HS329 Risk Management Procedure

Purpose

The Risk Management Procedure outlines how UNSW will comply with its legal requirement to identify hazards and control risks arising from its activities in accordance with:

- **NSW:** *Work Health and Safety Regulation 2025*; *Work Health and Safety Act 2011*; *and*
- **ACT:** *Work Health and Safety Regulation 2011*; *Work Health and Safety Act 2011*.

This procedure ensures that there is a consistent risk management approach across UNSW. We make every effort, as far as reasonably practicable, to identify, to manage, eliminate and/or minimise risks from hazards to workers, students and other visitors. Hazards include psychosocial and physical hazards, associated with our education, research, and other activities.

Scope

This procedure applies to all university activities undertaken by UNSW workers, students and other visitors, and all activities conducted by or on behalf of UNSW.

Contractors and service operators must comply with their own risk management procedures. There must be cooperation and coordination between UNSW and all other businesses or undertakings that are impacted.

1. When to carry out Risk Management

Risk management is an ongoing process carried out in consultation with workers and students.

Risk management needs to be carried out when:

- designing and planning processes, activities, or work environments
- planning to improve productivity or reduce costs
- tasks involving risks
- it is required by legislation
- responding to concerns raised by workers, health and safety representatives or others in the workplace
- responding to workplace incidents (even if they have caused no injury)
- a new risk becomes known
- using new equipment, plant or substances
- introducing new or returning worker or students to the workplace
- working with a new supplier or new commissioner of services
- new information about workplace risks becomes available
- there is a change to existing work practices, procedures, or work environment

- there is a change in legislation, organisational structure or job roles.

Risk management must also incorporate work being completed for UNSW that is outside the UNSW campuses. For example, risks must be managed when working at hospitals, during fieldwork, or when using UNSW work vehicles and equipment off site. This includes domestic and international work.

2. Who should carry out Risk Management?

Supervisors maintain responsibility for health and safety risk management in the area(s) under their control. Refer: HS336 Health & Safety Responsibility Authority and Accountability Procedure

Supervisors can delegate the task of creating a Risk Management Form (RMF) to other workers or HDR students, so long as the person selected has:

a. Completed the health and safety awareness on-line training course (or any other UNSW training courses that provide instructions in principles of risk management); and

b. Demonstrated an adequate understanding of the Risk Management Procedure; and

c. Demonstrated experience or technical understanding in the work area or equipment.

Supervisors who have the authority to implement the necessary safety controls in the area where the task or activity is undertaken, maintain responsibility for the process and must sign off on the RMF. Where there are multiple supervisors in a shared area, the following procedure must be followed:

- Salus: The supervisor must create a competency plan in Salus and allocate supervisors that must view the document. Additional supervisors must then declare the document as read in the competencies tab in Salus, or
- *HS Risk Management Form - HS017*: The additional supervisors must sign the form.

All RMFs must be authorised by the supervisor unless they exist as reference material or as shared resources (such as UNSW wide documents).

Consultation with workers and their representatives is required at each step of the risk management process set out below.

Individuals must take reasonable care for their own health and safety including complying with risk control measures.

For further information on other roles and responsibilities, refer to the HS336 Health and Safety (HS) Responsibility, Authority and Accountability Procedure

3. Risk Management Process

3.1. STEP 1 – IDENTIFY HAZARDS

A hazard is anything that has the potential to harm a person (physical or psychological) or property, damage equipment or cause environmental impact.

Hazard identification must include all the people who could be affected by the work, including workers, contractors, students, visitors or members of the community, and those who will be in the vicinity of the work being performed.

Hazards can be visible or invisible, obvious or hidden, physical or psychosocial. Use a variety of methods to identify hazards, for example:

- Ask the workers in the area who are familiar with the hazards.
- Complete regular inspections of the work area to identify hazards. Consider whether the area enables workers to carry out work without risks to health and safety.
- Monitor the environment, observing exposures to noise, hot or cold temperatures, work completed at heights and moving vehicles.
- Look at the equipment, materials and substances used and whether they are fit for purpose.
- Identify if work is completed in isolation, or in remote locations

- Identify if worker attributes may increase their risk; for instance, younger workers can be at increased risk.
- Look at the tasks and how they are performed, including the physical, mental and emotional demands related to the tasks and activities.
- Consider the work organisation and management to determine if there are any factors that may cause psychosocial hazards (for example, how workers and others interact and how inappropriate behaviours or conflicts are dealt with).
- Monitor reporting of hazards and incidents, to identify any trends
- Read literature relevant to the activity or work environment – WHS Regulations and Acts, Codes of Practice, Australian Standards, manufacturer's literature, or Safety Data Sheets.

