The Health and Safety at Work Act 2015 (Act) requires a Person Conducting a Business or Undertaking (PCBU) to take all reasonably practicable steps to ensure that all hazards are identified, analysed and then, actions taken to eliminate or minimise any harm that could come from them. This process of Risk Management is the basis on which the Health and Safety system builds upon.

**Procedure Coverage**

The Diocese is a Person Conducting a Business or Undertaking (**PCBU**).

Each Parish is also separately a Person Conducting a Business or Undertaking (**PCBU**).

**Definitions**

**Incidents** are events or series of events that have taken place.

**Hazard Identification** is the process to record and deal with Hazards in places of work.

**Risk analysis** isthe process of estimating the magnitude of the risk and deciding what actions to take.

**Risk Management** is about keeping to workers, volunteers and visitors safe by following processes to assess risks and hazards in the workplace.

**Due diligence** means taking reasonable steps to ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information.

**Procedures**

These procedures provide a process to fulfil the requirement of due diligence that rests on the PCBU. The procedure steps identify, analyse and manage hazards and risks utilizing the PCBU Hazard Register, which is a living document to list, amend and delete as the PCBU eliminates hazards and risks. Some hazards will remain on it after the PCBU has minimised the risk - however they still must be recorded and actively monitored.

## Step 1: Hazard Identification

Each PCBU must complete an Annual Hazard Identification Process. This process can be internal or the Diocese of Palmerston North can be requested to lead this. Any Hazards must be recorded in the Hazard Register (Appendix A).

Following Annual Review the PCBU must add any additional identified hazards in the Hazard Register (Appendix A).

Use inspection, audits, walk-through surveys and checklists to determine hazards and add them the PCBUS Hazard Register (Appendix A). Consider the following categories:

* Human factors
* Working environment
* Area used and its physical condition
* Workplace layout
* Location of material/equipment and distances moved
* Types of equipment used
* Energy hazards
* Hazards which could cause injury
* Hazards which could cause ill health
* Organisation environment
* Health, disabilities, fitness
* Protective clothing, equipment, footwear
* Manual Handling
* Tasks
* Task analysis
* Working postures and positions
* Duration and frequency of tasks
* Loads and forces involved
* Ladder repairs and maintenance

Analyse any ‘near-miss incidents that may have been recorded in the incident and accident register (see Incident Management Procedure) or documented in the minutes from health and safety meetings. Consider if the accidents have highlighted a Hazard or if the incident changes the basement on likelihood or impact.

**Step 2: Risk Analysis**

Hazards identified should be assessed to establish a risk significance using the likelihood and impact scales in Appendix B.

A risk assessment category (critical, high, moderate or low) for each hazard is compiled by using the chart **Hazards with the highest rating are given priority.**

**Note:** Impact x Likelihood = SIGNIFICANCE   
Any risk score of HIGH or VERY HIGH is deemed to be a SIGNIFICANT hazard and should be noted as such on the Hazard Register.

**Step 3: Risk Management**

Accountability must be shown and plans and dates made to complete action. Discussing these in team meetings, ensures everyone is aware, and action can be followed up and noted for the file.

Utilise the flowchart in Appendix C.

If there is a high risk of something occurring, then the PCBU must show what actions they have done to identify, assess, eliminate or minimise and also how they advise workers and visitors to ensure they are aware. This may been cancelling an activity, closing a space, or reducing access to an area.

Once actions have taken place, then a follow up assessment will identify if the actions have reduced the risk.

**Step 4: Review and Accountability**

Every meeting of the PCBU Health and Safety Committee (or quarterly report by the Health and Safety Coordinator/Adviser if no committee is established) should include a formal review of every hazard listed on the Incident Register.

The purpose of this review is to:

* discuss any changes to be made to the policy, processes or equipment;
* decide if any further training required;.
* put in place additional procedures so that all staff members are to be made aware of the hazard and, if applicable, the reason for changes being made to the policies, processes, equipment and/or hazard register.

**Documentation**

Each PCBU must maintain a Hazard Register. A Sample Register is included as appendix A. Copies of hazard registers should be kept in the main office of the PCBU.

