

# 3

## Training module for managers/supervisors

### Preface

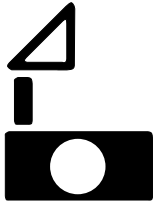
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The guide is aimed at assisting trainers with developing their training programs and materials, in line with Part 1.3 of the SA OHS&W Regulation, which outlines the hazard management principles for all workplaces in South Australia.

This guide supports the delivery of the learning outcomes listed in the nationally recognised short-course curriculum for hazard management.

## How to use this guide

This key to the use of icons will provide a quick visual reference to indicate suggested activities during the course of training.



Using overhead transparencies is suggested at this point.



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The group should be split in smaller groups (two–three people) to undertake the activities.



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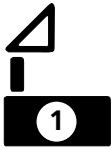
# Introduction to hazard management — managers/supervisors






## Learning outcome








- At the end of this session, participants will be able to describe the hazard management process.

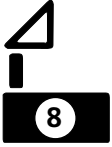
## Assessment criteria

- Define the term 'hazard'.
- Define the terms 'risk' and 'risk assessment'.
- Describe the steps of hazard management using the SAfer Approach.
- Describe the application and use of a risk assessment tool.
- Describe and explain the priority order of the hierarchy of controls.

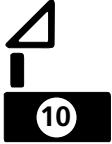


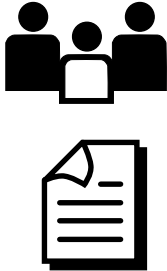
Time	Content	Process
1 mins	<p><b>Describe the purpose of hazard management.</b></p> <p>Hazard management is used as a simple problem solving tool.</p> <p>One of the key principles used for the implementation of the SA OHS&amp;W Regulations 1995 is hazard management and essentially consists of three stages: hazard identification, risk assessment and risk control.</p> <p>A very simple way of explaining hazard management can be described this way using the SAfer Approach.</p>	
5 mins	<p><b>The SAfer Approach</b></p> <p><b>See it</b> (<i>hazard identification</i>).</p> <p><b>Assess it</b> (<i>risk assessment</i>) the likelihood that someone will be hurt, how badly they will be hurt, how they could be hurt, how much, how long and how often a person is exposed to the hazard.</p> <p><b>Fix it</b> (<i>risk control</i>) how are the hazards going to be controlled? If elimination of the hazard is not possible, other controls should be implemented to reduce potential risks.</p> <p><b>Evaluate.</b> Once the most appropriate fix has been selected and implemented it is important to evaluate whether the fix has been successful in controlling the hazard. By simply re-assessing the risk again this will establish if the hazard has been eliminated or reduced.</p> <p><b>Review.</b> After a period of time, when the work environment or when work practices change, a review of this process is needed to continually control the hazard.</p>	

Time	Content	Process
2 mins	<p><b>Step 1 – See it</b></p> <p>A hazard is something that has the potential to harm the health, safety and welfare of people at work.</p> <p>There are three ways in which we can identify hazards:</p> <ul style="list-style-type: none"> <li>• check records of injuries and incidents (including near misses) that have occurred in the workplace</li> <li>• observe using checklist inspection or observe someone performing a task or job</li> <li>• ask employees if they have ever had problems with any particular job.</li> </ul>	 
5 mins	<p><b>Where do hazards come from?</b></p> <p>Hazard identification should be an integral part of workplace culture. This involves regular workplace inspections in consultation with employee representatives. It encourages employees to report any hazardous situations that may occur in the workplace.</p> <p>Hazards arise from:</p> <ul style="list-style-type: none"> <li>• work environment</li> <li>• plant and equipment</li> <li>• chemicals or hazardous substances</li> <li>• systems and procedures</li> <li>• work/plant design</li> <li>• human behaviour</li> </ul> <p>Hazards can be grouped in the following classes:</p> <ul style="list-style-type: none"> <li>• physical</li> <li>• chemical</li> <li>• ergonomic</li> <li>• radiation</li> <li>• biological</li> <li>• psychological</li> </ul> <p>Ask participants to provide an example for each class of hazard.</p> <p>Refer to overhead.</p>	  

