

Hazard and Risk Register – Explanation Sheet

Introduction.

It is a requirement that hazards are as far as reasonably practicable identified and controlled in the workplace.

The Hazard and Risk Register is comprehensive, and has been developed from the perspective of the Diocese and the hazards its workers may be exposed to.

Each PCBU may adapt this register for their own purposes, but is expected to develop its own register with more site-specific hazards and controls. It is likely that some of the hazards and controls on the generic register are not relevant for each Parish, and other site-specific hazards and controls may need to be added.

The layout of the register may be altered as seen fit by the Parish, but if developing their own, Parishes must as a minimum ensure following are the main points to be covered:

- Hazards identified,
- Likelihood and severity of incident/near miss involving that hazard assessed,
- Controls identified,
- Checks to ensure controls are appropriate

The important factor is that the controls identified for the hazards are appropriate, are utilised in practice, and are conveyed to workers. The controls may be used by contractors, or they should have their own controls which are of equal or higher effectiveness.

The register should be referred to when planning work, events, or other activities in the Parish.

The register should be reviewed and updated on a regular basis, or after incidents as these would generally indicate a control has not been implemented or has failed.

Explanation of columns

Hazard

This column names the general hazard that may be expected in the workplaces in which the Diocese functions.

Typical or specific tasks or locations.

This names in general some known instances or locations when the people may be exposed to the hazard. Parishes may be able to list more specific locations or activities where this hazard is present.

Potential outcome

Describes in general terms what could potentially occur in an event where that hazard wasn't adequately controlled.

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Risk score

This column will either have a numerical risk score as based on a risk matrix, or a rating such as very high, high, medium, low. This rating is based on the potential on the most likely severity of an incident involving that hazard, combined with the likelihood of such an incident occurring.

This column is important as it helps to identify hazards with a higher risk rating or score which must then be controlled with a higher priority than those with lower scores.

Common Controls.

Controls entered here must be workable, and must be followed in practice. Content of this column should be amended when it has been identified controls are inappropriate. Workers must be made aware of this column in particular so they may know what is expected of them.

Eliminate/minimise.

Hazards must be eliminated where possible. Where this is not possible minimisation measures must be in place. This column serves as a prompt to consider whether controls can eliminate a hazard.

Risk score after controls.

This should always have a lower risk score/rating than before controls are implemented. Otherwise it shows controls have not done anything to reduce potential severity or likelihood of incident.

Person responsible

May be the person administering the Risk Register who utilises others to implement controls, or those persons themselves. Ensures it is known who has ownership, there is less likelihood of assuming others are implementing controls, and therefore hazards are controlled.

Review period.

Significant hazards/risks should be reviewed more regularly than others. However, in practice a review period that coincides with regular meetings may work best (eg time allocated at a biannual committee meeting to go through the risk register).

Date review done & Next Review Date

Self explanatory. These last three columns may be removed from the spreadsheet, but it is important to record when reviews are done, and due. This could be on meeting minutes and agendas, and calendars.