* The PCBU Health and Safety Coordinator/Adviser should regularly review the register for addition to the Incident Register.
* Department managers of the PCBU or event organisers for certain events of the PCBU may hold their own Hazard Registers – these are to be forwarded to the PCBU Health and Safety Coordinator/Adviser for review.

All Registers and Forms must be kept for 5 years.

**Approval and Review**

This Procedure was reviewed by the Diocese of Palmerston North on 27 July 2017

This Procedure was ratified by the Parish of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_\_

This Procedure will be reviewed by the Diocese of Palmerston North by 1 July 2018

|  | **LIKELIHOOD** | **IMPACT** | **SIGNIFICANT** | **PRACTICABLE TO ELIMINATE** | | **PRACTICABLE TO ISOLATE** | | **PRACTICABLE TO MINIMISE** | | **CONTROLS REQUIRED** | **PERSON RESPONSIBLE** | **DATE COMPLETED** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **HAZARD** | **1-5** | **1-5** | **YES or NO** | **YES** | **NO** | **YES** | **NO** | **YES** | **NO** |  |  |  |
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| IMPACT | | |
| **SCALE** | **SCORE** | **SEVERITY OF ACCIDENT OR ILLNESS** |
| **Insignificant** | 1 | Negligible injury or illness. |
| **Minor** | 2 | Minor injury or illness requiring minor first aid and/or less than  1 week’s recovery. |
| **Moderate** | 3 | Injury or illness requiring advanced first aid and medical visit (e.g. GP or hospital visit) and/or 1 - 6 weeks’ recovery. |
| **Major** | 4 | Injury or illness requiring advanced first aid and emergency medical assistance (e.g. hospitalisation) and/or more than 6 weeks’ recovery. |
| **Catastrophic** | 5 | Injury or illness requires immediate emergency medical assistance and may result in permanent or long-term disabling effects or death. Hospitalisation likely to be for more than 6 weeks’. |

|  |  |  |
| --- | --- | --- |
| LIKELIHOOD | | |
| **SCALE** | **SCORE** | **FREQUENCY OF ACCIDENT OR ILLNESS** |
| **Rare** | 1 | May occur only in exceptional circumstances  (e.g. less than 5% chance of occurring) |
| **Unlikely** | 2 | Could occur at some time  (e.g. 5-29% chance of occurring) |
| **Moderate** | 3 | Should occur at some time  (e.g. 30-59% chance of occurring) |
| **Likely** | 4 | Will probably occur in most circumstances  (e.g. 60-79% chance of occurring) |
| **Almost Certain** | 5 | Will occur in most circumstances  (e.g. 80%+ chance of occurring) |

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| --- | --- | --- | --- | --- | --- |
|  | **SUMMARY RISK PROFILE** | | | | |
| **IMPACT** | **5** | **10** | **15** | **20** | **25** | |
| **4** | **8** | **12** | **16** | **20** | |
| **3** | **6** | **9** | **12** | **15** | |
| **2** | **4** | **6** | **8** | **10** | |
| **1** | **2** | **3** | **4** | **5** | |
|  | **LIKELIHOOD** | | | | |

|  |  |  |
| --- | --- | --- |
| PRIORITY CHART | | |
| SIGNIFICANCE | PRIORITY RATING | ACTION REQUIRED |
| 0 - 1 | Very Low | Recognise that risk exists but continue with activity. |
| 2 - 3 | Low | Consequences are insignificant. Manage by regular monitoring. |
| 4 - 9 | Medium | Consequences may be unacceptable and need management action to share and/or reduce likelihood/impact. |
| 10 - 16 | High | Consequences are unacceptable and need immediate management action to share and/or reduce likelihood/impact. |
| 17 - 25 | Very High | Consequences are too great. Continue only if there is a statutory duty or with approval o executive team. |

Temporary controls may include:

* Temporary guards, fencing
* Training and awareness
* Signage
* Personal Protective Equipment

**NO**

**NO**

Implement permanent controls

Is it acceptable to continue activity until permanent controls are implemented?

Hazard Identified

Stop activity until permanent controls are implemented

Document temporary controls:

* Analyse Risk
* Actions
* Responsibility
* Time frame
* Follow up

Consult all affected parties including:

* Those exposed to the hazard
* Building Owner

Monitor continued acceptability of risk

Implement temporary controls

Can effective temporary controls be implemented?

**YES**

**YES**