Note: Eliminate/remove the risk posed by the hazard. If there is a situation where there is immediate or significant danger to people, move those people to a safer location first and then attend to the hazard urgently. Risks that cannot be eliminated must be isolated and appropriate safety procedures must be followed immediately.

Table 1: Examples of Common Workplace Hazards

CATEGORY	EXAMPLE	POTENTIAL CONSEQUENCE
Manual Tasks / Ergonomic	Tasks involving: • sustained or awkward postures • high or sudden force • repetitive movements • vibration.	Musculoskeletal disorders such as damage to: • joints • ligaments • muscles.
Gravity	• Falling objects • Falls • People or objects slipping. • People tripping over.	• Fractures • Bruises • Lacerations • Dislocations • Concussion • Permanent injuries • Death.
Psychosocial	Design or management of work: • High job demands • Low job demands • Exposure to traumatic events or material • Low job control • Poor manager support • Inadequate reward and recognition • Remote or isolated work • Poor change management • Role conflict or lack of role clarity • Poor organisational justice • Job insecurity. Workplace interactions and behaviours: • Conflict or poor workplace relationships • Poor co-worker support • Workplace violence and aggression • Bullying • Harassment • Sexual harassment • Responding to student concerns. Work environment: • Hazardous physical working environments	<u>Psychological harm:</u> Multiple negative impacts on a person's thoughts, emotions and behaviours. Negative impacts on behaviours can include • deterioration in work performance • interactions with colleagues and personal supports • coping strategies such as increased substance use. <u>Psychological injury:</u> Mental health conditions, such as • anxiety disorders • major depressive disorder • post-traumatic stress disorder. Physical harm and injury can arise from psychosocial hazards, including musculoskeletal disorders or cardiovascular disease.

Electrical	• Exposure to live electrical wires.	• Shock • Burns • Damage to organs and nerves leading to permanent injuries or death.
Plant and Equipment	• Being hit by moving vehicles • Being caught in moving parts of machinery.	• Fractures • Bruises • Lacerations • Dislocations • Permanent injuries • Death.
Hazardous Materials, Chemicals and Substances	• Acids • Hydrocarbons • Heavy metals • Asbestos • Nanomaterials • Silica.	• Burns • Respiratory illnesses • Cancer • Dermatitis.
Extreme Temperatures	• Heat • Cold.	Heat can cause: • burns • heat stroke • injuries due to fatigue. Cold can cause: • hypothermia • burns • frost bite.
Noise	Exposure to loud noise.	Permanent or temporary hearing damage.
Radiation	• Ultraviolet (non-ionizing) • Welding arc flashes (non-ionizing) • Microwaves (non-ionizing) • Lasers (non-ionizing) • Exposure to unsealed sources through spill (ionizing) • Exposure to sealed source (ionizing).	• Burns • Cancer • Blindness.
Biological	• Micro-organisms • Human body fluids and tissues • Animal waste products.	• Hepatitis • Legionnaires' disease • Q fever • HIV/AIDS • Allergies.

All identified hazards must be documented on an RMF. In Salus, the hazard register details known hazards.

3.2. STEP 2 – ASSESS THE RISKS

A risk is the consequence and likelihood of harm occurring when exposed to a hazard.

The level of risk must be assessed to determine what actions must be taken. The consequence of the harm (for example, 'C2 major hospital admission required') and the likelihood of that harm occurring (for example, L3 Possible: might occur occasionally') determines the risk rating. Risk will increase as the severity and likelihood of harm increases.

Risks should be assessed on a RMF in Salus. If there is a technical issue preventing access to Salus, risks should be assessed on *HS Risk Management Form - HS017* and uploaded to Salus as soon as possible. If an alternative hard copy form is to be used, it must be approved for use by the Safety team and uploaded to Salus as soon as possible.

