WH&S Hazard Risk Management

A structured process for identifying, assessing, controlling and reviewing workplace hazards

IDENTIFY. ASSESS. CONTROL.

RISK MANAGEMENT PURPOSE

DM Composites applies a systematic Work Health and Safety hazard risk management process to protect employees, contractors, visitors and the public. The process focuses on identifying workplace and project hazards, assessing likelihood and consequence, implementing effective controls, and monitoring those controls over time.

CORE PROCESS

01 Identify
Find hazards through inspections, task analysis, consultation and incident learning.

02 Assess
Evaluate likelihood and consequence to determine the level of risk.

03 Control
Apply the hierarchy of control, prioritising the most effective solutions first.

04 Monitor
Inspect, review and adjust controls so they remain effective.

05 Record
Maintain hazard, risk, control, incident and training documentation.

06 Improve
Use feedback, audits and lessons learned to strengthen WH&S performance.

SAFETY OUTCOME

A safe and healthy working environment supported by clear responsibilities, documented controls and continual improvement.

Introduction and Objectives

Hazard risk management is a core part of safe delivery in construction and industrial environments.

INTRODUCTION

DM Composites recognises that Work Health and Safety is a critical aspect of business operations, particularly in construction and industrial sectors where hazards are inherent. The WH&S Hazard Risk Management Process is designed to identify, assess and control hazards to protect employees, contractors, visitors and the public, while supporting compliance with applicable Australian WH&S requirements and good practice.

OBJECTIVES

- Identify potential hazards in the workplace and on project sites.
- Assess the risks associated with identified hazards and determine their severity.
- Implement appropriate control measures to eliminate or minimise risks.
- Continuously monitor and review hazards and controls to maintain a safe working environment.
- Maintain compliance with relevant WH&S legislation and codes of practice.

STEP-BY-STEP PROCESS

1. Hazard Identification
2. Hazard Assessment
3. Hazard Control
4. Monitoring & Review
5. Documentation

1. Hazard Identification

Hazards may be physical, chemical, biological, ergonomic, psychosocial or related to workplace processes and equipment.

HAZARD IDENTIFICATION

The first step is to identify anything with the potential to cause harm in the workplace or on a project site. Multiple information sources are used so hazards are identified before they lead to an incident.

1.1 METHODS OF HAZARD IDENTIFICATION

01 Workplace Inspections

Regular site inspections by WH&S officers and supervisors cover work areas, equipment and processes so potential hazards can be documented.

02 Job Safety Analysis (JSA)

Detailed task analysis is completed for specific or high-risk activities such as work at height, hazardous material handling and heavy machinery operation.

03 Worker Consultation

Employees and contractors are encouraged to raise hazards they encounter during day-to-day activities through open consultation and communication.

04 Incident & Near-Miss Reports

Incidents and near misses are reported and analysed to identify hazards that may not have been recognised previously.

05 Equipment & Material Review

Tools, equipment and materials are reviewed for faults, wear, use-related hazards and alignment with applicable safety requirements.

06 Ongoing Observation

Changes in work conditions, tasks or interfaces are considered as work progresses so emerging hazards can be captured promptly.

IDENTIFICATION PRINCIPLE

Hazard identification is most effective when inspection, task planning, worker experience and incident learning are used together.

2. Hazard Assessment

Risk assessment considers both the likelihood of harm occurring and the potential consequence of that harm.

2.1 RISK ASSESSMENT CRITERIA

Each identified hazard is assessed systematically so higher-risk issues can be prioritised for stronger and more immediate controls.

LIKELIHOOD

Certain	Expected to occur.
Likely	Likely to occur.
Possible	Could occur.
Unlikely	Not expected under normal conditions.
Rare	Only expected in exceptional circumstances.

CONSEQUENCE

Insignificant	No injury.
Minor	First aid treatment.
Moderate	Medical treatment and lost workdays.
Major	Permanent injury.
Catastrophic	Fatality.

RISK MATRIX OUTCOME

LOW

Lower priority - manage with suitable controls and review.

MEDIUM

Manage with planned controls and ongoing monitoring.

HIGH

Priority action required with strong controls and close review.

CRITICAL

Immediate attention required; eliminate or reduce risk before proceeding where necessary.

2.2 PRIORITISATION OF RISKS

Critical and high-risk hazards are addressed as a priority. Medium and low risks are managed with appropriate controls, monitoring and review.

3. Hazard Control

Controls are selected using the Hierarchy of Control, with the most effective risk reduction options considered first.

3.1 HIERARCHY OF CONTROL

The objective is to eliminate the hazard wherever possible. Where elimination is not practicable, progressively less effective control types are considered.

1

ELIMINATION

Remove the hazard completely. Example: redesign work so a height exposure is no longer required.

2

SUBSTITUTION

Replace the hazardous material, process or equipment with a safer alternative.

