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THE RISK MANAGEMENT PROCESS LEARNER GUIDE

RIIRIS402E
Carry out the risk management process

Produced by:

EASY GUIDES
Australia Pty Ltd

CONTENTS

Question 1: What is the risk management process all about?

Risk management is based on the following steps:

Understanding Risk Management: This includes understanding the concept of risk, its sources, consequences, and the importance of managing risks effectively in the workplace.

Identifying Risks: This involves identifying potential risks within the work environment. This involves both identifying existing risks and anticipating new ones that may arise.

Assessing Risks: Once risks are identified, the next step is to assess the likelihood and potential impact. Trainees learn various methods for risk assessment, including qualitative and quantitative approaches.

Risk Control Measures: This involves developing and implementing control measures to mitigate identified risks. This may involve engineering controls, administrative controls, or personal protective equipment.

Monitoring and Reviewing: Risk management is an ongoing process. It is important to monitor the effectiveness of risk control measures and how to review and adjust them as necessary.

Documentation and Communication: Proper documentation of the risk management process is essential for compliance and continuous improvement. Risk assessments, control measures, and any incidents or near misses must be documented.

Risk-related information must be communicated to relevant stakeholders.

Identify and assess risk

Control risks, eg. wear personal protective equipment (PPE).

Monitor risk control measure and report.

Question 2: What laws apply to the risk management process?

Here are some examples:

Commonwealth (Federal) Level

Work Health and Safety Act 2011:

Provides the framework for managing workplace health and safety in Australia, including requirements for risk management.
Work Health and Safety Regulations 2011

Specifies detailed requirements for various aspects of health and safety management, including risk assessment and control measures.

Australian Standards (AS/NZS):

Standards such as AS/NZS ISO 31000:2018 Risk Management – Guidelines provide principles, framework, and process for managing risk.

Safe Work Australia Codes of Practice:

Various codes of practice provide practical guidance on managing specific risks, such as the Code of Practice: Managing Risks of Hazardous Chemicals in the Workplace.

Guidance Material from Safe Work Australia:

Publications offering additional guidance on risk management practices, including guidance on risk assessment methodologies and controls.

Acts

Acts are laws that explain how to improve health and safety in the workplace. Check your state or territory regulator for the current version. For example: Model Work Health and Safety Act or Occupational Health and Safety Act.

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Regulations explain specific parts of the Act.
For example: Part 4.3 – Confined spaces, Part 4.4 – Falls

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Question 3: How do you access internal and external work related health and safety information?

Internal Sources

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Description: Records of workplace incidents, injuries, and near misses.
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Description: Organizations offering industry-specific health and safety resources.
Access: Accessible through membership portals or public resources on their websites.
Health and Safety Consultants:

Description: External experts providing specialized safety services.
Access: Engaged for consulting services, training, and on-site assessments.
Research Institutions and Journals:

Description: Institutions publishing research on occupational health and safety.
Access: Research findings and reports available through academic databases or institutional websites.

Accessing These Sources

Internal Sources: Accessed through company platforms like intranet, safety systems, and meetings.
External Sources: Accessed via respective websites, memberships, direct engagement with consultants, and academic sources.

Internal sources include platforms like intranet, safety systems and meetings.

External sources could come from websites, memberships, and direct engagement with consultants.

PLAN AND PREPARE FOR IMPLEMENTING THE RISK MANAGEMENT PROCESS

Question 4: How do you access, interpret and apply risk management documentation?

Accessing Documentation:

Internal Documentation: This may include company policies, procedures, risk registers, incident reports, and safety manuals. Access these documents through your organisation's intranet, document management system, or directly from your supervisor or relevant department.

External Documentation: External sources may include industry standards, regulations, codes of practice, and guidance from regulatory bodies or professional organizations. These documents are typically available online through government websites, industry associations, or libraries.
Interpreting Documentation:

Read through the documents thoroughly to understand their contents, including definitions, requirements, and guidelines.

Pay attention to key terms, concepts, and specific instructions related to risk management. Identify any relevant sections or clauses that pertain to your work activity.

Check and apply internal and external documentation.

Applying Documentation:

Analyse how the information in the documentation applies to your specific work activity and the associated risks.
Identify potential hazards, assess their likelihood and severity, and determine appropriate control measures based on the guidance provided.

Ensure that the control measures align with the recommendations or requirements outlined in the documentation.

If there are gaps between the existing controls and the recommendations, consult with relevant stakeholders to address these gaps and ensure compliance.

