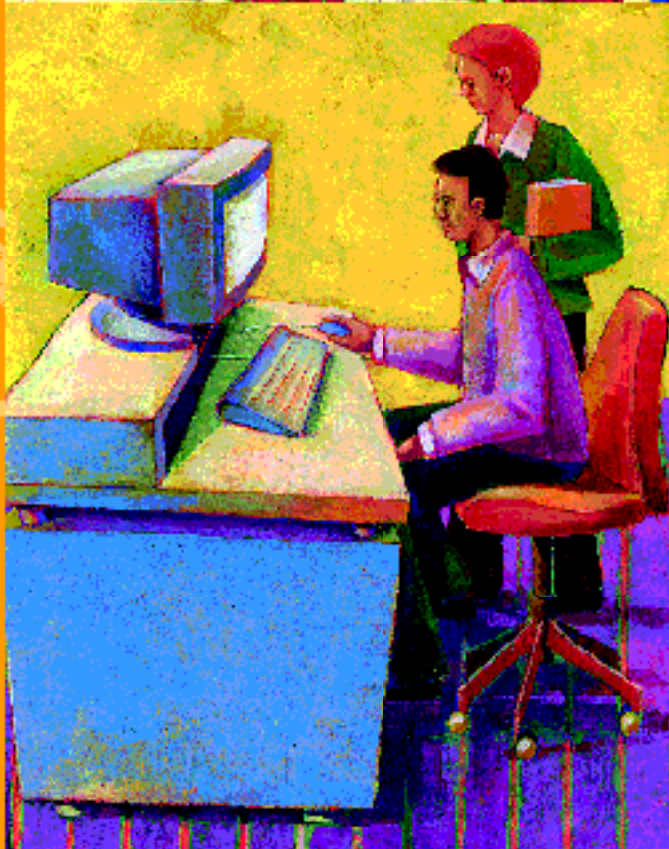




Hazard Management Trainer's Guide



WorkCover Corporation

Hazard Management Resource Guide

To assist in the delivery of quality training in hazard management systems consistent with the requirements of the Occupational Health, Safety and Welfare Act, 1986; Occupational Health, Safety and Welfare Regulations, 1995; and the Worksafe Australia National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards [NOHSC: 7025 (1998)].



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Developed by: OHS Services, WorkCover Corporation

Designed by: WorkCover Corporation Marketing and Communications

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Part 1

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Part 2

Introduction to hazard management	27	Duration	1.5 - 2 hours
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Revision	41	Duration	1 - 1.5 hours
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- risk assessment	45		
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Introduction

Preface

How to use this guide

Background information for trainers

Reference materials

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Introduction



Learning Outcomes

At the end of this session, participants will be able to identify the hazard management principles of the OHSW legislation.

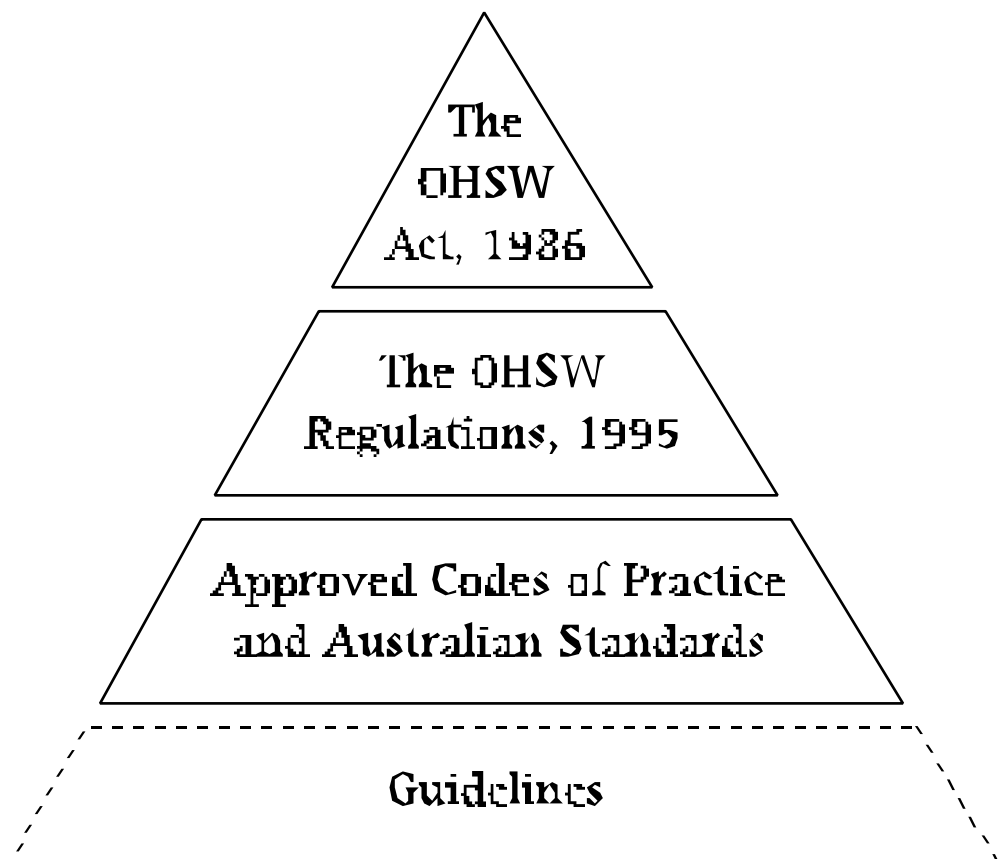
Assessment Criteria

- Describe the purpose of the OHSW legislation.
- Define “Approved Code of Practice”.
- Identify three workplace hazards to which the OHSW Regulations apply.
- Locate and identify the interpretations and definitions in the OHSW Regulations.