To assess the risks, complete the following steps in Salus. Alternatively, by using the Risk Assessment Matrix in Appendix 1:

1. Rate the likelihood of harm.
2. Rate the consequence.

3. Determine the Risk Rating:

    - Salus RMF: Salus will populate an overall Risk Rating.
    - *HS Risk Management Form - HS017:* Select the risk rating on the Risk Rating Matrix where the two ratings cross on the matrix.

4. Follow the required actions.

    The risk rating in some situations may be difficult, for instance in relation to some psychosocial hazards. In this case, document a likely risk rating as best as possible.

    Refer: Appendix 1: Risk Assessment Matrix for details.

    If the risk is determined to be very high with all controls in place, the proposed task or process activity must not proceed.

    For instructions on how to create a RMF:

    - Salus: Refer to the *Salus Risk Management How to Guide* on the UNSW Safety page.
    - *HS Risk Management Form - HS017:* Complete each section of the hard copy form

    Note: The Safety Risk Assessment Matrix differs from the UNSW Enterprise Risk Management Risk and Opportunity matrix. When assessing safety risks, refer to Appendix 1: Risk Assessment Matrix.

3.3. STEP 3 – CONTROL THE RISKS

a. Identifying Control Measures

Determine whether there are control measures in place:

- Check if there is legislation that has specific requirements for a control measure.
- Check if a Code of Practice has guidance on controlling the hazard.
- Check if there is a relevant Australian Standard.
- Check the manufacturers guidance and/or any industry standards.
- Check with other Faculties/Divisions and/or businesses if they have a similar hazard and how they have successfully controlled the risk.
- Ask the workers if they have any solutions to the hazards and risks they are exposed to.
- Seek advice from the UNSW Safety Team.

When deciding on control measures, you must consult with workers to make sure that the controls are suitable, as workers will know the task/area best and will have to work with the control measure on a day-to-day basis. You must ask workers to tell you how they believe the risk can be managed. You must also ask them to review and provide feedback on proposed controls.

You must also consider whether identified control measures may introduce new hazards or risks. Any new hazards or risks introduced must also be managed through the risk management process.

Note: When completing a RMF in Salus, controls are automatically populated from the hazards selected from the Hazard Register. These controls can be selected/deselected and additional controls (ad hoc controls) can also be added.

b. Hierarchy of controls

When managing risk, UNSW is required to follow the hierarchy of controls.

Elimination of a risk must be considered first, as this is the most effective control. If this is not reasonably practicable, you must minimise the risk by working through the other alternatives in the hierarchy. This may involve a single control measure or a combination of different controls that together provide the highest level of protection that is reasonably practicable.