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Following documented procedures will

keep you on track.

Ensuring Compliance:

Regularly review and update your understanding of internal and external risk management documentation to stay informed about changes or updates.

Implement the control measures as prescribed by the documentation and ensure that they are effectively communicated to all relevant personnel.

Monitor the work activity to ensure adherence to the documented risk management procedures and promptly address any deviations or non-compliance.

Document the risk management process, including the application of control measures and any associated outcomes or incidents, to demonstrate compliance and facilitate continuous improvement.

Question 5: What is the process used for risk assessment?

The following steps identify the process used:

Step 1 - Identify Hazards: The first step is to identify potential hazards or risks within the scope of the project or activity. These hazards can be anything that has the potential to cause harm, damage, or loss.

Step 2 - Assess Risks: Once hazards are identified, the next step is to assess the risks associated with each hazard. This involves evaluating the likelihood of the hazard occurring and the potential consequences if it does.

Step 3 - Determine the Process: Based on the assessment of risks, the appropriate risk management process is determined. This involves selecting the most suitable methods and techniques for managing and mitigating the identified risks.

Step 4 - Consultation: It's important to involve relevant stakeholders, experts, and team members in the decision-making process. Consultation ensures that diverse perspectives are considered and helps in selecting the most effective risk management approach.

Step 5 - Develop Risk Management Plan: After determining the process to be used, a comprehensive risk management plan is developed. This plan outlines the strategies, actions, responsibilities, and resources required to manage and mitigate the identified risks effectively.

Step 6 - Implement Risk Management Plan: Once the risk management plan is developed, it is implemented according to the established procedures and timelines. This may involve implementing safety measures, conducting training, or making operational changes to reduce risks.

Step 7 - Monitor and Review: Risk management is an ongoing process, and it's essential to continuously monitor and review the effectiveness of the implemented risk management plan. This allows for adjustments to be made as needed and ensures that emerging risks are addressed promptly.

A hazard is anything that can cause harm, damage or loss.

Involve stakeholders in the decision making process.

ASSESS WORKPLACE RISKS AND IDENTIFY UNACCEPTABLE RISK LEVELS

Question 21. How do you assess the risk involved?

After you have identified a hazard you need to assess the level of risk associated with the hazard.

You may need to talk to other workers or health and safety consultants to get enough information to assess and lower the risk.

Risk assessment is made up of three elements

1. **Probability** – How likely is it that the hazard will cause harm?

2. **Consequence** – How much harm could it do?

3. **Frequency** – How often could people be harmed by it?

	CONSEQUENCES: How severely it hurts someone (if it happens)				
Likelihood How likely is it to happen?	**Insignificant** (no injuries)	**Minor** (first aid treatment only; spillage contained at site)	**Moderate** (medical treatment; spillage contained but with outside help)	**Major** (extensive injuries; loss of production)	**Catastrophic** (death; toxic release of chemicals)
Almost certain — expected in most circumstances	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely — will probably occur in most circumstances	2 Moderate	3 High	3 High	4 Acute	4 Acute
Possible — might occur at some time	1 Low	2 Moderate	3 High	4 Acute	4 Acute
Unlikely — could occur at some time	1 Low	1 Low	2 Moderate	3 High	4 Acute
Rare — may occur, only in exceptional circumstances	1 Low	1 Low	2 Moderate	3 High	3 High

4 Acute	3 High	2 Moderate	1 Low
Act now — URGENT Do something about the risks immediately. Requires immediate attention.	**Highest management decision is required urgently.**	**Follow management instructions.**	OK for now. Record and review if any equipment/ people/materials/ work process or procedure changes.

Question 22: How do you contribute to applying techniques, tools and processes to identified hazards to determine and assess risk level or score?

Use Techniques and Tools:

Apply methods like risk matrices or registers to assess hazards.

Process Steps:

Identify hazards and their characteristics.
Assess likelihood and consequences of each hazard.

Determine Risk Level:

Score likelihood and consequence assessments.
Calculate risk level or categorize risks based on scores.

Documentation and Communication:

Document assessments and scores.
Communicate findings to stakeholders.

Review and Improve:

Monitor control effectiveness.
Update assessments as needed.

This approach helps effectively manage and mitigate risks associated with workplace hazards.

Use a risk matrix to evaluate the risk level
and likelihood of injury.

Question 23: How do you get help from experts in assessing risks?