Time	Content	Process
5 mins	<p>Divide participants into small groups.</p> <p>Provide each employee with the pro forma for hazard management reporting.</p> <p>Use the example of a cleaning and property service hazard (OHT).</p> <p>Ask the group to identify the major hazard.</p> <p>Discuss findings of each group.</p>	   
10 mins	<p><b>Risk assessment (assess it)</b></p> <p>Explain to participants that the next stage of hazard management involves assessing risks associated with the hazard.</p> <p>We generally assess the risk by determining the probability or likelihood of an event occurring and the possible consequences of injury, illness or disease.</p> <p>When performing a risk assessment consider the following:</p> <ul style="list-style-type: none"> <li>• the nature of the hazard</li> <li>• how it may affect health and safety (the type of injury, illness or disease which may result from the hazard)</li> <li>• the likelihood that hazard will cause injury, illness or disease (how much, how often and how long employees are exposed).</li> </ul> <p>The risk assessment also takes into account the way that the work is organised; the layout and condition of the work environment; the training and knowledge needed by the person to perform the work safely; and the type of control measures that are available.</p> <p>We can generally suggest that the hazard may be a high, medium or low risk. The risk assessment is a process of gathering information and making decisions. There is no specific right answer, as people will make certain decisions about the risk because they have different ideas about what is acceptable.</p> <p>For this reason it is important that those who will be affected by the decisions made (the employer, relevant employees and their representatives) should be involved in the assessment.</p>	  

Time	Content	Process
	<p>Explain the following risk assessment tool to participants.</p> <p><b>Consequence</b></p> <p>Likelihood</p> <p>Very Likely</p> <p>Likely</p> <p>Unlikely</p> <p>Highly Unlikely</p> <p><b>Fatality</b></p> <p>High</p> <p>High</p> <p>High</p> <p>Medium</p> <p><b>Major injury</b></p> <p>High</p> <p>High</p> <p>Medium</p> <p>Medium</p> <p><b>Major injury</b></p> <p>High</p> <p>High</p> <p>Medium</p> <p>Medium</p> <p><b>Negligible</b></p> <p>Medium</p> <p>Medium</p> <p>Low</p> <p>Low</p>	



Time	Content	Process
2 mins	<p><b>Evaluate it</b></p> <p>Explain to participants that once the control measures have been implemented, it's important to evaluate how effective the control measures have been. This is performed by simply re-assessing the risks associated with the hazard and establishing whether the controls have eliminated or minimised the risk of injury, illness or disease.</p>	
2 mins	<p><b>Review it</b></p> <p>Explain that a review of the hazard management process should be performed at regular intervals. This can be part of a regular inspection, when work practices change to ensure no new hazards have been introduced or when the work environment changes.</p>	
1 mins	<p>Advise participants that the training to be provided to their employee is the same, however, the risk assessment matrix is not to be covered.</p>	
5 mins	<p><b>Employee level of understanding (optional)</b></p> <p>Ask each participant to complete the following form to answer some basic questions and then to sign off to demonstrate their understanding.</p> <p>Facilitator to check answers to confirm understanding and attend to participants that require clarification.</p>	
	<p><b>Training module completed</b></p>	



# 3

## Training module for employees

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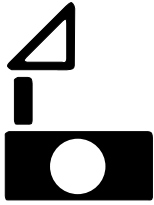
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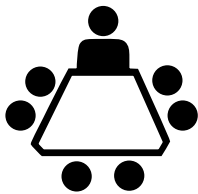
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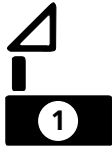
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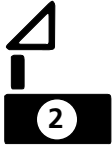
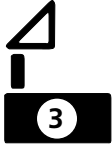


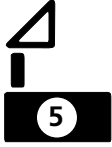
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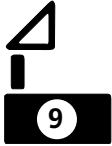

