

Today's Topic/Issue

It is responsibility of the company to conduct risk assessments to identify if any harm might arise due to the presence of risk arising from the work and workplace being carried out. If risk assessments identify an unreasonable chance of risk, it is the employer's responsibility to ensure that those risks are appropriately controlled.

Once the risk assessment is completed it is your responsibility to:

- understand the risk assessment arrangements
- familiarise yourself with risk assessments applicable to your work
- do nothing to harm yourself or others

QUICK QUIZ

What is a Hazard?

QUICK QUIZ

What is a Risk?

QUICK QUIZ

What is Harm?



What hazards can be seen in this office environment?

What are the risks?

What might the harm be?



Completing a Risk Assessment

There are five key steps to completing a risk assessment and they should be reviewed on a regular basis. Anyone can complete a risk assessment, and it is important that the person who carries out the task most regularly is a part of their creation:

- 1) Identify the hazards
- 2) Decide who might be harmed and how
- 3) Evaluate the risks and decide on precautions
- 4) Record findings and implement them
- 5) Review your assessment and update if necessary



Risk Assessment

The purpose of risk assessment is to identify those risks present in the workplace or arising from the work, and to ensure that appropriate controls are exercised. Risk assessment answers the questions when, where, who, what, and why. The end objective of the risk assessment process is to achieve a safer working situation by the development of appropriate safe systems of work.

Risk management reduces the probability of accidents, injury and ill health, and reduces the probability of the organisation incurring other losses. Risk assessments are the first step in the process of risk management, in which any control measures required for identified hazards are designed, implemented and monitored.

QUICK QUIZ “What is a Hazard?”

A hazard in health and safety terms is determined as essentially “the potential for anything to cause harm”

Hazards can have a wide variety of properties - physical, chemical, biological, or circumstantial, and can include anything from ineffective systems of work (e.g. doing things in the incorrect order), to visibly dangerous moving parts of equipment. This means that in practice almost any aspect of work can give rise to a hazard, but only those of significant magnitude need to be assessed.

QUICK QUIZ “What is a Risk?”

A risk is: “The chance, high or low, that somebody could be harmed by hazards, together with an indication of how serious the harm could be”.

Because of the difficulty of predicting an outcome from a hazard, risks are often considered to be the probability of any severity of harm to people (including ill health and injury); damage to property, plant, products or the environment; production losses or increased liabilities.



Completing a Risk Assessment

When completing a risk assessment, there are five main steps which should be followed:

1. Identify the hazards

One of the most important aspects of risk assessment is accurately identifying the potential hazards. What are the activities, processes or substances that could cause harm?

2. Who might be harmed and how

How employees (or others who may be present, such as contractors or visitors) might be harmed. Ask employees what they think the hazards are, as they may notice things that are not obvious and may have some good ideas on how to control the risks.

3. Assess the risks and devise control measures

Having identified the hazards, decide how likely it is that harm will occur and the severity of that harm i.e. the level of risk and what to do about it.

4. Record findings and implement control measures

Make a record of significant findings – the hazards, how people might be harmed by them and what is in place to control the risks. Any new control measures should be implemented.

5. Review

Make sure the risk assessment stays accurate, undertake reviews periodically or when there has been a significant change.



Toolbox Talk - Attendance Sheet

Site/Department Name:

Trainer Name:

Signature:

Toolbox Talk Topic:

Date:

Name	Signature

Any further feedback or questions from attendees regarding this toolbox talk topic?