

“Hands-on” Risk Assessment Training

Who For:

Persons designated to prepare the risk assessments for their sections, such as operational managers, supervisors, and employee OHS representatives.

Training Methodology:

Training is conducted for very small groups of people (one to three). Participants are given hands-on assistance in preparing the risk register for their section or company, and then conducting the risk assessments and safe work procedures for those activities. The focus is on learning by doing; so that at the end of the training, the participants can go on to prepare risk assessments for all the identified activities in their area of responsibility.

Duration:

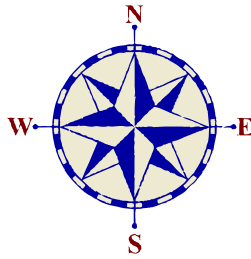
The training detailed below is best conducted for each section, for the key staff with responsibility for risk assessment. This will take a day for each section.

Outcome:

On completion of this training participants will be able to participate in the identification of the hazards within their sections, list the activities that need a risk assessment on the risk register, and have prepared at least one risk assessment and safe work procedure for the identified hazards in their area.



“The benefit of this approach is that the trainees are able to participate in the identification of the hazards within their sections, list the activities that need a risk assessment on the risk register, and prepare at least one or more risk assessment and safe work procedure that can be immediately applied.”



Course Content:

- 1) **Legislative Requirements:** Review the OHS legislation and codes of practice to ensure that the participants are familiar with the requirements for risk assessment in New South Wales.
- 2) **Risk Management Procedures:** Introduce and explain the following documents and procedures:
 - a) Risk assessment form;
 - b) The “hazpak” risk rating table;
 - c) The manual handling risk factors;
 - d) Risk register;
 - e) The hazardous substance register and the assessment of the use of hazardous substances;
 - f) Interpreting material safety data sheets (MSDS) for hazardous substances; and
 - g) Consulting with staff on the risk assessment and training staff in the safe work procedures.
- 3) **Risk Register:** Prepare the risk register for the section. Identify and list the following for risk assessment:
 - a) Plant and equipment;
 - b) High risk manual handling tasks;
 - c) Hazardous substances; and
 - d) High risk work activities.
- 4) **Conduct of a Risk Assessment:** Prepare a risk assessment for one of the items on the risk register.
- 5) **Safe Work Procedure:** Prepare a Safe Work Procedure for the item assessed.
- 6) **Additional Risk Assessments:** Prepare further risk assessments and safe work procedures as time allows.

Risk assessments and safe work procedures prepared should be treated as “draft” documents until employees can be consulted, and the documents are “signed off” by management. If sufficient time can be allowed, then all the identified risk assessments can be prepared.