Example Scenario:

Scenario: During a risk assessment for a chemical storage facility, there is uncertainty about the proper handling procedures for a newly introduced chemical.

Steps to Seek Advice and Clarify Findings:

Identify Expert: Consult with the chemical safety officer within the company who has expertise in hazardous material handling.

Formulate Questions: Prepare questions regarding the proper storage, handling, and emergency response procedures specific to the new chemical. You could ask questions based on the safety data sheet (SDS). When assessing risks associated with handling the new chemical, referring to the SDS helps in understanding potential hazards, such as flammability, toxicity, reactivity, and environmental impacts.

Schedule a Meeting: Arrange a meeting with the chemical safety officer to discuss the findings and seek clarification on the handling procedures.

Discuss and Document: During the meeting, present the findings and discuss any areas of ambiguity or uncertainty. Document the advice received and decisions made for future reference.

By following these steps, you ensure that any ambiguous or unclear findings in risk assessments are addressed through informed advice and expertise, promoting accurate risk management practices in accordance with workplace policies and procedures.

Ask questions based on the safety data sheet (SDS).

Document findings and action to be taken.

Question 24: How do you document the results of a risk assessment?

Documenting the results of risk assessment is crucial for maintaining transparency, accountability, and compliance with workplace policies and procedures. Here's how you can effectively document the results:

Use a standardised risk assessment form.

Format and Structure:

Use a standardised template or form provided by your organization, which may include sections for hazard identification, risk evaluation, risk controls, and residual risk assessment.

Include Essential Information:

Hazard Identification: Clearly list and describe each identified hazard, including its location and potential consequences.

Risk Evaluation: Assess the likelihood and severity of each hazard occurring, using methods such as a Risk Matrix if applicable.

Risk Controls: Detail the measures proposed or implemented to mitigate each identified risk.

Evidence and Justification:

Provide evidence and justification for decisions made during the risk assessment process. This may include referencing regulatory requirements, industry standards, expert advice, or historical incident data.

Store the risk assessment in a secure and accessible location.

Storage and Accessibility:

Store the documented risk assessments in a secure and accessible location, such as a centralized database or electronic document management system.

IDENTIFY POTENTIAL ACTIONS AND DEVELOP RISK CONTROLS

Question 26: How do you identify and assess controls in place for workplace risks?

Evaluate Existing Controls

Types of Controls: Identify the types of controls currently in place, such as administrative controls, engineering controls, and personal protective equipment (PPE).

Effectiveness: Assess how well these controls mitigate or manage the identified risks.

Compliance: Ensure that existing controls comply with relevant legal requirements, industry standards, and organisational policies.

Assess Effectiveness

Gap Analysis: Determine if there are gaps between the identified risks and the effectiveness of current controls.

Feedback from Stakeholders: Seek feedback from employees and other stakeholders on the adequacy and practicality of existing controls.

Recommend Improvements

Risk Treatment Plans: Develop recommendations for improving existing controls where necessary.

Identify the types of control in place.
For example, PPE.

Identifying Potential Risks in Strategic Gap Analysis

1 Identifyin Potential Risks in Strategic Gap Analysis

2 Insuficient Data or Inaccurate Information

3 Lack of Stockholder Involvement

4 Failure to Identify External Factors

5 Overlooking Potential Risks

Question 27: What is the Hierarchy of Hazard Control?

When hazards are identified you must report them to the relevant people. You should report the control measures you will use for the hazard. Always follow workplace procedures for controlling hazards.

The Hierarchy of Hazard Control is a list of controls that you can use to eliminate or lower the danger from a hazard in the workplace. Make sure controls are set up before you start the job or as soon as you find a hazard.

These are the **six** (6) levels in the hierarchy from the **first choice** to the **last choice**.

1. **Elimination:**
   If possible, remove (take away) the hazard.

2. **Substitution:**
   Use a safer method if you can't remove the hazard.

3. **Isolation:**
   Stop access to the hazardous (dangerous) area.

4. **Engineering control measures:**
   Change the tools, equipment or environment to make it safer.
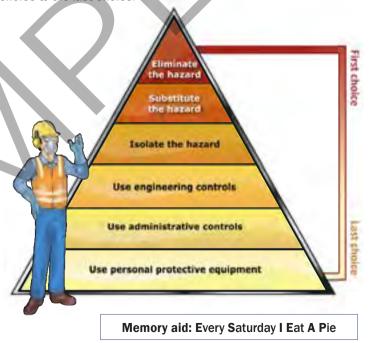
5. **Administrative practices:**
   Reduce the time the worker is exposed to the hazards by using training, job rotation, the timing of jobs, etc.

