



Workplace Health & Safety Risk Management

Australian Education Union ACT Branch Policy

Policy Number	POL042	Version	1
Last Reviewed	09 Dec 2020	Next Review	9 Dec 2023

PURPOSE

This document outlines the process for risk assessment and management.

POLICY

The Union will ensure a safe workplace through the timely and accurate assessment of workplace risk. It will take all reasonably practicable steps to ensure controls are put in place to minimise risks.

The Union will comply with all relevant work safety laws and demonstrate best practice approaches to health and safety.

RESPONSIBILITIES

Branch Executive will exercise due diligence in ensuring that the Union is complying with its duties under the WHS Act.

The Branch Secretary will exercise due diligence by:

- ensuring that all employees are made aware of this policy as part of their induction;
- ensuring risk management strategies are implemented;
- consulting with duty holders about work safety matters;
- when conducting a risk assessment, ensuring that the HSR is consulted; and
- conducting accurate risk assessments in a timely manner.

The Health and Safety Representative will:

- represent the work group in matters relating to health and safety by participating in risk assessment processes;
- monitor the measures taken by the Branch Secretary to conduct risk assessments and implement controls in compliance with the WHS Act;
- investigate complaints raised by members of the work group in relation to health and safety, including risk assessment processes; and
- inquire into anything that appears to be a risk to the health or safety of workers in the work group.

The Senior Industrial Officer will, on request, provide legal advice to the Union on the work health and safety duties of the Union, its officers and employees.

All workers will report potential hazards and act to keep themselves and others safe.



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PROCEDURES

1) Risk Assessment

- The Branch Secretary will conduct a risk assessment at any time a hazard is identified or an incident occurs. The Branch Secretary will review risk assessments as required and at least annually.
- The risk assessment will include:
 - identification of the hazard;
 - assessment of the risks, including an understanding of the nature of the harm and how serious and likely the harm is;
 - implementation of controls to the identified risks (in line with the hierarchy of control measures) to prevent the risk eventuating and reduce the effects of the risk; and
 - recording the risk assessment in writing and providing the risk assessment to all affected duty holders for consultation.

2) Risk Management Implementation

- Once consultation has occurred the Branch Secretary will approve and implement the developed Risk Assessments, ensuring that all employees are aware of their obligation to work in accordance with the approved assessments.
- Completed risk assessments will be provided to the Business Manager for administrative purposes and future reference.

RESOURCES

Operational activities related to this policy are to be delivered within budgeted office resources.