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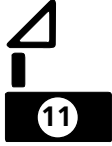
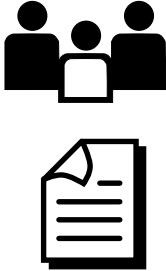
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Time	Content	Process
5 mins	<p>Ask participants in their groups to assess the risk using the risk assessment tool for the hazard they identified earlier.</p> <p>Complete the form by indicating whether the hazard is a high, medium or low risk.</p>	
5 mins	<p><b>Risk control (fix it)</b></p> <p>Explain that, when hazards have been identified and risks assessed, appropriate control measures should be developed and implemented. The aim is to eliminate or minimise the risk.</p> <p>There are many ways for employers to control hazards in the workplace. As far as possible a hazard should be controlled at its source rather than trying to make the employee 'work safely' in a dangerous environment. Controlling the hazard at the source is much more effective in preventing injury, illness or disease.</p> <p>To do this, take action to control risks through a preferred sequence of risk control. Refer to the OHT.</p>	
7 mins	<p>Ask the groups to determine what they can do to fix the problem using the preferred sequence of risk control.</p>	
2 mins	<p><b>Evaluate it</b></p> <p>Explain to participants that once the control measures have been implemented, it's important to evaluate how effective the control measures have been. This is performed by simply re-assessing the risks associated with the hazard and establishing whether the controls have eliminated or minimised the risk of injury, illness or disease.</p>	

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**S** See it

**A** Assess it

**F** Fix it

**E** Evaluate it

**R** Review it



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# Hazard

A source or situation that has the potential for harm in terms of human injury or ill health, damage to property or the environment, or a combination of these factors.



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## See it hazard identification

- Direct observation
- Consultation
- Historical data



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## Hazards arise from

- Workplace environment
- Use of plant
- Use of substances
- Poor work/plant design
- Inappropriate management systems and procedures
- Human behaviour



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## Types of hazards

**Physical** Noise, vibration, lighting, electrical, heat, cold, dust, fire/explosion, machine moving parts and working space

**Chemical** Gases, dusts, fumes, vapours, liquids

**Ergonomic** Tool design, equipment design, job and task design, workstation design and manual handling

**Radiation** Lasers (non-Ionising), X-rays (Ionising)

**Psychological** Shift work, workload, harassment, discrimination, stress

**Biological** Infections (bacterial/viruses)



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# Risk assessment

## Measuring

- Likelihood
- Consequence
- Assessing the level of risk associated with the hazard
- Prioritising (high/medium/low)



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# Risk assessment tool

		Likelihood			
		Very likely	Likely	Unlikely	Highly unlikely
Consequence	Fatality	High	High	High	Medium
	Major injury	High	High	Medium	Medium
	Minor injury	High	Medium	Medium	Low
	Negligible	Medium	Medium	Low	Low