Figure 1: The Hierarchy of control measures

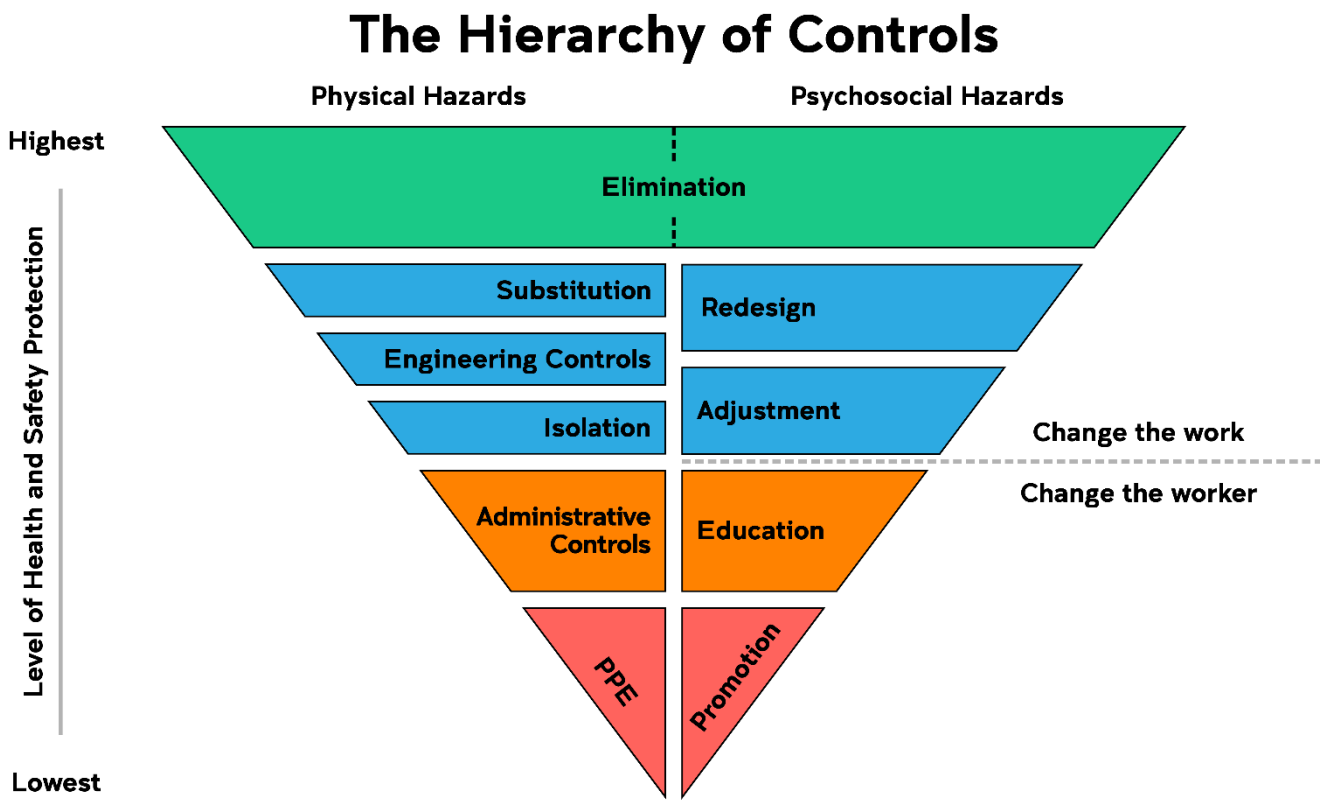

Table 2: Physical and Psychosocial Hazards control measures, actions and examples

PHYSICAL HAZARDS - **CONTROL MEASURE** - **ACTION** - **EXAMPLE**	**PSYCHOSOCIAL HAZARDS:** - **CONTROL MEASURE** - **ACTION** - **EXAMPLE**
Elimination Remove the hazard. Hazards must be eliminated when possible. **Note:** When the hazard cannot be removed, the risk must be minimised as far as is reasonably practicable. Examples: • Removing the trip hazard on the floor. • Disposing of unwanted chemicals.	**Elimination** Remove the psychosocial hazard to eliminate the risk of harm from this aspect of work. Examples: • Removing the hazard, deliverable, or work process. • Removing a worker from an isolated or remote area.
Substitution Substitute the hazard with a safer alternative. Example: • Replacing a corrosive chemical with a non-hazardous substance.	**Redesign** Redesign how work is done, including roles, responsibilities, and the work environment. Examples: • Reviewing and amending roles and responsibilities where role clarity is poor. • Utilising artificial intelligence to screen for potentially traumatic content. • Introducing new processes or systems to make tasks easier, especially those that are repetitive, mentally challenging, or emotionally draining.

Isolation Isolate the hazard from people. Examples: • Installing guard rails around exposed edges. • Storing chemicals in a fume hood.	**Adjustment** Make adjustments to existing practices, substitute tasks with safer alternatives, or increase resources to meet demands. Examples: • Distributing work more effectively. • Rotating jobs for high demand tasks. • Placing physical barriers where there is a risk of violence and aggression. • Increasing temporary/casual resources during peak workloads.
Engineering Controls Use engineering controls to reduce the risks. Examples: • Using local exhaust ventilation to extract dust away from the worker. • Using a hoist to lift a heavy load. • Installing sound dampening measures to reduce exposure to unpleasant or hazardous noise.	
Administrative Controls Put measurements in place to reduce exposure to the hazard, to facilitate and assure safety of the operational system. Examples: • Training courses. • Signage. • Safe Work Procedures (SWP). • Supervision.	**Education** Train workers to understand work policies, procedures and expectations. Examples: • Creating and communicating procedures or team guidelines that set expectations on how work is performed. • Formal and informal learning and development opportunities.
Personal Protective Equipment (PPE) Use PPE. **Note:** if a worker is directed to carry out work using PPE, they must be provided with information, training and instruction in the proper use and wearing of PPE, and the storage and maintenance of PPE. Examples: • Laboratory coat. • Gloves. • Safety goggles.	**Promotion** Provide opportunities to build resilience to withstand psychological hazards. Examples: • Training for managing challenging interactions or building resilience. • Employee Assistance Program (EAP) advice.

