


RISK ASSESSMENT – CHOOSE YOUR RISK LEVEL



WHS-INF-005

CANBERRA PARK



➔ What can go wrong?

➔ What can cause it to go wrong?

➔ What can I do to prevent it going wrong?

1 DETERMINE LIKELIHOOD	2 DETERMINE CONSEQUENCE
LIKELIHOOD OF INCIDENT/INJURY OCCURRING	FOR PEOPLE, PROPERTY, PLANT, EQUIPMENT PRODUCTIVITY, ENVIRONMENTAL
ALMOST CERTAIN - <i>Likely to happen</i>	CATASTROPHIC <ul style="list-style-type: none"> Death, disability or major injury Major environmental impact Severe damage and expenses
LIKELY - <i>Could occur</i>	MAJOR <ul style="list-style-type: none"> Lost time with injury/illness Short term environmental impact Serious damage and expenses
POSSIBLE - <i>May happen</i>	MODERATE <ul style="list-style-type: none"> Medical treatment needed Environmental impact minimal Moderate damage and expenses Outside assistance needed
UNLIKELY - <i>Not likely to occur</i>	MINOR <ul style="list-style-type: none"> First Aid only Slight damage and expenses Slight disruption to work Immediate return to work

3 CALCULATE RISK

LIKELIHOOD	CONSEQUENCE			
	Minor	Moderate	Major	Catastrophic
Almost Certain	4	3	2	1
Likely	3	2	1	1
Possible	2	1	1	1
Unlikely	1	1	1	1

LEGEND		
	Low	1-2
	Moderate	3
	High	4
	Critical	5

PHILOSOPHY

Canberra Park is committed to ensuring the effective management of emergencies by eliminating or minimising the risk of fire or emergency by good planning, housekeeping and training.

DEFINITION

An emergency according to the AS3745 – 1990 is an event that arises internally or from external sources that may adversely affect the safety of persons in a building, or the community generally and calls for an immediate response by the occupant.

There are a number of different types of emergencies. These include:

- Fire.
- Bomb threats.
- Armed intruder.
- Explosions.
- Spills (hazardous substances).
- Gas leaks (toxic / flammable).
- Natural events (flood, earthquakes, storms etc).
- Electrical failure/damage.

OBJECTIVES

The objective of this policy is to minimise the risk to life, property and the environment by the design and implementation of emergency control systems.

APPROACH

- Develop and implement procedures for emergencies.
- Provide training for all emergency personnel in fire and emergency control procedures.
- Provide information and instruction to all employees regarding their roles and responsibilities in the event of an emergency.

ROLES AND RESPONSIBILITIES

Canberra Park **in conjunction with the Manager** will ensure:

- Policies and procedures regarding fire and emergency control systems are developed, implemented and reviewed in consultation with the health and safety committee.
- Emergency control personnel have the knowledge and skills to carry out their roles and responsibilities.
- All employees during induction receive information and instruction on emergency evacuation procedures.
- All employees receive training and instruction on emergency evacuation procedures.

The employee has a responsibility to:

- Be aware of their responsibilities in the event of a fire or emergency.
- Comply with any instruction or direction issued by the emergency control personnel.
- Follow the prescribed emergency procedures.

POLICY REVIEW

This policy will be reviewed annually which will involve assessing the effectiveness of the policy by such means as:

- Reviewing and recording outcomes of emergency situations, including trial evacuations.
- Auditing the emergency operations.
- Obtaining a critical debriefing following an attendance on the premises from any of the emergency services authorities, to determine if any procedures do not meet their expectations.

REFERENCES

MGR-INF-011 Crisis Communication and Media Plan

ADMIN-PRO-005 Disaster Recovery Plan

WHS-PRO-004 Procedure - Emergency Evacuation

WHS-PRO-016 Procedure and General Information - Emergency Situations