to sunburn, heat stroke, skin cancer, premature aging, retinal damage, allergic reactions, and immune suppression.

How can those risks be eliminated or at least significantly reduced? By wearing sunscreen and protective clothing and limiting time in direct sunlight.

Slide 14 – Why do hazards occur in the workplace?

Safety Hazards are unsafe working conditions that that can cause injury, illness, and death. Safety hazards are the most common workplace hazards.

They include: Anything that can cause spills or trips such as cords running across the floor:

Hazards can occur through the following interactions:

- People Factor - Communication, Skills and Knowledge, Training

- Equipment and Machines - New Equipment, Modifications, Breakdowns, Maintenance, Technology, By products

- Substances - Hazardous Substances, Chemicals, by products of production, Waste.

- Work Systems - New, Changes, Complexity

- Workplace environment - Changes, Temperatures, Ventilations, Housekeeping

- Change - New equipment, New processes, New plant, New System of work

The risk management process must be undertaken when a change is introduced to JCU that affects the health and safety of Workers or Others. This is to identify the hazards brought about by the change, assess the risk and either eliminate or control the risk associated with the hazards.

Examples of change that require a risk management approach include, but are not limited to:

- changes to systems of work
- use of plant or equipment (both temporary use and permanent installation)
- planning to improve productivity or reduce costs
- introduction of new or different material or chemicals
- responding to workplace incidents.

Slide 15 – 3 Types of Hazards

Visible Hazards are the most obvious of the types of hazards, yet it is very easy to become too complacent of these types of familiar hazards and fail to appreciate their true potentially damaging capability.

Example –

- Trip Hazards
- Poor Housekeeping
- Faulty equipment
- Speeding vehicles
- Not Wearing Seatbelts
- Not wearing your helmet in designated areas.

Hidden Hazards are the least obvious of the types of hazards, and as such it is very easy to overlook these types of familiar hazards.

Examples –

- Electricity
- Radiation
- Carbon Monoxide

Developing Hazards are the types of hazards that at first seem minor and do not receive attention, however they soon become worse and potentially cause great damage.

They are the most overlooked of the types of hazards, as it is very easy to become too complacent of these types of initially minor hazards and fail to appreciate their development into greater hazards with true potential damaging capability.

Slide 16 – Hazards

Identifying hazards in the workplace involves finding things and situations that could potentially cause harm to people.

Hazards generally arise from the following aspects of work and their interaction:

- physical work environment
- equipment, materials and substances used
- work tasks and how they are performed
- work design and management.

The table on this slide lists some common types of workplace hazards. Some hazards are part of the work process, such as mechanical hazards, noise or toxic properties of substances. Other hazards result from equipment or machine failures and misuse, chemical spills and structural failures. A piece of plant, substance or a work process may have many different hazards. Each of these hazards needs to be identified.

Physical: Examples include noise, light, UV radiation, ventilation, air quality, temperature, working at height, manual tasks, machinery, nip points, plant, equipment, mobile plant, vehicles, electrical, slips/trips and falls hazards, etc.

Chemical: Examples include poisons, dusts, fumes, gases, hazardous chemicals including dangerous goods, oxidising agents, flammable solids/liquids/gases, radioactive substances, cleaning chemicals, etc.

Biological: Examples include parasites, plants, harmful bacteria, viruses, fungi, moulds, infectious agents, contaminated specimens, body fluids, etc.

Psychological: Examples include stress, repetitive work, shift work, violence/aggression, bullying, excessive

Slide 17 – Identify Hazards

Your first step in protecting workers involves accurately identifying potential hazards in your workplace. You're looking for all the things and situations that could possibly harm your workers or other workers that may be on site.

When you work in a place every day, it's easy to overlook some hazards.

Hazard identification is ongoing and should be part of what we do every day.

Slide 18 – Common methods of Hazard Identification

Methods or processes which the University utilises to identify hazards in the workplace include:

- hazard and incident reporting
- workplace inspections
- inspection and testing
- design stage of products, buildings or process (including modification).
- Consult your workers
- Review available information

Inspect the workplace regularly walking around the workplace and observing how things are done can help you predict what could or might go wrong.