Note: A specific control measure must be implemented if:

- required by law
- Codes of Practice or Australian Standard specify the control measure. A control measure of equal or better effectiveness is acceptable.

c. Implementation of controls

Controls must be implemented to reduce the risk rating, as far as reasonably practicable, using the hierarchy of control measures. Refer: Section 3.3.b. Hierarchy of Controls.

Refer to Appendix 1: Risk Assessment Matrix for timeframes for when controls must be implemented.

All control measures to be implemented must be prioritised based on the risk rating.

d. Maintain effectiveness of controls

To maintain the effectiveness of controls, the supervisor must:

- create/update a *Safe Work Procedure (SWP)* as required. Refer *Writing Safe Work Procedures Guideline (HS027)*
- clearly allocate accountability. Managers and supervisors should be provided with the authority and resources to implement and maintain control measures effectively

- supervise workers/students as required when new procedures/controls are being implemented
- ensure plants and equipment are regularly inspected, tested and repaired
- ensure training is up to date
- keep up to date on new technologies or hazard information that may change
- consult with workers/students about whether controls are still effective.

e. Final consultation

The Supervisor must:

- inform and discuss the hazards and controls with all people that may be reasonably expected to be affected by the work
- ensure these people declare they have read the RMF
  - Salus RMF: These people must "Declare as read" in the Competency Module (Refer: Training and Competencies How to Guide), or
  - *HS Risk Management Form - HS017*: These people must sign the RMF.

For activities which are low risk or include a large group of people (for example, open days, BBQ's and student classes) only the people undertaking and/or coordinating the key activities in the process need to declare they have read the RMF. For all others involved in such activities (for example, students in a class) the information can be covered by other methods such as a safety briefing, induction and/or safety information sheet.

3.4. STEP 4 – REVIEW

Risk Management processes must be reviewed:

- when controls are not working effectively, or not eliminating or minimising the risks as far as reasonably practicable
- to review effectiveness of controls
- when there is a change in the workplace that can impact on the controls
- if there is a new hazard or risk identified
- if consultation with workers or others indicates a review is necessary
- if a health and safety representative/advisor/team member request a review
- if a significant injury has occurred
- if new information on a hazard becomes available
- if there is a change in relevant legislation, standards, codes of practice, agreements, guidelines, or procedures
- on a regular basis. Minimum timeframes for reviews are:
  - High risk or dynamic work environments: Yearly
  - Low-medium risk: Every three years.

To undertake a review, start at step 1 (Identify the Hazards) and continue through the rest of the risk management process.

If the RMF requires a significant update, ensure all those affected are educated on the revised RM. Ensure these people declare they have read the RMF:

- Salus RMF: These people must "Declare as read" in the competencies tab, or
- *HS Risk Management Form - HS017*: These people must sign the RMF.

Risk management processes can also be reviewed to identify opportunities for improvement and enhance overall effectiveness.

4. Hazard and Risk Registers

A record must be maintained of all ongoing risks and hazards identified within the workplace:

- Salus Hazard and Risk Registers:
  - The Hazard Register is a list of all known UNSW hazards that cannot be eliminated and have associated working controls that can be selected when completing RMFs. These controls are implemented at UNSW to mitigate risks.
  - The Hazard Register and the controls can be added to Salus through the Salus administration team on Salus SharePoint site or through identifying hazards in Salus and then requesting them to be added to the register.
  - The Risk Register is completed at a Faculty/Division or School level to identify risks and controls and are recorded in the Salus Risk Register.
- *HS653 Hazard and Risk Register Template* can be used if Salus is unavailable. These hazards must be reported or added to the Salus Hazard register when it is next available and the completed HS653 should be attached to this entry.

5. Record Management

It is a requirement that all RMFs, hazard and risk registers are kept for a minimum of seven years. Records that require health monitoring must be kept for at least 30 years after the record is made and must be kept as a confidential record.

