RISK ASSESSMENT PROCEDURE

RISK

Hillsong is committed to providing a safe and healthy environment for all of its workplace participants. Identifying, assessing and eliminating or controlling risks is a key part of outworking this commitment. A safe and healthy workplace does not happen by chance or guesswork. We have to consider what can go wrong at the workplace and what the consequences could be.

1. Purpose

Hillsong[1] is committed to providing a safe and healthy working environment for all workers and other persons, so far as reasonably practicable. Hillsong promotes a safe workplace and recognises that to ensure, so far as is reasonably practicable, a safe workplace; risks must be identified, assessed and eliminated or controlled.

2. Scope

This Procedure applies to all employees of Hillsong (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of Hillsong including volunteers, contractors, subcontractors, agents, consultants, temporary staff and 'workers', collectively referred to as '**workplace participants**'.

This Procedure applies to all of Hillsong's activities including but not limited to higher risk activities, "one off" activities, projects, conferences, events and summer camps.

3. Managing health and safety risks

To achieve a safe workplace, there are a number of measures which should be implemented to manage all identified health and safety risks. These include:

a) Setting up a well-documented system for identifying, reporting and responding to actual and potential hazards;

b) Implementing a risk management program that involves regular workplace inspections, safety audits, job safety analyses and


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[1] Hillsong includes any entity in the Hillsong Group including but not limited to Hillsong Church Limited and Hillsong CityCare Limited.

development of safe work procedures;

c) Consulting with workers and their representatives, managers and outside experts, to identity potential hazards, classify the risk and implement necessary control measures to eliminate or minimise the risk; and

d) Train all workers and managers on how to apply the risk management process.

Risk Management is a process whereby hazards are identified in the workplace, the risks associated with of those hazards are assessed, and then control measures are implemented which will eliminate or minimise the risk of injury from the hazards which have been identified.

The risk management steps are:
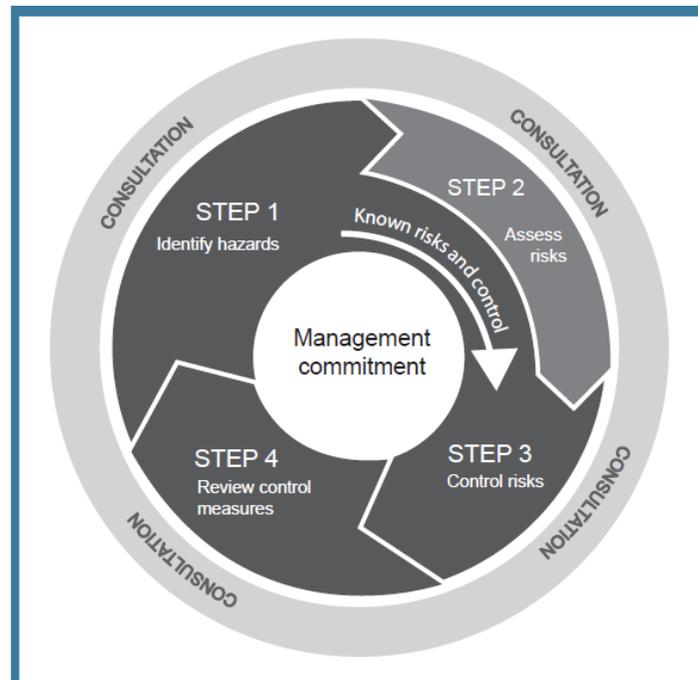
4. Steps in the risk management procedure

Step 1: Hazard identification

Hazards will be identified by the following methods:

a) workplace inspections and safety audits of the work premises;

b) Job Safety Analysis;

c) Consultation;

d) Incident Reporting and Investigation; and

e) Use of Codes, Standards, Acts and Regulations.

Hazards identified through analysis of a job or work activity will be documented using a **Job Safety Analysis form** (Refer to Step 5 below).

Hazards identified through incidents or general observation will be documented on the Incident Report Form, Hazard Report Form, or Workplace Inspection Checklist.

