



**CAMS**

**Risk Management**

**Reviewing Risk Assessments**





# How to judge someone else's risk assessment

- Contractors are often asked to present OHS documents and safety risk assessments.
- This section provides guidance on what should be in a risk assessment.
- We have to ensure the documents provided to CAMS are written to the standard.





# Guide to Reviewing Risk Assessments.

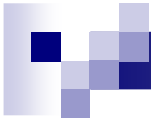
	Comments
<b>Presentation</b>	Does the report provide management with a clear overview of current levels of risks for which they are responsible and what needs to be done? Are sources of information and research referenced? Is layout clear and appropriate for a management report?
<b>Description of "workplace" and risk management context</b>	Do you have a good enough picture of the "workplace" to be able to assess the risk assessment? Are jobs processes and equipment used adequately described? Does Assessment consider other persons in the vicinity of risk activity? Is the scope of the assessment clear (what is included and what is not)?





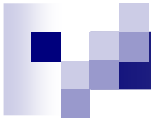
	<b>Comments</b>
<b>Comprehensive ranked list of risks</b>  <b>Consideration of likelihood and consequence</b>	<p>Are risks clearly identified so that you can understand the event the outcome and where, when and how it might happen?</p> <p>Are all types of hazard covered?</p> <p>Is the distinction between risks hazards and control failures made correctly?</p> <p>Are there risks you think could have been missed?</p> <p>Is equipment adequately covered given the scope?</p> <p>Are the methods used described well enough to give you confidence everything would have been covered?</p> <p>Review grading for likelihood and consequences.</p> <p>Are they clear and easy to understand?</p>





	<b>Comments</b>
<b>Ranking justification</b>	<p>Is it clear how existing controls are included when ranking?</p> <p>Is there evidence that something other than guess has been used to rate consequences and likelihood?</p> <p>If you had to carry the responsibility of a serious incident occurring would you be satisfied with the likelihood rating given?</p> <p>Is the ranking system used correctly and reasonably?</p>
<b>Disaster scenarios are listed</b>	<p>Are all causes of fatalities or multiple fatalities and all scenarios which would require emergency plans listed (only a list is required not actions)?</p>





	<b>Comments</b>
<b>Recommendations</b>	<p>Are recommendations relating to new controls clear and precise; you can tell what needs to be done where involving whom?</p> <p>Are Action plans clear with a sign off to aid accountability.</p> <p>Is there evidence of trying to improve existing controls to make them higher up the hierarchy and to look for design solutions?</p> <p>Where further information or analysis is needed to assess risk adequately is this recommended?</p>





**CAMS**

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**Reviewing Safe Working Method  
Statements [SWMS]**



# What to look for

<b>Work Method Statement</b>		Signed off: _____	
Employer/Contractor:		Date: _____	No: _____
Project:		Accepted: Yes / No	
Job:		Venue:	
<b>Procedure (in steps):</b>	<b>Possible Hazards:</b>	<b>Safety Controls:</b>	
1. -	1. -	1. -	
2. -	2. -	2. -	
3. -	3. -	3. -	
4. -	4. -	4. -	
5. -	5. -	5. -	
<b>Personal Qualifications and Experience:</b>	<b>Personnel, Duties and Responsibilities:</b>	<b>Training Required to Complete Work:</b>	
▪ -	▪ -	▪ -	
▪ -	▪ -	▪ -	
▪ -	▪ -	▪ -	
<b>Engineering Details/Certificates/Work Cover Approvals:</b>		<b>Code of Practice, Legislation:</b>	
<b>Plant/Equipment:</b>		<b>Maintenance Checks and Regime:</b>	
<b>Read and Signed by All Employees on Site:</b>			





Work Method Statement <b>Employer/Contractor:</b>		Signed Off: _____ Date: _____ No: _____	
Project:		Accepted: Yes / No	
Job:		Venue:	
<b>Procedures:</b>	<b>Hazard Identification:</b>	<b>Safety Controls:</b>	
<ol style="list-style-type: none"> <li>1. Write out the job step by step</li> <li>2. Start each step with an action word. For example               <ol style="list-style-type: none"> <li>a. Fix hand rail to stair well walls</li> </ol> </li> <li>3. Ensure all details of each task are included.</li> <li>4. Include the Do's and the Don'ts.</li> </ol>	Include all possible hazards such as: <ul style="list-style-type: none"> <li>• Hazardous substances, explosives, dust, etc</li> <li>• Manual handling, lifting heavy weights (15kg?)</li> <li>• Twisting, pushing and pulling, lifting &amp; carrying</li> <li>• Hazards to others in area</li> <li>• Rubbish, electrical, trip hazards, traffic, etc.</li> </ul>	List all safety controls such as: <ul style="list-style-type: none"> <li>• MSDA</li> <li>• Warning signs</li> <li>• Personal protective equipment</li> <li>• Fellow workers/public safety provisions</li> <li>• Storage of materials &amp; equipment</li> <li>• Housekeeping</li> </ul>	
<b>Personal Qualifications and Experience:</b>	<b>Personnel, Duties and Responsibilities:</b>	<b>Training Required to Complete Work:</b>	
<ul style="list-style-type: none"> <li>▪ You will need to list all the details of qualifications &amp; experience you and your workers will need for the job.</li> <li>▪ Include: trade certificates, WorkCover Tickets, demolition licences for contractor.</li> <li>▪ Experience may cover previous work done in the area that may not require certificates or licences</li> </ul>	<ul style="list-style-type: none"> <li>▪ Give details of the duties and specific responsibilities of supervisors and other personnel.</li> <li>▪ For example, describe such things as daily safety check of the work area by leading hand.</li> <li>▪ You might like to include on a separate sheet, a flow chart showing the structure of your organization and include the responsibilities of each person in that structure</li> </ul>	<ul style="list-style-type: none"> <li>▪ Make sure that all workers and their supervisors are trained in the procedures needed to complete the job safely, especially where you are using new or changed work methods.</li> <li>▪ This section should include prerequisite training and documentation required to complete the work safely.</li> </ul>	
<b>Engineering Details/Certificates/Work Cover Approvals:</b>		<b>Code of Practice, Legislation:</b>	
Include certificates and details required to complete the works such as: Hot works permits, Development Approval, Works permits, Engagement of Work, Letter of approval from WorkCover, i.e Demolition, Asbestos removal.		Are relevant codes of practice available on site? Is the work method equal to or better than any applicable codes of practice for the job to be done? Do procedures agree with relevant legislation? List where you can refer to for further information on how to complete the task.	
<b>Plant/Equipment:</b>		<b>Maintenance Checks:</b>	
List plant and equipment that you use on the job, e.g. ladders, scaffold trestles, grinders, electrical leads and equipment, formwork materials, hazardous materials, oxy set, welding machines, fire extinguishers, etc		Include: maintenance on ladders, forklift, monthly check on all electrical equipment and necessary tags, etc	
<b>Read and Signed by All Employees on Site:</b>			