Record management:

- assists with inducting and training workers on the hazards, risks and controls
- ensures the identification of hazards
- demonstrates decision-making processes
- identifies the need for a SWP
- demonstrates how risks will be managed
- can be used as evidence in criminal and civil prosecutions
- demonstrates compliance with the relevant Work Health and Safety Acts and regulations.

5.1. Electronic Risk Management Forms

Electronic RMFs in Salus are saved and shall be maintained indefinitely in Salus.

Electronic RMFs can be marked as confidential in Salus. An example of an RMF that should be marked as confidential is an RMF that involves classified research or includes information that is commercial in confidence.

5.2. Hard Copy Forms

Hard copy RMFs must be scanned and saved in Salus. If the hard copy RMF is confidential, place the hard copy in a secure bin for disposal, after scanning into Salus.

Hard copy forms must include the following:

- Document control and review.
- Document author.
- Document approver (i.e. responsible person).
- Description of activity.
- Description of location.
- Hazards.
- Controls.
- Risk rating of hazards.
- Clean-up and waste disposal.
- Emergency shut-down procedures.

Note: Electronic forms in Salus are the preferred method.

Effective: 8 October 2025 **Responsible:** Director, Health and Safety **Lead:** Deputy Director, Health and Safety

Appendix 1: Risk Assessment Matrix

Version 4, Effective 05 September 2025

RISK ASSESSMENT MATRIX

Consider the Consequences

Consider:

- What type of harm could occur (consider psychological and physical)?
- Is there anything that will influence the severity (e.g., proximity to hazard, person involved in task)?
- How many people are exposed to the hazard?
- Could one failure lead to other failures?
- Could a small event escalate?
- What is the potential duration of the consequences?

C1 Severe: death or permanent disability to one or more persons.
C2 Major: hospital admission required
C3 Moderate: medical treatment required
C4 Minor: first aid required
C5 Insignificant: injuries not requiring first aid

Consider the Likelihood

Consider:

- How often is the task done?
- Has an incident happened before (here or at another workplace)?
- How long are people exposed?
- How effective are the control measures?
- What impact does the work design have (e.g., lighting / temperature/ deadlines/ pace)?
- Are people's behaviours influencing the likelihood (e.g., stress, panic)?
- Are vulnerable populations exposed (e.g., workers with accessibility needs, young workers etc.)?

L1 Almost certain: expected to occur in most circumstances.
L2 Likely: will probably occur in most circumstances.
L3 Possible: might occur occasionally
L4 Unlikely: could happen at some time
L5 Rare: only in exceptional circumstances.

Calculate the Risk

1. Take the consequences rating and select the correct column
2. Take the likelihood rating and select the correct row
3. Select the risk rating where the two ratings cross on the matrix below

Potential Severity

- During analysis of an issue, we consider the potential severity i.e., What is the potential consequence if things had gone differently.
- This information can be used to see trends in incidents.
- Assess potential severity along the same guidelines as the consequences in this RAM.

			Consequence				
	Description		Insignificant	Minor	Moderate	Major	Severe
			C5	C4	C3	C2	C1
Likelihood	Almost Certain	L1	11 Medium	19 High	21 High	24 Very High	25 Very High
	Likely	L2	10 Medium	14 Medium	18 High	20 High	23 Very High
	Possible	L3	5 Low	9 Medium	15 High	17 High	22 Very High
	Unlikely	L4	3 Low	4 Low	8 Medium	13 Medium	16 High
	Rare	L5	1 Low	2 Low	6 Medium	7 Medium	12 Medium

Risk Level	Required Action
Very High	**Act immediately:** The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls.
High	**Act today:** The proposed activity can only proceed, provided that: 1. The risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls and 2. The risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. and 3. The document has been reviewed and approved by the Supervisor and 4. A Safe Working Procedure has been prepared and 5. The supervisor must review and document the effectiveness of the implemented risk controls.
Medium	**Act this week:** The proposed task or process can proceed, provided that: 1. The risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls and 2. The document has been reviewed and approved by the Supervisor and 3. A Safe Working Procedure has been prepared.
Low	**Act this month:** Managed by local documented routine procedures which must include application of the hierarchy of controls.