6. **Personal Protective Equipment (PPE):**
   Use PPE as your **last** line of defence.

First choice

Eliminate the hazard
Substitute the hazard
Isolate the hazard
Use engineering controls
Use administrative controls
Use personal protective equipment

Last choice

Memory aid: Every **S**aturday **I E**at **A P**ie

Question 28: How can you remember the hierarchy of hazard control?

You can use the following acronym to help you remember the steps in the hierarchy of hazard control.

Every Saturday I Eat a Pie

E **Every**
     Eliminate

S **Saturday**
     Substitute

I **I**
     Isolate

E **Eat**
     Engineering

A
     Administration

P **Pie**
     PPE

Question 29: How do you evaluate risk control options using the Hierarchy of Hazard Control?

Understand the Hierarchy: It ranks controls from most effective to least effective: Elimination, Substitution, Engineering controls, Administrative controls, and Personal Protective Equipment (PPE).

Identify Controls: List potential controls for each hazard identified.

Evaluate Options: Assess each control based on:

Effectiveness in reducing or eliminating the hazard.
Feasibility in terms of cost, resources, and technical capability.
Practicality for your specific workplace.

Prioritise Controls: Use the hierarchy to prioritize controls:

- Eliminate the hazard if possible.
- Substitute with less hazardous alternatives.
- Implement engineering controls to isolate or remove the hazard.
- Use administrative controls to change work practices.
- Consider PPE as a last resort.

Implement and Monitor: Select the most effective controls and regularly monitor their effectiveness. Adjust controls as needed to ensure ongoing hazard reduction.

By following this approach, you can systematically choose and implement effective controls to manage risks in your workplace.

If possible, apply elimination first. Balance this choice with:

- effectiveness

- feasibility

- cost.

Question 30: How do you choose the most appropriate risk control?

Selecting the most appropriate risk controls from feasible options involves a careful evaluation process to ensure effectiveness, feasibility, and alignment with organisational goals. Here's a step-by-step approach to help you select the best risk controls for your situation:

1. Review Identified Risks and Control Options

Understand the Risks: Review the identified hazards and risks in your workplace or project. Ensure you have a comprehensive understanding of the nature, severity, and potential consequences of each risk.

Compile Feasible Options: Gather all feasible risk control options identified through hazard assessments, stakeholder consultations, and the hierarchy of controls analysis.

Understand the risks.

2. Evaluate Each Control Option

Effectiveness: Assess how well each control option reduces or eliminates the identified risk. Consider factors such as:

Likelihood of Success: How probable is it that the control will effectively mitigate the risk?

Extent of Risk Reduction: To what degree does the control reduce the likelihood and severity of the risk?

Consistency: Will the control consistently provide the desired level of protection under various conditions?

Evaluate each control option.

Technical Feasibility: Is the technology or method readily available and applicable to your specific workplace?

IMPLEMENT AND EVALUATE RISK CONTROL

Question 33: How do you implement an action plan to evaluate risk controls?

Action plans provide a structured framework for organising efforts, allocating resources effectively, and ensuring accountability among stakeholders involved in achieving the stated objectives.

Key components of an action plan typically include:

Objective or Goal: Clearly defined statement of what is to be achieved.

Actions or Tasks: Specific activities or steps that need to be completed to achieve the objective.

Responsibilities: Assignment of tasks to individuals or teams responsible for completing them.

Timeline: Timeline or schedule indicating when each task or action is to be completed.

Resources: Resources required to accomplish the tasks, such as funding, personnel, equipment, or materials.

Monitoring and Evaluation: Methods for tracking progress, assessing outcomes, and making adjustments as necessary.

Risk Management: Identification and mitigation of potential risks or obstacles that could impact the successful implementation of the plan.

You need a systematic approach for an action plan to be successful.

Question 34: How do you communicate new procedures and action plans?

Prepare Clear Documentation: Create concise documents outlining new procedures and action plans.

Identify Stakeholders: Determine who needs to know about the changes.

Schedule Communication Sessions: Arrange meetings or use various channels (email, intranet, notice boards) to share information.

Encourage Feedback: Invite questions and suggestions to ensure understanding.

Ensure Compliance: Emphasize adherence to policies and regulations related to the changes.

