1. **Purpose**

The purpose of this document is to define the process that Tasmanian Independent Retailers (TIR) and Island Fresh Produce (IFP) uses for the identification, assessment, control and review of Safety, Health and Environment (SHE) hazards and their associated risks.

1. **Scope**

These guidelines apply to staff, visitors and contractors of TIR and IFP.

1. **Responsibilities**

A comprehensive list of SHE responsibilities is provided in the document OHS Roles and Responsibilities and Procedure. The specific responsibilities with respect to undertaking Risk Assessment are outlined below.

**CEO & Executive Team**

* It is the responsibility of the CEO & Heads of Business/Department to ensure that these procedures are implemented in their area.

**WHS Committee**

* It is the responsibility of the WHS Committee to provide advice and feedback to TIR/IFP Executive team and Supervisors on actions needed to comply with these procedures.

**TIR / IFP Supervisors**

* It is the responsibility of supervisors to ensure that Risk Assessments are developed and implemented for all processes (tasks), machinery and equipment, where there exists a risk of harm to any persons, property or the environment, in their areas of responsibility in situations as outlined in Section 5.

**All Employees**

* All staff, visitors and contractors of TIR & IFP are expected to familiarise themselves with and comply with Risk Assessments that exist in their area of work.

1. **Definitions**

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| Key word | Definition |
| Activities | Any process which may involve the procurement of goods and/or services, travelling, using equipment, using chemicals and/or other hazardous items, conducting field work, engaging with other people, etc. For further details refer to the OHS Classifications Guideline. |
| Acceptable level of risk | A level of risk that under the circumstances, is reasonably practicable to accept. |
| Agency of injury | The type of object, item, substance, material, or structure that can cause injury. For details refer to the OHS Classifications Guideline. |
| Consequence | |  |  | | --- | --- | | Consequence categories | Definition | | Catastrophic | Multiple or single fatalities | | Extreme | permanent disabling injury | | High | Serious injury requiring admission to hospital | | Moderate | Medical treatment may be required | | Minor | First Aid treatment required for a minor injury | |
| Controls | Steps taken to eliminate or reduce the risk of harm occurring to person/s exposed to a hazard. |
|  | |  |  | | --- | --- | | Likelihood categories | Definitions | | Almost Certain | Will occur in most circumstances when the activity is undertaken (greater than 90% chance of occurring) | | Likely | Will probably occur in most circumstances when the activity is undertaken (65 to 90% chance of occurring) | | Probable | Might occur when the activity is undertaken (35 to 65% chance of occurring) | | Possible | Could happen at some time when the activity is undertaken (10 to 35% chance of occurring) | | Unlikely | May happen only in exceptional circumstances when the activity is undertaken (less than <10% chance of occurring) | |
| Mechanism of injury | How an injury was, or may be, sustained. For details, refer to the OHS Classifications Guideline. |
| Operational Manager | The person in control of the activities that are being performed within a specific workplace. In some instances, the Manager may also be the Risk Approver, e.g., Supervisor, Team Lead. |
| Risk Approver | The person responsible for controlling the risks associated with the activities undertaken by the worker, or contractor under their supervision. For example, the Performance Manager/Supervisor/Contractor Responsible Person |
| Risk Assessment | A documented process assessing the level of risk from specific activities and determining suitable controls to eliminate or reduce the risk to an acceptable level.  Risk assessments are either:   |  |  | | --- | --- | | Likelihood categories | Definitions | | Activity or Task Risk Assessment | Will occur in most circumstances when the activity is undertaken (greater than 90% chance of occurring) | | Template risk assessment | A framework that can be used as a starting point for common types of activities | | Location risk assessment | Risks arise from a location (such as a facility or venue) | | OHS Risk Register | Risks across an entire location or facility | | Personal risk management plan | Risks unique to an individual (such as personal health condition) | | Centrally management risk assessment | Risks manage centrally with controls that apply to the entire organisation. | |
| Risk Owner | The person documenting the risk assessment. |

1. **Identifying the need to conduct an OHS risk assessment** 
   1. Operational Managers must ensure that Activity or Task based risk assessments are completed and controls are in place prior to commencement of the activity or task being undertaken when:
      1. A hazard arising from an activity presents an unacceptable level of risk. The hazard must be documented in the Incident & Hazard Reporting Hub in accordance with the Managing OHS Hazards and Incidents Procedure.
      2. An incident occurs that identifies inadequacies in the existing control measures for an activity. The incident must be documented in Incident Register in accordance with the Managing OHS Hazards and Incidents Procedure.
      3. New activities are being proposed that may present unknown risks (e.g., new requirements of a project, etc) or
      4. Following a change of operational requirements.
   2. Operational Managers must ensure that a Risk Assessment is undertaken prior to the initial procurement of goods and services and that:
      1. The affected workers are consulted on the procurement process in accordance with the OHS Consultation Procedure
      2. Where indicated, goods and services are procured from the TIR’s approved suppliers
      3. Where applicable, goods and services meet any relevant Australian or International Standards or follow the industry best practice
      4. The requirements of the OHS Contractor Management Procedure are met prior to engaging any contractors.
   3. Following the procurement process, the Operations Manager must verify that equipment, installations and materials are safe for use by ensuring that:

* Equipment is delivered according to specifications and is tested to ensure it works as intended
* Installations are commissioned to ensure they function as designed
* Materials are delivered according to their specifications
* Any usage requirements, precautions or other protective measures are communicated and are made available to the relevant workers.
  1. The verification process outlined in 5.3 must be recorded and the record maintained locally in accordance with the OHS Records Management Procedure.
  2. Operational Managers must ensure that Risk Assessments are completed, and controls are in place before works are performed if:
     1. A space they control presents an immediate risk to health and safety. The hazard must be documented in the online system Incident and Hazard Reporting Hub in accordance with the Managing OHS Hazards and Incidents Procedure
     2. An incident occurs that identifies inadequacies in the existing control measures for a location. The incident must be documented in the online system Incident and Hazard Reporting Hub in accordance with the Managing OHS Hazards and Incidents Procedure
     3. A space will be utilised in a novel way that may present unknown risks (e.g., events, renovations, etc).
  3. Operational Managers must ensure that Personal Risk Management Plans are completed, and controls are in place if:

A person entering the workplace may be unable to perform work safely due to personal factors. As these risk assessments are very likely to contain sensitive and personal information restricted access and storage controls must be applied.