Look at how people actually work, how plant and equipment is used, what chemicals are around and what they are used for, what safe or unsafe work practices exist as well as the general state of housekeeping.

Things to look out for include the following:

- Does the work environment enable workers to carry out work without risks to health and safety (for example, space for unobstructed movement, adequate ventilation, and lighting)?
- How suitable are the tools and equipment for the task and how well are they maintained?
- Have any changes occurred in the workplace which may affect health and safety?

Hazards are not always obvious.

Consult your workers about any health and safety problems they have encountered in doing their work and any near misses or incidents that have not been reported.

Review available information and advice about hazards and risks relevant to particular industries and types of work is available from regulators, industry associations, unions, technical specialists and safety consultants. Manufacturers and suppliers can also provide information about hazards and safety precautions for specific substances (safety data sheets), plant or processes (instruction manuals). Analyse your records of health monitoring, workplace incidents, near misses, worker complaints, sick leave and the results of any inspections and investigations to identify hazards. If someone has been hurt doing a particular task, then a hazard exists that could hurt someone else.

Slide 19 – Hazards or Hazardous Task

This slide demonstrates some examples of typical workplace hazards and hazardous task.

A key requirement of the work health and safety legislation is for the employer to systematically manage risks arising from workplace hazards.

The University's risk management system has been developed to assist the University to achieve compliance with the legislation.

The system has particular relevance for managers, supervisors and staff members who have responsibility for overseeing the activities of other staff or students to implement controls for identified hazards.

Slide 20 – Risk Management

All risk assessments must be recorded in RiskWare. RiskWare is the approved Risk Register of JCU.

Slide 21 – Risk Management Process

A safe and healthy workplace does not happen by chance or guesswork. You have to think about what could go wrong at your workplace and what the consequences could be. Then you must do whatever you can (in other words, whatever is 'reasonably practicable') to eliminate or minimise health and safety risks arising from your business or undertaking.

This process is known as risk management and involves the four steps

- Identify hazards – find out what could cause harm.
- Assess risks– understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening.
- Control risks – implement the most effective control measure that is reasonably practicable in the circumstances.
- Review control measures to ensure they are working as planned.

Risk management is a proactive process that helps you respond to change and facilitate continuous improvement in your business. It should be planned, systematic and cover all reasonably foreseeable hazards and associated risks.

Effective risk management starts with a commitment to health and safety from those who operate and manage the business or undertaking. You also need the involvement and cooperation of workers.

To demonstrate commitment, you should:

- ·get involved in health and safety issues
- invest time and money in health and safety
- ensure health and safety responsibilities are clearly understood.

The development of risk assessments using JCU Online Risk management System RiskWare.

RiskWare training is also available by contacting the JCU HSE Unit.

Slide 22 – Establish the Context

Establishing the context of risk management at JCU is the foundation of good risk management and vital to successful implementation of the risk management process.

Context is established by the risk leadership team and involves setting boundaries around the depth and breadth of risk management efforts to help JCU stay focused and align the risk management framework to relevant matters required to achieve the strategic intent of the University.

Important considerations when determining context include:

• JCU's external environment – social factors, demographics, economic, environmental.

• JCU's stakeholders – students, customers, regulators, employers, politicians, media, insurers, service providers and suppliers, staff and volunteers.

• JCU's internal environment – goals, objectives, culture, risk attitude/tolerance, organisational structures, systems, processes, resources, key performance indicators and other drivers.

Slide 23 – Communicate and Consult

Underpinning the entire process of risk management is the need to consult with Workers and Others with duties under the Act

Communication and consultation is required to take place during all stages of the risk management process.

A consultative approach can:

- help establish the context appropriately
- ensure that all hazards are adequately identified
- bring different areas of expertise together for analysing risks, and
- enhance appropriate change management during the risk management process.