Hazards identified and controlled through other methods will be documented on the Risk Management Register form.

Step 2: Risk assessment

Each hazard/hazardous situation will be assigned a risk rating which is used for prioritising hazards and quantifying the degree of risk. The risk rating is determined by using the risk assessment matrix below.

1. Firstly assess the potential impact or consequence if the risk was in fact to occur:

Consequence	For example
Catastrophic	Kill or cause permanent disability or ill health
Major	Long term illness or serious injury
Moderate	Medical attention and several days off work
Minor	First aid needed

2. Next assess the likelihood of the identified risk actually happening:

Likelihood	For example
Very Likely	Likely to occur in most circumstances
Likely	Could happen some time
Unlikely	Could happen, but very rarely
Very Unlikely	Could happen, but probably never will

3. Next from the above assessments, assess the level of resultant risk and accordingly evaluate the degree of urgency with which the risk needs to be resolved by the church:

1. Consequences [What could be the outcome/the severity?]	2. Likelihood [What is the likelihood of the consequence?]			
	Very Likely	**Likely**	**Unlikely**	**Very Unlikely**
Kill or cause permanent disability or ill health	1	1	2	3

Long-term illness or serious injury	1	2	3	4
Medical attention and several days off work	2	3	4	5
First aid needed	3	4	5	6

Risk assessments will be reviewed when:

a) An incident occurs;

b) There are significant changes to workplace activities, services, and products; or

c) There is evidence that the risk assessment is no longer valid.

Step 3: Risk control

Where possible, elimination of the hazards is to be considered. Where elimination is not reasonably practicable, the risk will be controlled in accordance with the hierarchy of hazard controls (refer to table below):

Most effective control measure	Method	Examples of hazard controls
	Eliminate	Remove the hazard from the workplace or process so it is not used.
	Substitution	Use a Less hazardous substance, material or system of work
	Isolation	Enclose noisy or dangerous equipment
	Engineering Controls	Mechanical handling devices, machine guarding, handrails, crashmats
Least effective control measure	**Administrative Controls**	Training, safe work practices, safety signs
	Personal Protective Equipment	Safety glasses, ear plugs, safety boots

A combination of the above methods may be needed to reduce the risk to the lowest level.

Step 4: Evaluation and review

Following implementation of control measures, there will be periodic reviews to ensure they are appropriate and effective. This will be achieved through regular workplace inspections, consultation with workers and review of incident investigations.

As part of the risk assessment process Hillsong will conduct job safety analyses on jobs that pose a significant risk to the health and safety of workplace participants.

A Job Safety Analysis **(JSA)** breaks down a job or work tasks into steps and identifies the hazards associated with each step. It also assesses the risks associated with that task and specifies the control measures which need to be implemented to keep the risk as low as reasonably practicable.

Once the JSA has been completed, the information from the JSA (re: steps and hazards) will be transferred into a Safe Work Procedure in a clear and concise way explaining how the job is to be done and what workers need to do to ensure the job is done safely.

Documenting safe work practices will include the following:

a) Consultation with workplace participants performing the jobs;

b) Conducting a JSA using the appropriate document. Identify the hazards associated with each step and the associated risks. A JSA will also allow the identification of appropriate control measures to minimise the risk of harm;

c) Documenting the Safe Work Procedure using the appropriate document. Include the control measures identified from the JSA in the procedure;

d) Distributing Safe Work Procedures for review before implementation;

e) Implementing Safe Work Procedures through communication channels and training;

f) Reviewing Safe Work Procedures when there is a change in workplace activities, services, products, or following an incident.

5 Variations

Hillsong reserves the right to vary, replace or terminate this Procedure from time to time.

6 Associated Documents

The following documents are associated with this Procedure:

Doc Number WHS .01: "Workplace Health and Safety Policy"

Doc Number WHS .04: "Health & Safety Induction Procedure"

Doc Number WHS .06: "Incident Reporting Procedure"

7. Attachments

Doc Number WHS 12.1: "Risk Assessment Form"

Doc Number WHS 12.2: "Job Safety Analysis (JSA) Form"

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