WHS MODULE 05 –

RISK MANAGEMENT

WHS Module 05 - Risk Management

Purpose & Scope

WHS risk management is part of TNSW's overall risk management framework.

A program of WHS risk management is established, implemented, and maintained and the procedures in the program shall be used to assist in the early identification of hazards, the assessment of risks and the implementation of controls in line with workplace needs and legislative requirements.

Each identified workplace risk shall be assessed for its potential to harm workers and others and/or property and measures shall be implemented to eliminate or minimise the risk.

Process

Hazard Identification

Hazards are identified in each of TNSW's Critical Workplace Areas, namely:

- TNSW Office
- Officiating
- Coaching and Training

Identifying hazards in the workplace can be conducted in a number of ways:

- ***Visual inspection*** **-** I have seen something that may hurt me or someone else.
- ***Near miss*** **-** Something has happened that could have injured someone
- ***Previous experience*** **-** I have seen this before and it has hurt someone, or nearly hurt someone.
- ***Workplace inspection*** **-** Workplace inspections are conducted on a scheduled basis in accordance with ***WHS Module 07 – Safety Inspections*****.**
- ***Accident*** **-** This hazard has hurt someone
- ***Similar workplace information*** - Information has been given to you or someone that applies to your workplace. For example, WorkCover often releases bulletins and information on workplace incidents or accidents that may have application in our own workplace.

Emergency Situations

Where an identified hazard is immediately dangerous to life or health or an emergency situation (fire, flood, bomb threat, etc), the activity that may be impacted by the hazard is to cease immediately, the Chief Executive Officer or Site Manager contacted, and the area secured. An example of this is the unauthorised entry of a vessel onto the swim course of a triathlon.

Under no circumstances are employees/workers to put themselves at risk in an effort to control hazards or emergency situations.

Non-Emergency Situations

Where a hazard or an emergency situation poses an imminent threat to workers and others within the workplace, evacuation of the effected and surrounding areas is to be considered, and appropriate emergency services are to be contacted where necessary to control the situation. An example of this is the approach of an electrical storm towards the swim course of a triathlon. These actions are to be undertaken by the Site Manager or delegate.

If the hazard or emergency situation can be controlled without exposing people to further risk, the following steps are to be taken:

- Alert others in the immediate vicinity of the hazard;
- **If it is safe to do so**, make the area safe by controlling the hazard;
- Notify your Team Leader; and follow any directions that are provided;

In implementing immediate actions to make the area safe consider the likelihood of the hazard causing harm and severity of the impact and apply the **hierarchy of controls.** It is important to consider the nature of the hazard and the potential impacts of exposure or contact.

If the workplace is not under the control of TNSW, then the Site Manager should be notified as soon as possible. This is usually done by contacting your Team Leader (ie. Office Manager, Technical Delegate, Head Coach etc).

Reporting Accidents, Incidents and Injuries

For TNSW workers - all accidents, incidents and injuries to TNSW workers are to be reported to the Chief Executive Officer as soon as possible and within **24 hours** of the event, via a **Safety Incident Report Form**, which shall be completed by the TNSW Team Leader.

For other stakeholders, such as competitors and general public – any event resulting in a serious injury is to be reported to the TNSW Chief Executive Officer by the TNSW Team Leader as soon as possible and within **24 hours** of the event.

Notifying WorkCover Authority

Notifiable incidents are to be reported **IMMEDIATELY** to the WorkCover Authority NSW by the ***Person Conducting a Business or Undertaking*** (PCBU). During business hours this is done by the Chief Executive Officer (if TNSW is the PCBU). Outside of business hours, WorkCover can be contacted directly on **131050**.

'Notifiable incidents' are defined as:

- The death of a person, or
- A serious injury or illness of a person, or
- A dangerous incident

Non Disturbance of the site following a notifiable incident

In the event of a notifiable incident, the site where the incident occurred is not to be disturbed until directed by an Inspector, as far as is reasonably practicable. This does not prevent any action:

- to assist an injured person, or

- to remove a deceased person, or
- that is essential to make the site safe or to minimise the risk of a further notifiable incident, or
- that is associated with a police investigation, or
- for which an inspector or the regulator has given permission.

Risk Assessment

Conducting a Risk Assessment

1. ***Form a team***, Decide who will be involved in the risk assessment. Consultation with workers is important.
2. ***Collect information***, consider the tasks, environment and applications when assessing risk.
3. ***Assess the risk*** "Risk assessment" is the determination of the likelihood and consequence of coming into contact with a hazard. Likelihood is the frequency or how often the outcome (consequence) may happen. Consequence is the outcome of contacting (or being contacted by) the hazard.
4. ***Formulate Control Measures*** based on the hierarchy of control. Multiple control measures may be required to bring the risk to an acceptable level. ***Preventative control measures*** reduce the likelihood of the risk occurring. ***Corrective control measures*** reduce the consequence if the risk has eventuated.
5. ***Reassess the Risk*** to determine if the control measures are adequate. This provides us with a residual risk. If the residual risk is ***extreme*** or ***high*** further control measures will need to be implemented in order to reduce the risk to a tolerable level.
6. ***Complete*** the Risk Assessment form.
7. ***Plan*** Identify on the risk assessment form who is responsible for implementing the control measures and time frames.
8. ***Review*** in accordance with ***WHS Module 03 - Document Control.***

Risk Matrix

TNSW has adopted the following risk matrix for assessing the degree of risk that applies:

Likelihood	***Consequence***
A = Almost Certain (Expected to occur)	**1 = Catastrophic =** Death or permanent disability; > $500,000
B = Likely (Will probably occur)	**2 = Major =** Long term illness or serious injury; $50,000 to $500,000
C = Possible (Might occur at some time)	**3 = Moderate =** Medical attention & off work; $10,000 to $50,000
D = Unlikely (Not likely to occur)	**4 = Minor =** First aid treatment; $0.00 to $10,000

Table 1: Likelihood and Consequence Terminology

Risk Rating
E = Extreme
H = High
M = Moderate
L = Low
VL = Very Low

Table 2: Control Priority

Consequence	Likelihood			
if risk eventuates	A	B	C	D
1=Catastrophic	E	E	H	M
2=Major	E	H	M	L
3=Moderate	H	M	L	VL
4=Minor	M	L	VL	VL

Table 3: Risk Rating Matrix

Hierarchy of Control

The hierarchy of control comprises of six (6) categories of control. Elimination is the most effective with personal protective equipment being the least effective.

- **Elimination -** Completely removes the hazard from the workplace.
- **Substitution -** Changes the hazard for something less hazardous
- **Isolation -** Isolates the hazard, or prevents persons contacting the hazard
- **Engineering -** Provides a means of warning or preventing the hazard contacting the person
- **Administrative controls -** Provides a non physical control such as training or work instruction
- **Personal Protective equipment -** Hard hat, safety glasses, protective clothing, etc.

Hazards encountered will be controlled in accordance with the Hierarchy of Control.

Legislative Compliance

Risk assessments are to be conducted considering as a minimum the requirements of the NSW Work **Health and Safety Act 2011**, the **Work Health and Safety Regulation 2011**, Codes of Practice and Australian Standards as referenced by the Act and Regulation.

Process control documents outlined in ***WHS Module 06 - Process Control*** provide guidance and set requirements for meeting legislative, code of practice and Australian Standards requirements.

Review of Controls

The review of hazard control measures is undertaken in accordance with ***WHS Module 08 – Corrective Action***.

The Chief Executive Officer or relevant Team Leader shall consider the need for more frequent reviews depending upon the nature and severity of the hazard or incident.

Risk Assessment Review

The periodic review of risk assessments will take place at intervals as specified in ***WHS Module 03 – Document Control***.

Toolbox talks are to be conducted in accordance with **Consultation and Communication – Process Control Document** to communicate any changes to risk assessments or work procedures and suggestions by staff are to be recorded on the **TO Race Day Toolbox Meeting Record**.

Risk assessments are to be modified to reflect any changes and the document saved in accordance with ***WHS Module 03 – Document Control.***

Event Sanctioning

All events conducted under the banner of TNSW must be sanctioned by TNSW. The sanctioning process includes the submission of documents by the Event Organiser via the Triathlon Australia on-line sanctioning portal (OSP). These documents are reviewed by a TNSW officer who is trained in risk management to ensure that they meet minimum residual risk levels in all aspects of the event (except TMPs and TCPs, which are approved separately).

Additionally, events are not sanctioned unless they are approved by the relevant stakeholder authorities, such as police, council, roads and maritime, etc.

TNSW does not provide technical officials at non-sanctioned events. This ensures a baseline level of safety for TNSW workers at events.

Hazard Control at Sanctioned Events

Traffic Management Plans (TMPs) and Traffic Control Plans (TCPs)

TNSW does not prepare TMPs and TCPs. TMPs and TCPs are provided by the Race Organiser, and implemented by the Race Director.

A sanctioning requirement is that every event has the approval of all relevant stakeholder authorities, which includes the review and acceptance of TMPs and TCPs by the relevant authority, where applicable. The adequacy of TMPs and TCPs is considered by the Triathlon Australia Technical Delegate in the Post Event Technical Report. This feedback contributes to the ongoing refinement of these plans for implementation at successive events.

Other Event Risks

Event organisers are the PCBU and are responsible for providing a site which is a safe environment for workers, competitors, spectators, technical officials and the general public.

Apart from technical officials, who are provided by TNSW, all event staff are engaged by the Event Organiser.

TNSW technical officials are not present during the event's bump-in or bump-out, nor are they required to carry out any work other than officiate on the Field of Play, and meet with event staff and competitors pre-race and post-race from time to time. Some events may have site-specific risks on the Field of Play which have been introduced by the Event Organiser, such as trip hazards in transition, narrow or dangerous sections of the bike course or slippery surfaces near the swim course. It is the event organiser's responsibility to communicate these risks to all affected stakeholders, including the TNSW Technical Delegate. These risks are then communicated to all technical officials at the pre-race ***TO Race Day Toolbox Talk***.

Competency of Technical Officials:

TNSW only engages accredited Technical Officials, who have undergone general training in safe procedures and risk assessment. The TNSW Technical Officials' Program is managed by the Manager Events/Technical, and the training program is accredited with the Australian Sports Commission and the International Triathlon Union.

Generic Risks for Technical Officials

There are a number of generic risks associated with being a technical official. These risks and their recommended control measures are communicated with technical officials on a regular basis (at least once a year) via newsletter and face-to-face technical updates. They are also listed in the Technical Officials' Handbook, on the TNSW website here: http://www.triathlon.org.au/Resources/Events_and_Technical/Technical_Official_Handbook.htm