Appendix 2

Legislative compliance

This procedure is intended to ensure that UNSW complies with the:

- *Work Health and Safety Regulation 2025*
- *Work Health and Safety Act 2011 (NSW)*
- *Work Health and Safety Regulation 2011 (ACT)*
- *Work Health and Safety Act 2011 (ACT)*
- Code of Practice How to Manage Work Health and Safety Risks

Supporting documents

- Health and Safety Policy
- HS017 Risk Management Form
- HS026 Safe Work Procedure Form
- HS653 Hazard and Risk Register Template
- HS730 Legislative Compliance Guideline

Definitions

The below definitions are part of the Health and Safety framework.

Definitions and acronyms	
Contractor	A contractor is an individual or business that provides goods and/or services to UNSW and is not engaged under an employment agreement. Contractors negotiate their own fees and working arrangements and can work for more than one client at a time. A contractor can be: • an individual whom UNSW contracts with directly (a sole trader), • an individual engaged via a corporate structure (e.g. a company), or • a company with multiple workers. Contractors may refer to themselves as “consultants”. “Consultant” is a broad term referring to a professional who provides expert advice within a particular industry or field, (e.g. professional services firms such as law firms or accountants). Contractors may also be referred to as “subcontractors” and “independent contractors”
Consequence	The outcome of harm that could result, taking into account many factors. For example, the severity of injury that could occur, how many people could be affected, the possibility of an event escalating, other influencing factors such as height of fall or concentration of harmful substance.
Hazard	Anything that has the potential to harm a person (physical or psychological) or property, damage equipment or cause environmental impact.
Likelihood	The chance of harm occurring, taking into account many factors. For example, how often the task is undertaken, how long is the exposure to harm, the behavior of workers, history of harm happening etc.
Physical harm	Physical harm refers to any injury, illness, or other physiological impairment, regardless of its gravity or duration. It can also mean any physical injury to the body, including an injury that caused, either temporarily or permanently, partial or total physical disability, incapacity or disfigurement.
Psychological harm	Significant, negative impacts on a worker’s thoughts, feelings and behaviours.

Reasonably practicable	Doing what is reasonably able to be done for ensuring health and safety, which includes considering and weighing all matters such as: (a) the likelihood of the hazard or the risk occurring (b) the degree of harm that might result from the hazard or risk (c) what the person concerned knows, or ought reasonably know, about: the hazard or the risk; and ways of eliminating or minimising the risk (d) the availability and suitability of ways to eliminate or minimise the risk (e) after assessing the extent of the risk and the available ways to eliminate or minimise the risk, the cost(s) associated with available ways of eliminating or minimising the risks including whether the cost is grossly disproportionate to the risk.
Risk	The consequence and likelihood of harm occurring when exposed to a hazard.
Risk control	Action taken to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimizing the risks so far as is reasonably practicable.
Health and Safety Risk Management Framework	Set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation. The foundations include the below: The policy objectives and commitment to manage risk Risk management manual which sets out the approach to identifying, analysing, evaluating, treating, managing and monitoring risks Identification and assessment of UNSW top strategic and operational risks Risk appetite statements Risk universe and assurance mapping including identification of key controls Management reviews and reporting protocols The organisational arrangements include plans, relationships, accountabilities, resources, processes and activities The risk management framework is embedded within the organisation's overall strategic and operational policies and practices.
Risk Identification	The process of finding, recognising, and describing risks. Risk identification involves the identification of risk sources, events, their causes, and their potential consequences. Risk identification can involve historical data, theoretical analysis, informed and expert opinions, and stakeholder's needs.
Risk Management	The continuing process to identify, analyse, evaluate, and manage health and safety exposures and monitor risk controls to mitigate the adverse effects of harm to people, property or the environment related to the business or undertaking.
Risk Management Process	The systematic application of health and safety management policies, procedures, and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, managing, monitoring and reviewing risk.
Risk rating	The process of measuring the harm from the risk to help with prioritising actions. The severity of the harm (e.g. '*may require hospitalisation'*) and the likelihood of that harm occurring (e.g. *'Almost certain'*) determines the risk rating.
Safe Work Procedure (SWP)	An administrative control measure, usually identified in the risk management process. It provides specific step-by-step instructions for complex processes, products, and projects. For example, how to operate a machine or how to measure a hazardous chemical. It is a practical tool to train and instruct workers.