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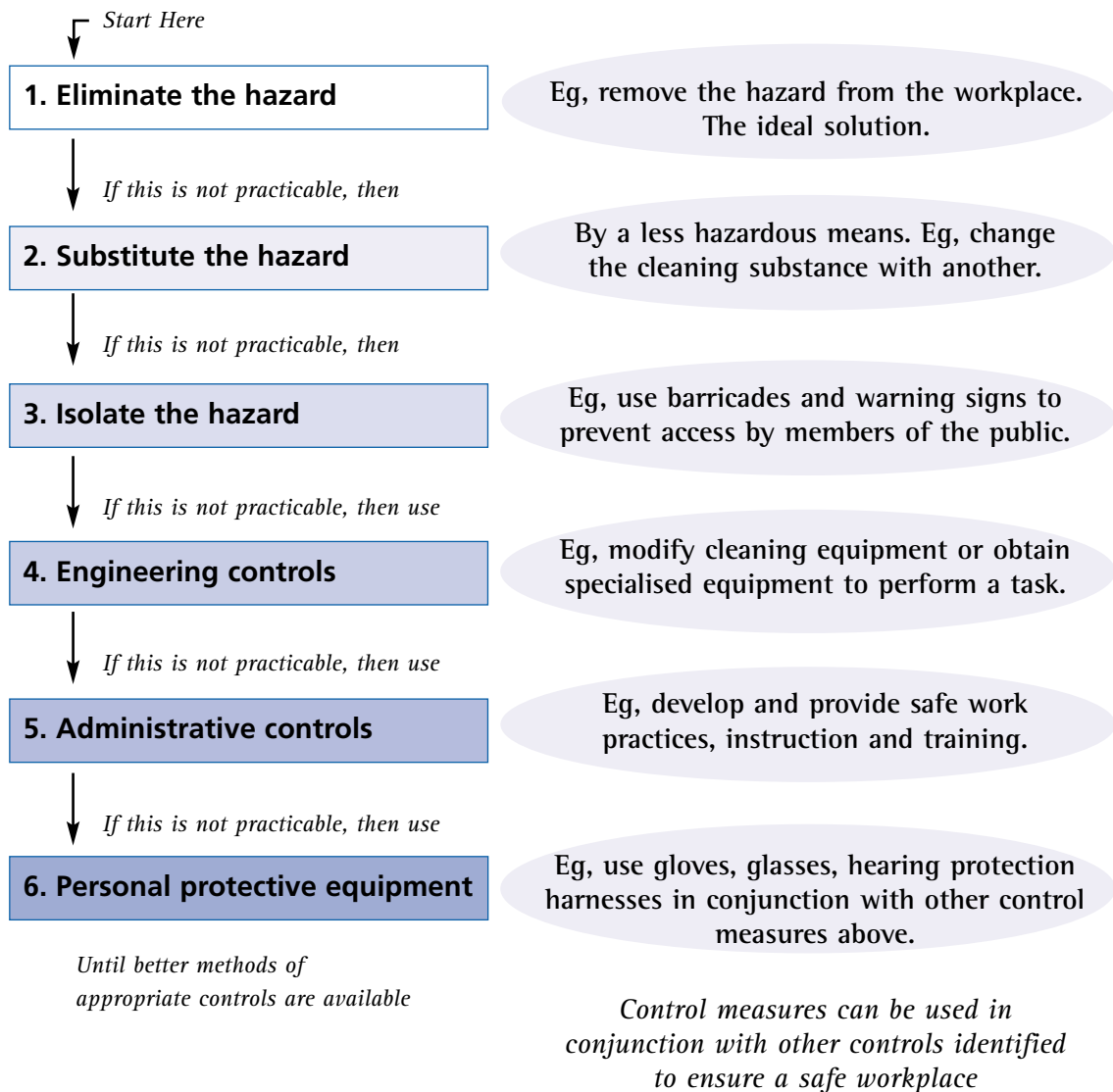


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# Fix it

## Risk control

### Hierarchy of controls



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## Evaluate it

- Once the control measures have been implemented, it's important to evaluate how effective the control measures have been.
- Re-assess the risks by establishing whether the controls in place have eliminated or minimised the hazard.



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## Review

- Review the process at regular intervals.
- This can be part of a regular inspection, when work practices or the work environment changes.



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# Exercise — Hazard management

OHS work skills matrix and major hazard management modules

## S See it

What is the hazard identified? *Describe it!*

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## A Assess it

What is your assessment of the risk? Is it high, medium or low risk? *Circle what you think.*

High	Medium	Low
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## F Fix it

Can we eliminate the hazard, substitute or engineer the problem out, or do we require administrative controls and personal protective equipment? How can we fix it?

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## E Evaluate and

## R Review it

How effective is this control measure(s) and what is the best way to keep an eye on this problem in the future?

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# Employee level of understanding optional

## OHS work skills matrix and major hazard management modules

Employee: \_\_\_\_\_

Please answer the following questions.

### Question 1

What is a hazard?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Question 2

What are the steps of hazard management?

S: \_\_\_\_\_

A: \_\_\_\_\_

F: \_\_\_\_\_

E: \_\_\_\_\_

R: \_\_\_\_\_

### Question 3

What are the preferred ways to fix the problem?

El: \_\_\_\_\_

S: \_\_\_\_\_

En: \_\_\_\_\_

A: \_\_\_\_\_

P: \_\_\_\_\_

Signed (*Employee*): \_\_\_\_\_

Date: \_\_\_\_\_

Signed (*Manager/Supervisor*): \_\_\_\_\_

Date: \_\_\_\_\_