* 1. Heads of Business/Department and General Managers must ensure that the OHS Risk Register:
     1. Identifies and assesses risks that have the potential to impact their area
     2. Details any strategies in place to eliminate or minimise identified risks
     3. Details any proposed strategies to eliminate or minimise risk and specifies a person responsible and timeframe for implementation
     4. Has been reviewed at least annually.
  2. Any party may choose to initiate the OHS Issue Resolution Procedure if there is any dispute as to whether:
* A risk is acceptable
* There is the need for a risk assessment
* Risks were adequately evaluated, and sufficient controls were identified
* The risk assessment owner or approver is appropriate.

1. **OHS Risk Assessment Process**
   1. The Risk Owner must be competent in the process of risk assessment
   2. The Risk Owner must ensure that:

* The appropriate Risk Approver is selected for the relevant activity, unless the risk assessment is centrally managed
* All risk assessments are documented in the Data Management Library (DML) on SharePoint unless otherwise approved by the SHE Specialist
* Risk assessments that include confidential information (e.g., a person’s health condition, commercial in confidence) must have restricted access and storage controls applied Risk Assessment option
* A standard naming convention is used in the prefix of the Risk Assessment Name, which identifies their Location>Department>Title
* The scope of the risk assessment has been clearly defined and includes details of:
* The activity being performed
* Any limitations (e.g., the assessment focuses only on specific elements of equipment or process).
* Verify that the correct Risk Approver is selected
* Each potential risk factor is identified and described, including all mechanisms and associated agencies of injury and how the risk could be realised. See OHS Classification Guideline.
* The current level of risk has been assessed by:
* Confirming the availability and suitability of all existing control measures in place
* Utilising the Risk Matrix (refer to 7.1) to assign most probable consequence and corresponding likelihood.
* Key stakeholders, e.g., Operational Managers and relevant subject matter experts have been invited to review the assessment as a ‘Peer Review’
  1. The Risk Owner may recommend or propose additional controls that could further reduce the risk level.

1. **Approval**
   1. The Risk Approver must:
      1. Verify that:

* The scope of the risk assessment is appropriate
* The mechanisms and agencies of injury are accurate
* All existing controls are present
* All proposed controls are valid and must be implemented; and
* The risks identified are:
* **Acceptable** - in which case the risk assessment must be approved as soon as possible
* **Unacceptable** - in which case the risk assessment must be rejected, and appropriate feedback provided to the Risk Owner as soon as possible.
  1. Post-Approval
     1. Once a risk assessment has been approved, it is the responsibility of the person assigned to each proposed control to action it in accordance with the Management of OHS Actions Procedure.
     2. Approval of a risk assessment does not constitute approval to commence work, which may only be granted by the relevant Manager or Supervisor.
     3. Managers or Supervisors must ensure that agreed control measures are present.
     4. Managers or Supervisors must ensure that all affected persons have access to the relevant risk assessments.
  2. Review of Risk Assessments
     1. Risk assessments must be reviewed:
* At least every three years
* When there is a significant change to the process/activity
* When a control may not be reasonably implemented
* When the level of risk is no longer considered acceptable based on the current control measures (e.g. as identified by a hazard or incident report, changes to processes).
  + 1. Risk assessments must:
* Be reviewed using the ‘Formal Review’ notification in Data Management Library on SharePoint and the effectiveness of current controls evaluated; or
* Archived using the ‘Archive’ folder in SharePoint if no longer required.

1. **Tools**

The following tool is associated with these guidelines.

* 1. SHE 5.01 Risk Matrix

Chart, treemap chart

Description automatically generated

Risk level – Descriptions

An appropriate response is applied based on risk level.

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| --- | --- | --- |
| Score | Risk Level | Description |
| **2-4** | **Low** | No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained. |
| **5-6** | **Medium** | Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences. |
| **7-8** | **High** | Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences. |
| **9-10** | **Very High** | These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited. |

* 1. SHE 5.02 Risk Assessment Template

1. **Record Keeping**

Risk assessments must be kept in accordance with the SHE 30 OHS Records Management Procedure.

1. **Legal & Other Referenced Documents**

Legislation mandating compliance

* Work Health & Safety Act 2012
* Work Health & Safety Regulations 2012
* Code of Practice – CP112 How to Manage Work Health & Safety Risks

Australian and International Standards

* ISO 45001: 2018 OHS Management Systems - Requirements with guidance for use

TIR SHE documents

* SHE 09 Safe Work Procedure
* SHE 28 OHS Roles and Responsibilities Procedure
* SHE 24 OHS Issue Resolution
* SHE 22 OHS Consultation

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1. **Authorisation, Effective & Evaluation Dates**

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| **Authorisation** | Grant Hinchcliffe, CEO |
| **Effective Date** | July 2022 |
| **Evaluation Review Date** | 3 years |

1. **Evaluation & History**

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| --- | --- | --- | --- |
| **Date** | **Author** | **Sections Modified** | **Details of Amendments** |
| April 2022 | M. Axford | ALL | New document creation and implementation |
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