Document Communication: Keep records of all communication efforts and feedback received.

This streamlined approach ensures effective communication of new or revised work procedures and action plans in line with workplace policies and procedures.

Share information with all stakeholders.

Question 35: How do you evaluate an action plan?

Evaluating requirements through observing the impact of information and implemented action plans involves systematic assessment to gauge effectiveness, identify areas for improvement, and ensure alignment with organisational goals. Here's a structured approach:

Define Evaluation Criteria: Establish clear criteria and metrics against which the impact of the information and action plans will be assessed. These criteria should be specific, measurable, achievable, relevant, and time-bound (SMART).

Monitor Implementation: Continuously monitor the implementation of action plans to ensure they are executed according to schedule and procedures. This includes tracking milestones, resource utilization, and adherence to established timelines.

Collect Data: Gather relevant data to assess the impact of the implemented action plans. This may involve qualitative data (feedback from stakeholders, observations) and quantitative data (performance metrics, compliance rates).

Assess Impact: Analyse the collected data to evaluate how effectively the action plans have addressed the identified requirements. Assess whether goals and objectives have been met, and consider any unintended consequences or gaps that may need attention.

Compare Against Objectives: Compare the observed outcomes against the initial objectives and expected outcomes defined in the action plans. Determine whether there is alignment and whether the desired improvements or changes have been achieved.

S	Specific
M	Measurable
A	Achievable
R	Relevant
T	Time-based

Evaluate using SMART.

Continued from last page

Seek Feedback: Solicit feedback from stakeholders involved in or affected by the action plans. This includes employees, supervisors, customers, and any other relevant parties. Consider their perspectives on the effectiveness of the implemented changes.

Identify Areas for Improvement: Identify strengths and weaknesses in the implemented action plans. Pinpoint areas where improvements can be made to enhance effectiveness, efficiency, or compliance with organisational policies and objectives.

Document Findings: Document the evaluation process, findings, and recommendations for improvement. This documentation serves as a reference for future assessments and ensures accountability in addressing identified issues.

Implement Adjustments: Based on the evaluation findings, implement adjustments or modifications to the action plans as necessary. This may involve revising procedures, reallocating resources, or providing additional training to improve outcomes.
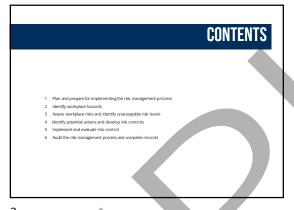
Continuous Improvement: Foster a culture of continuous improvement by using evaluation results to inform future planning and decision-making processes. Regularly review and update action plans to adapt to changing circumstances and improve organisational effectiveness.
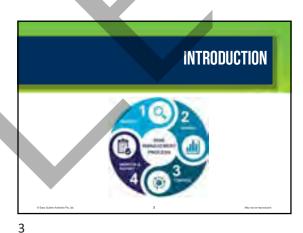
By following these steps, organisations can effectively evaluate the impact of information and implemented action plans, ensuring they meet objectives, comply with policies, and contribute to overall organisational success.

Use evaluation results to inform future

Slide 1

THE RISK MANAGEMENT PROCESS LEARNER GUIDE

RIIRIS402E
Carry out the risk management process

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1 Plan and prepare for implementing the risk management process
2 Identify workplace hazards
3 Assess workplace risks and identify unacceptable risk levels
4 Identify potential actions and develop risk controls
5 Implement and evaluate risk control
6 Audit the risk management process and complete records

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INTRODUCTION

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Slide 4

PC 1.2   INTRODUCTION

Question 1: What is the risk management process all about?

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Slide 5

PC 1.1   INTRODUCTION

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PC 1.1   INTRODUCTION

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Description: External experts providing specialized safety services.
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Description: Institutions publishing research on occupational health and safety.
Access: Research findings and reports available through academic databases or institutional websites.

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Internal Sources: Accessed through company platforms like intranet, safety systems, and meetings.
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PLAN AND PREPARE FOR IMPLEMENTING THE RISK MANAGEMENT PROCESS

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Check and apply internal and external documentation.

Pay attention to key terms, concepts, and specific instructions related to risk management. Identify any relevant sections or clauses that pertain to your work activity.

Applying Documentation:

Analyse how the information in the documentation applies to your specific work activity and the associated risks.
Identify potential hazards, assess their likelihood and severity, and determine appropriate control measures based on the guidance provided.

Ensure that the control measures align with the recommendations or requirements outlined in the documentation.