Worker	Anyone who performs paid work in any capacity for an employer, business or organisation is considered a worker. However, the term can also include unpaid workers such as volunteers or work experience students. The below are considered a worker: • an employee • a trainee, apprentice or work experience student • a volunteer • an outworker • a contractor or sub contractor • an employee of a contractor or sub contractor • an employee of a labour hire company.

Version History

Version 1.0 approved by Director, Human Resources May 2003 and effective May 2003. Previous OHSMS document.

Version 2.0 approved by Director, Human Resources on 1 January 2007 and effective 1 January 2007. New document.

Version 2.1 approved by Director, Human Resources on 8 June 2007 and effective 8 June 2007. Concise Risk Rating table added as Appendix 4.

Version 2.2 approved by Director, Human Resources on 27 June 2007 and effective 27 June 2007. Risk assessment review added.

Version 3.0 approved by Director, Human Resources on 19 November 2010 and effective 19 November 2010. Complete review of the document.

Version 4.0 approved by Director, Human Resources on 03 March 2011 and effective 03 March 2011. Sign off added, emergency situations added and manual handling risk identification added.

Version 4.1 approved by Manager, OHS Unit on 22 June 2011 and effective 22 June 2011. Additional information added to 3.1.12.

Version 5.0 approved by Director, Human Resources on 04 September 2012 and effective 04 September 2012. Document changed to reflect new WHS Act, Regulation and Code of Practice.

Version 5.1 approved by Director, Human Resources on 23 April 2013 and effective 23 April 2013. Updated Branding Logo in accordance with UNSW Branding Guidelines. Modified the document identifier from OHS to HS in accordance with WHS legislation review

Version 5.2 approved by Director, Human Resources on 6 June 2013 and effective 6 June 2013. Updated s3.2 to make provision for recognition of prior learning

Version 5.3 approved by Director, UNSW Safety and Sustainability on 30 April 2014 and effective 30 April 2014. Reviewed for administrative updates.

Version 5.4 approved by Director, UNSW Safety and Sustainability on 8 February 2016 and effective 8 Feburary 2016. Updates to the following:

- 3.1 Added consideration of workplaces not under control of UNSW.
- 3.4.2 Made clear you don't have to complete Step 2 if an assessment has already been done.
- 3.4.3 Explained prioritization of control measures
- 3.5 Added what should be in a RMF
- 3.5 Added need for Hazard and Risk register (replacing HS304 Hazard and Risk Register Procedure)
- Added reference to SafeSys.

Version 5.4 approved by Director, Health and Safety on 8 February 2024 and effective 8 Feburary 2024. Updates to the following:

- Purpose and Scope: Added reference to psychosocial and physical hazards.
- 2: “Risk” definition amended.
- 2: New definitions added: Risk Management Framework, Risk Identification, Risk Management Process, Safe Work Procedure.
- 3.3.1: When to carry out a Risk Management
- 3.3.1:Additional reasons for when to carry out risk management.
- 3.3.2:Who should carry out risk management.
- 3.3.2:Additional supervisors signing off RMF in competencies tab in Salus.
- 3.3.3: Figure 1 removed (content included in steps).
- 3.3.3:Added - Monitor trends of hazards or incidents that are reported.
- 3.3.3:Added - to determine if there are any factors that may cause psychosocial hazards.
- 3.3.3:Added - Hazards observed that will create an immediate risk to safety must be removed immediately where practicable.
- 3.3.3:Added – Examples of Common Hazards.
- 3.3.2: Removed detail of consequences and likelihood, and included it in a procedure to be followed using the Rix Rating Matrix.
- 3.3.3: Control the Risks
- 3.3.3:Added – References to Salus.
- 3.3.3:Update regulation.
- 3.3.3:Added table and examples for control measures
- 3.3.3:Transferred information on “reasonably practicable” into definitions table and removed picture.
- 3.3.3:Final Consultation – delegated roles to supervisor.
- 3.4 Hazard and Risk Register
- 3.4 Removed reference to SafeSys
- 3.4 Added reference to Salus
- 3.5 Record Management
- 3.5 Added Electronic Risk Management Forms and Hard Copy Forms
- Appendix A – Updated RAM.

Version 6 approved by Deputy Director, Health and Safety and effective on 22 October 2025. Updates include:

- A full review
- Amended legislation
- Updated Appendix A - Risk Assessment Matrix.