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| **WHS Procedure Title:** | How to Manage Work Health & Safety Risks |
| **WHS Procedure No.** | SB005 | **Authorised Date** | 03 March 2024 |
| **Review:** | Annual General Meeting Executive & Management Committee Meeting- March each year |

## Purpose and Scope

This WHS Procedure outlines requirements for managing WHS Risks in the Sub Branch work sites. This procedure applies to all Sub Branch workers and other persons whilst on sub Branch sites.

# Sub Branch sites

Sub Branch Sites include:

* Main Sub Branch Office located in Club Ltd premises;
* Gardens and Park Office;
* Ingleburn RSL Sub Branch Memorial Gardens;
* Sister Helen FJC Haultain Memorial Park;
* Sub Branch Bus;
* Offsite areas e.g. Service Members/Auxiliary homes, Hospitals, Nursing homes

# Context

Ingleburn RSL sub Branch has a legal Duty to Eliminate all hazards in the workplace if reasonably practicable to do so and if it is not reasonably practicable the Sub Branch must minimise the risks of a hazard occurring using the Hierarchy of Control Measures so far as is reasonably practicable.

Ingleburn RSL sub Branch has a Primary Duty of Care to Manage WHS Risks under WHS Act 2011 s.19 & WHS Regulation 2017 Clauses 34 to 38 and provide information on control measures to all parties under Clause 39.

# Reporting

Ingleburn RSL Sub Branch has a duty to report and record all risk assessment of reported Hazards in the Sub Branch Corrective Action Register and all consultation with stakeholder recorded in Sub Branch Monthly Meetings.

### A SAFER Approach

**R**

**S**

**A**

**F**

**E**

**EVALUATE THE CONTROLS**

**Workplace Inspections/Audits**

WHS REGULATION 2017 cl.39 Provision of information training andf instruction COP s.6

**RECORD THE INFORMATION**

WHS REG 2017 cl.37, 38 & COP s.4.3 How effective are the implemented controls & s.5 how to review controls

**T.O.M.** process is practiced again

WHS REGULATION 2017 cl. 36

COP s.4 How to Control risks

**FIX THE HAZARD**

WHS Reg 2017 cl.35 & COP s.3.1 & 3.2 When to conduct a risk assessment

**Assess the Risks**

**Likelihood & Severity**

**Considerations**

**T**alk to all stakeholders

**O**bserve the work activity/task to identify risk factors,

**M**onitor any accident incident data that would increase the possible severity of the Hazard causing harm
COP s.2.1

**Spot the Hazard**

**WHS Reg 2017 cl. 34 & COP s.2**