Slide 24 – Step 1 identify

Planning

- Determine the scope or boundaries for hazard ID
- Select a team
- Select appropriate method/s
- Conduct hazard ID
- Do not try to assess or think of controls during this step
- Document findings

Whenever possible use a team approach involving:-

- Person doing job
- Supervisor or manager
- A worker from a different department
- May need expert such as acoustics (noise) specialist

Slide 25 – Step 2 Assess

A risk assessment or analysis involves considering what could happen if someone is exposed to a hazard and the likelihood of it happening. A risk assessment can help you determine:

The likelihood of occurrence (probability and frequency)

- how severe a risk is (the effect or impact of the risk should it eventuate)
- whether any existing control measures are effective
- what action you should take to control the risk, and
- how urgently the action needs to be taken.

Slide 26 – Measuring Likelihood and Consequences

The level of risk is determined by the relationship between the likelihood (frequency or probability) and the consequences (impact or magnitude of the effect) if the risk occurs. The likelihood and consequences are assessed taking into account the adequacy and enforcement of current controls. The result consequences and likelihood are combined to produce a level of risk.

At JCU the consequence and resulting severity of risk is calculated based on both financial impact and operational impact using this matrix from the HSE procedure 11 – Work Health and Safety Risk Management found in the staff policy library.

The Code of Practice suggests using the following process to work out the likelihood of harm occurring:

- How often is the task done? Does this make the harm more or less likely?
- How often are people near the hazard? How close do people get to it?
- Has it ever happened before, either in your workplace or somewhere else? How often?

The Code of Practice lists further questions that can help you estimate likelihood and JCU utilises this table to determine the likelihood ratings of HSE Risk.

Slide 27 – Step 3 Control

The most important step in managing risks involves eliminating them so far as is reasonably practicable, or if that is not possible, minimising the risks so far as is reasonably practicable.

In deciding how to control risks you must consult your workers and their representatives who will be directly affected by this decision.

Their experience will help you choose appropriate control measures and their involvement will increase the level of acceptance of any changes that may be needed to the way they do their job.

There are many ways to control risks. Some control measures are more effective than others. You must consider various control options and choose the control that most effectively eliminates the hazard or minimises the risk in the circumstances.

This may involve a single control measure or a combination of different controls that together provide the highest level of protection that is reasonably practicable. Some problems can be fixed easily and should be done straight away, while others will need more effort and planning to resolve. Of those requiring more effort, you should prioritise areas for action, focusing first on those hazards with the highest level of risk.

Slide 28 – Hierarchy of Control

The ways of controlling risks are ranked from the highest level of protection and reliability to the lowest as shown on this slide. This ranking is known as the hierarchy of risk control. The WHS Regulation require duty holders to work through this hierarchy when managing risk under the WHS Regulation.

You must always aim to eliminate a hazard, which is the most effective control. If this is not reasonably practicable, you must minimise the risk by working through the other alternatives in the hierarchy.

LEVEL ONE – Consider whether you can eliminate the hazard altogether. This gives the most amount of protection.

LEVEL TWO – If step one is not possible, try to keep people away from the hazard or use equipment that aids with the task.

LEVEL THREE – Level three controls offer the least amount of protection and shouldn't be relied upon on their own. For example, while wearing a hardhat is important, stopping things from falling from height in the first place is more effective

There may be circumstances where more than one control measure should be used to reduce exposure to risk from hazards. What is important is to select the most preferred method/s of controlling the risk. The hierarchy of control is a preferential list of control methods.

- Elimination means removing the hazard or work practice altogether e.g. removal of asbestos.
- Substitution means replacement of the hazard with a lesser hazardous substance, process or machine.
- Isolate means isolating the hazard from the person at risk
- Engineering means to isolate, enclose, contain, modify the hazard / process / equipment
- Administration are methods or procedures including isolations and lock-outs, training, job rotation, warning signage, certification and qualified operator systems.
- PPE provides the worker with equipment to be worn to act as a thin barrier between themselves and the hazard.