3

ENGINEERING CONTROLS

Physically isolate people from the hazard, such as guardrails, ventilation or automated equipment.

4

ADMINISTRATIVE CONTROLS

Use procedures, training, job rotation, signage and safe work instructions to reduce exposure.

5

PERSONAL PROTECTIVE EQUIPMENT

Use PPE as the final layer where other controls cannot fully remove the risk.

CONTROL SELECTION PRINCIPLE

Use the highest practicable level of control and do not rely on PPE alone where a more effective control can reasonably be implemented.

3.2 Implementation of Controls

Controls are only effective when responsibilities are assigned, actions are completed and performance is verified.

ASSIGNING RESPONSIBILITIES

Once control measures are determined, responsibility for implementation is assigned to specific individuals or teams. Clear ownership supports accountability and timely action.

MONITORING AND ADJUSTING CONTROLS

Controls are continuously monitored to ensure they are effective. If a control is inadequate, it is adjusted or replaced with a more effective measure.

IMPLEMENTATION CYCLE

01 Assign
Nominate the person or team responsible for each control.

02 Implement
Put the agreed physical, procedural or PPE controls in place.

03 Verify
Inspect the workplace and confirm the control is operating as intended.

04 Adjust
Strengthen or replace controls that are not adequately managing the risk.

05 Communicate
Make sure affected workers understand the controls and their responsibilities.

06 Record
Document actions, changes and the outcome of monitoring activities.

ACCOUNTABILITY

Control implementation should be traceable: what control is required, who is responsible, how it will be verified, and what action is needed if it does not work.

4. Monitoring and Review

Hazards and controls are monitored over time because work conditions, tasks and risk profiles can change.

4.1 ONGOING MONITORING

01 Workplace Inspections

Regular inspections verify that controls are implemented and remain effective.

02 Incident Reporting

Incidents and near misses are reported and investigated so control failures can be identified and lessons applied.

03 Worker Feedback

Workers are consulted on control effectiveness and emerging hazards.

04 Follow-Up Actions

Corrective actions are tracked until completion and rechecked where necessary.

4.2 REGULAR REVIEWS

- Review hazard assessments and controls periodically and when significant workplace changes occur, including new equipment, processes or materials.
- Update hazard management practices in response to new technology, industry standards and regulatory changes.
- Use WH&S audits to assess system performance, compliance and opportunities for improvement.
- Apply lessons from incidents, near misses, inspections and worker feedback to future work planning.

CONTINUOUS IMPROVEMENT

Monitoring is not the final step. The information gathered should feed back into hazard identification, assessment and control so the system becomes stronger over time.

5. Documentation and Record Keeping

Clear records support accountability, compliance, follow-up and learning across the WH&S system.

5.1 WH&S DOCUMENTATION

01 Hazard Identification Records

Central register of identified hazards, risk assessment outcomes and applicable controls.

02 Risk Assessment Reports

Detailed assessment records including likelihood, consequence and overall risk level.

03 Control Measure Records

Documentation of engineering changes, procedural controls, administrative actions and PPE requirements.

04 Incident Reports

Records of incidents and near misses, investigation findings and corrective actions.

05 Inspection & Review Records

Evidence of workplace inspections, control verification and periodic review.

06 Corrective Action Tracking

Records showing responsibility, status and close-out of actions arising from reviews or incidents.

5.2 WH&S COMPLIANCE

- WH&S policies and procedures are documented and accessible to employees.
- Procedures provide instructions on hazard identification, risk assessment and control.
- Training records are maintained for employees, contractors and visitors to demonstrate relevant safety and hazard management training.

RECORD KEEPING PRINCIPLE

Records should be clear enough to show what hazard was identified, how the risk was assessed, what control was selected, who was responsible, and how effectiveness was verified.

Hazard Risk Management Summary

A comprehensive process relies on participation at every level of the organisation.

MANAGEMENT APPROACH

DM Composites is committed to creating and maintaining a safe and healthy working environment by actively identifying, assessing and controlling hazards. The hazard risk management process is systematic and designed to minimise risks to employees, contractors, visitors and the public.

WHAT GOOD RISK MANAGEMENT LOOKS LIKE

01 People Participate
Workers, supervisors and managers contribute to hazard identification and control.

02 Risks Are Prioritised
Higher-risk hazards receive stronger and more urgent attention.

03 Controls Are Practical
Controls are selected using the hierarchy and applied where work is performed.

04 Controls Are Verified
Inspections, feedback and incident learning confirm whether controls remain effective.

05 Records Are Maintained
Hazards, assessments, controls, training and corrective actions are documented.

06 The System Improves
Reviews and lessons learned are used to strengthen future WH&S performance.

AUTHORISATION

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SAFETY COMMITMENT

Identify early. Assess consistently. Control effectively. Review continuously.