OHSW legal pyramid

Time	Content	Process
15 mins	<p>OHSW Legal Pyramid</p> <p>Explain each level of the legal pyramid.</p> <p>Display single* copies of each type of document as it is discussed (eg a copy of the Regulations).</p> <p>Ask the participants if they are familiar with each or all of the documents.</p> <p><i>*A large quantity of documents may be overwhelming. Do not pass around - locate them centrally for later perusal and use.</i></p>	
	<p>State:</p> <ul style="list-style-type: none"> - The OHSW Act, 1986, applies to all workplaces in South Australia (except those covered by Commonwealth legislation and Federal OHS awards). - The OHSW Regulations support the OHSW Act and are legal requirements. 	
	<p>Give examples:</p> <ul style="list-style-type: none"> - An Approved Code of Practice details preferred methods or courses of action to achieve particular standards of health and safety. - An Australian Standard can have different legal status according to whether it is “called up” in a Regulation; gazetted as an “Approved Code of Practice”; or referred to for “guidance” only. - Guidance Notes have no regulatory status; as the title suggests they provide guidance only for a particular topic. 	

The OHSW legal pyramid



Activity Sheets

Activity 1

Instruction Sheet

Purpose: This activity is designed to develop the participants' skills in using the OHSW Regulations.

Process: Split the participants into small groups.
The participants may be split into groups to generate discussion between themselves and to enable them to gain an appreciation of the different work practices within their workplace.

Provide each group with an activity sheet and ask them to list the hazards in their workplace in the first column and list the relevant regulations in the second column.

Materials: Copies of the OHSW Regulations, 1995. Blank "Hazard Management Work Sheets".

Key Points: Start the process by directing the groups to the **Summary of Provisions** in the Regulations.

Provide one or two examples of the how the headings of each Division can be used to identify hazards in the workplace.
Eg. **Electrical hazards Div. 2.5 - Fire hazards Div. 2.7**

Reiterate the use of "purpose statements".

Reinforce the importance of referring to the **Interpretations and Definitions** to clarify any terms and to ensure consistency in the terminology used in the Regulations.

Advise the groups that they also may need to look at other parts of the Regulations for hazards associated with plant, hazardous substances or hazardous work.

Examples of the expected outcomes from this activity

NB. The purpose of Part 2 of the Regulations is to address hazards that may appear in most workplaces. Therefore, it would be expected that most Divisions in Part 2 would be included in the lists developed by the participants during this activity.

Manufacturing Industry

In addition to the Divisions in Part 2, the following parts of the Regulations may be listed.

Part 3 - Plant with reference to:

- power driven equipment
- cranes and lifting equipment
- machine guarding
- forklift trucks

Part 4 - Hazardous substances with reference to:

- lubricants
- solvents
- cleaning agents
- paint products

Part 5 - Hazardous work

- abrasive blasting 5.1
- electroplating 5.4
- foundry work 5.6
- spray painting 5.8
- welding 5.9

Hospitality Industry

In addition to the Divisions in Part 2, the following parts of the Regulations may be listed.

Part 3 - Plant with reference to:

- lifting equipment
- forklift trucks
- compressors - guarding

Part 4 - Hazardous substances in relation to:

- cleaning agents
- compressed gases

Hazard Management Worksheet

OHSW Regulations - Hazards in the workplace

Workplace Hazard	OHSW Regulation

Background Notes

Introduction to hazard management

Two effective ways of introducing the principles of the hazard management process are as follows:

1 As a problem solving tool

Step 1 Identify the problem (hazard identification).

Step 2 Gather as much information as possible about the problem (risk assessment).

Step 3 Develop and implement a solution to the problem (risk control).

Step 4 Look back at the problem to see if it has been solved or has created another problem (review).

2 “It’s not Rocket Science”

It is reasonable to suggest that everyone practices the principles of hazard management each day without really being conscious of it. Use the analogy of driving a car.

Scenario: While driving through a section of roadworks.

As we approach the roadworks, we identify a problem either:

- from a distance - when seeing the tractors, trucks (flashing lights)
- at the work site - slow-moving traffic etc.

As we get closer, we begin to assess the situation and the consequences if we continue to drive through the work site. The risks may be short or long delays, and damage from road debris or other vehicles.

We decide to do something to control the situation. We either continue through the work site, moving slowly and with greater awareness or we take an alternative route.

Finally, depending on the length of time it takes to complete the roadworks, we may pass by the work site occasionally to monitor the progress of the work. From this review we may decide to continue to use the alternative route because it is quicker or return to the original route.