Personal protective equipment must only be used as a last resort or to complement other control measures implemented.

Slide 29 – Develop and Implement Control Options

Information about suitable controls for many common hazards and risks can be obtained from:

- codes of practice and guidance material
- manufacturers and suppliers of plant, substances and equipment used in your workplace
- industry associations and unions. In some cases, published information will provide guidance on the whole work process.

In other cases, the guidance may relate to individual items of plant or how to safely use specific substances. You may use the recommended control options if they suit your situation and eliminate or minimise the risk.

Developing specific control measures You may need to develop specific control measures if the available information is not relevant to the hazards and risks or circumstances at your workplace. This can be done by referring to the chain of events that were recorded during the risk assessment. For each of the events in the sequence, ask: "What can be done to stop or change the event occurring?"

All risks can be controlled and it is always possible to do something, such as stopping the activity or providing instructions to those exposed to the risk. There will normally be a number of different options between these two extremes. Cost (in terms of time and effort as well as money) is just one factor to consider when determining the best control option. The cost of controlling a risk may be taken into account in determining what is reasonably practicable, but cannot be used as a reason for doing nothing.

The greater the likelihood of a hazard occurring and/or the greater the harm that would result if the hazard or risk did occur, the less weight should be given to the cost of controlling the hazard or risk.

Slide 30 – Step 4 Check

The control measures that you put in place should be reviewed regularly to make sure they work as planned. Don't wait until something goes wrong. There are certain situations where you must review your control measures under the WHS Regulation and, if necessary, revise them.

A review is required: · when the control measure is not effective in controlling the risk

- before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control

- if a new hazard or risk is identified
- if the results of consultation indicate that a review is necessary
- if a health and safety representative requests a review. You may use the same methods as in the initial hazard identification step to check controls.

If problems are found, go back through the risk management steps, review your information and make further decisions about risk control.

Slide 31 – Keeping records

RiskWare is the University's approved system for creating and recording Risk Assessments.

Keeping records of the risk management process demonstrates potential compliance with the WHS Act and WHS Regulation. It also helps when undertaking subsequent risk assessments. Keeping records of the risk management process has the following benefits:

- allows you to demonstrate how decisions about controlling risks were made
- assists in targeting training at key hazards
- provides a basis for preparing safe work procedures
- allows you to more easily review risks following any changes to legislation or business activities
- demonstrates to others (regulators, investors, shareholders, customers) that work health and safety risks are being managed.

The detail and extent of recording will depend on the size of your workplace and the potential for major work health and safety issues. It is useful to keep information on:

- the identified hazards, assessed risks and chosen control measures (including any hazard checklists, worksheets and assessment tools used in working through the risk management process)
- how and when the control measures were implemented, monitored and reviewed
- who you consulted with
- relevant training records
- any plans for changes.

Slide 32 – Summary

Risk management is defined as the action of identify and prioritizing risks in the workplace, followed by making changes to minimize and reduce these risks

Risk management involves the four steps

- identify hazards – find out what could cause harm
- assess risks– understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening
- control risks – implement the most effective control measure that is reasonably practicable in the circumstances review control measures to ensure they are working as planned.

Managing risks helps James Cook University to:

- prevent and reduce the number and severity of workplace injuries, illnesses and associated costs
- promote worker health, wellbeing and capacity to work
- foster innovation, quality and efficiency through continuous improvement.

Through consultation you help identify hazards associated with your work and workplace.

Slide 33 – Completion

You have now completed the JCU WHS Risk Management Fundamentals Training.

You record of completion has bee record and is recorded on the HSE LMS. It is essential that you understand all the information outlined in this presentation.

If you do not fully understand the presentation, or if you have any other questions or concerns, you are required to contact your Supervisor or safety@jcu.edu.au for clarification.

The HSE Unit is available to be contacted to assist with safety matters and the development or risk assessments using JCU Online Risk management System RiskWare.

RiskWare training is also available by contacting the JCU HSE Unit.