

**Risk Management and**

**Control Procedure**

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# Risk Management and Control Procedure

## Purpose

To ensure that all risks associated with the daily operation of the business are identified and controlled and to maintain a safe workplace as required under Health and Safety legislation. Management and employees will be involved in the process to enable the proactive management of all risks associated with the business and work operations.

## Scope:

This procedure ensures that there is an ongoing and systematic process for the identification and assessment of risks and the development and implementation of risk controls.

## Definitions:

**Risk**: Any problem or shortcoming that has the potential to have an adverse effect on:

* the health and safety of workers and others,
* the natural environment,
* the buildings and facilities of the Car Wash.

## Procedure:

| Process | Methodology | Documentation |
| --- | --- | --- |
| Risk Reporting | Risk may be reported directly or in writing to the Management. Risks that present an immediate and serious risk should be controlled or isolated immediately. | * Hazard Report. |
|  | Risks may be reported through the Health and Safety meetings and recorded on the Health and Safety Meeting Record. | * Health and Safety Meeting Record. |
| Risk Identification | Use the Safety Audit Guide to assist identify risks at your Car Wash. | * Safety Audit Guide. |
| Injury Report and Accident/Incident Reports should be checked to identify risks requiring control. | * Injury Report. * Accident/Incident Report. |
| Employees will identify hazards in the course of their work. | * Hazard Report. |
| Regularly (suggest 6 monthly) carry out a ‘walk through’ of the Car Wash and identify hazards or areas requiring improvement. Use the Safety Inspection Checklist. | * Safety Inspection Checklist. |
| Risk Control | Risks are recorded on the Hazard Report and controls should be developed with reference to the “Hierarchy of Control” below. | * Hazard Report. * Hierarchy of Control. |
| Use the suggested Risk Controls on the Safety Audit Guidelines to control risks that you identify. | * Safety Audit Guide. |
| Risk priority | Each risk should be prioritised according to its consequence and likelihood using the Risk Priority Matrix below. | * Risk Priority Matrix. * Hazard Report. |
| Risk control review | Risk controls should be reviewed for effectiveness where required and recorded in the Review section of the Hazard Report. | * Hazard Report. |
| Risk assessment and control recording | Record of the identification, assessment and control of risks will be recorded on the Hazard Report form. | * Hazard Report. |

# Hierarchy of Control in Order of Priority

**Elimination** - eliminate hazardous substances, dangerous processes and dangerous equipment that are not necessary for the work.

**Substitution** - substitute substances, plant and processes that are less harmful to health and safety e.g., using less caustic cleaning chemicals.

**Isolation** - enclose or isolate a hazard from workers to eliminate or reduce the risk of injury or illness e.g., chemicals stored in lockable cabinets.

**Engineering** **Controls** - change the processes or equipment to reduce or eliminate risks e.g., guarding on pulleys and belts.

**Administrative** **Controls** – provide training or change work procedures to reduce exposure to existing hazards e.g., job rotation

**Personal Protective Clothing and Equipment** - devices and clothing to provide some protection from hazards e.g., earmuffs.

# Risk Priority Matrix

*Use the following definitions, matrix and risk categories in setting priorities for controlling risks identified*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | **Consequences** | | | | | | |
|  |  | | **Catastrophic** | | **Major** | **Moderate** | **Minor** | | **Insignificant** |
| **L**  **i**  **k**  **e**  **l**  **i**  **h**  **o**  **o**  **d** | **Almost certain** | | Extreme Risk | | Extreme Risk | High Risk | Moderate Risk | | Moderate Risk |
| **Likely** | | Extreme Risk | | Extreme Risk | High Risk | Moderate Risk | | Low Risk |
| **Moderate** | | Extreme Risk | | Extreme Risk | Moderate Risk | Low Risk | | Low Risk |
| **Unlikely** | | Extreme Risk | | High Risk | Moderate Risk | Low Risk | | Low Risk |
| **Rare** | | High Risk | | High Risk | Moderate Risk | Low Risk | | Low Risk |
|  | | | | | | | | | |
| **Consequence Definitions** | | | | | | | | | |
| Catastrophic | | * Deaths, Permanent Disability / Widespread irreparable Environmental Damage / Total Business failure | | | | | | | |
| Major | | * Extensive injuries, Injury requiring hospitalisation, Multiple medical visits / Localised irreparable Environmental damage / Major ongoing cost to Business | | | | | | | |
| Moderate | | * Medical treatment required / Moderate repairable Environmental damage / Moderate “one off” cost to Business | | | | | | | |
| Minor | | * First Aid treatment required / Minor repairable Environmental Damage / Minor “one off” cost to Business | | | | | | | |
| Insignificant | | * No First Aid required / No Environmental Damage / No cost to Business | | | | | | | |
|  | | | | |
| **Likelihood Definitions** | | | | |
| Almost Certain | * Is expected to occur in most circumstances | | | |
| Likely | * Will probably occur in most circumstances | | | |
| Moderate | * Likely to occur at some time | | | |
| Unlikely | * Might occur at some time | | | |
| Rare | * May occur only in exceptional circumstances. | | | |
|  | | | | |
| **Risk Categories** | | | | |
| Extreme Risk | * Immediate Action Required (hours) | | | |
| High Risk | * Action required with short timeframe (days) | | | |
| Moderate Risk | * Action plan developed with timeframe (weeks/months) | | | |
| Low Risk | * Address risk as agreed between employer and employees. | | | |