**WHAT RISK MANAGEMENT TOOL SHOULD I USE?**

**NOTES**

**TOOLS TO MANAGE RISK**

Job Safety Analysis (JSA), Job Hazard Analysis (JHA) and Safe Work Method Statement (SWMS) are all tools used to manage risk. They keep to the following basic steps:

- Step out the task activities
- Identify the hazards (what could hurt someone?)
- Grade and register the initial Risk involved in performing the task
- Identify ways to eliminate or control the risk
- Grade and register the residual risk after the controls are put in place

The term Safe Work Procedure (SWP) originated in Victoria, and is predominantly used as a risk management tool by industries throughout Australia, particularly in the mining sector. SWPs are also referred to using other terms, such as Standard Operating Procedure (SOPs) (SOP). A Safe Work Procedure is a working risk control document created by teams within the company that describes the safest and most efficient way to perform a certain task. This document stays in the Health & Safety system for regular use as a template or guide when completing that particular task on site.

A Take 5 is a quick and simple tool for use in the field. The process allows individuals to consider the hazards and risks associated with a task. The process of evaluation can be mentally undertaken and does not necessarily involve the completion of paperwork. It can be used to identify hazards and assess the risks associated with activities where a JSA/JHA/SWMS or procedure already exists or when conditions such as weather changes.

A Risk Control Plan is a plan that sets out how ALL of the risks in the workplace will be controlled and will help meet legal obligations to identify hazards, assess and control risks.

**HIERARCHY OF CONTROLS**

1. Eliminate the hazard or risk
2. Substitute the hazard or risk
3. Separate the hazard by guarding or enclosing it (Isolate)
4. Redesign the equipment or work process (Engineer)
5. Introduce administrative controls
6. Provide personal protective equipment

**ENERGY TYPES**

Human – Muscular exertion involved in pushing, pulling, lifting, carrying
Gravitational – People or objects falling eg ascending or descending stairs or ladders
Vehicular – Collisions with people, vehicles or other objects. Jolting or jarring in vehicles
Object – Contact by moving object either constrained or unconstrained in their movement
Machine – Contact with machine in a powered operation; the machine may either be fixed, portable or semi-portable
Electrical – Contact with electricity
Thermal – Extreme temperatures
Chemical – Ingesting, inhaling or absorbing chemicals
Radiation – Contact with radiation waves either from natural or manufactured sources
Noise – Excessive levels from single source or an extended time
Other – Stings or bites from insects, dog bites, infections