If there are gaps between the existing controls and the recommendations, consult with relevant stakeholders to address these gaps and ensure compliance.

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Following documented procedures will keep you on track.

Ensuring Compliance:

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Implement the control measures as prescribed by the documentation and ensure that they are effectively communicated to all relevant personnel.

Monitor the work activity to ensure adherence to the documented risk management procedures and promptly address any deviations or non-compliance.

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The following steps identify the process used:

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Step 3 - Determine the Process: Based on the assessment of risks, the appropriate risk management process is determined. This involves selecting the most suitable methods and techniques for managing and mitigating the identified risks.

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A hazard is anything that can cause harm, damage or loss.

Involve stakeholders in the decision making process.

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Question 6: Can you give an example of a site risk management system in practice?

Here's a short example illustrating a site risk management system in practice:

Example: Construction Site

Risk Identification: A construction site identifies hazards such as working at heights, heavy machinery operations, and electrical installations.

Risk Assessment: Risks are assessed based on severity and likelihood. Working at heights is identified as high risk due to potential falls, while machinery operations pose risk of crushing injuries.
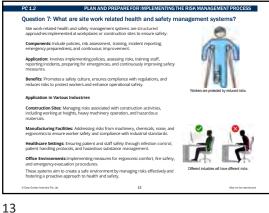
Risk Control: Control measures include installing guardrails and safety harnesses for working at heights. Machinery risks are mitigated through training, regular inspections, and use of safety interlocks.

Monitoring and Review: Regular inspections and toolbox talks ensure controls are effective and workers are aware of safety procedures.

Incident Reporting: Procedures are in place for reporting incidents promptly. Investigations determine causes and recommend improvements to prevent recurrence.

Training and Communication: Workers receive training on safe work practices and emergency procedures. Safety meetings promote open communication about hazards and solutions.

Emergency Preparedness: Emergency response plans outline procedures for evacuations, first aid, and contacting emergency services in case of accidents.

In this example, the construction site implements a site-specific risk management system to identify, assess, control, and monitor risks associated with its operations. This systematic approach helps ensure worker safety, compliance with regulations, and effective management of construction-related risks.
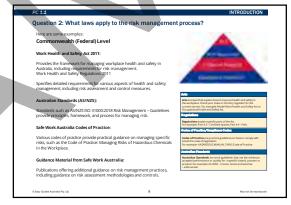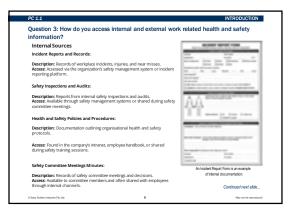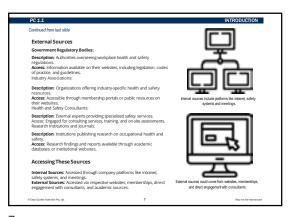
Start by identifying the risks.

Have emergency plans in place.

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Slide 13

PC 1.2 — PLAN AND PREPARE FOR IMPLEMENTING THE RISK MANAGEMENT PROCESS

Question 7: What are site work related health and safety management systems?

Site work-related health and safety management systems are structured approaches implemented at workplaces or construction sites to ensure safety:

Components: Include policies, risk assessment, training, incident reporting, emergency preparedness, and continuous improvement.

Application: Involves implementing policies, assessing risks, training staff, reporting incidents, preparing for emergencies, and continuously improving safety measures.

Benefits: Promotes a safety culture, ensures compliance with regulations, and reduces risks to protect workers and enhance operational safety.

Application in Various Industries

Construction Sites: Managing risks associated with construction activities, including working at heights, heavy machinery operation, and hazardous materials.

Manufacturing Facilities: Addressing risks from machinery, chemicals, noise, and ergonomics to ensure worker safety and compliance with industrial standards.

Healthcare Settings: Ensuring patient and staff safety through infection control, patient handling protocols, and hazardous substance management.

Office Environments: Implementing measures for ergonomic comfort, fire safety, and emergency evacuation procedures.

These systems aim to create a safe environment by managing risks effectively and fostering a proactive approach to health and safety.

Workers are protected by reduced risks.

Different industries will have different risks.

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Slide 14

PC 1.3 — PLAN AND PREPARE FOR IMPLEMENTING THE RISK MANAGEMENT PROCESS

Question 8: How do you develop parameters of the risk assessment task?

Identifying Parameters:

Understand what needs to be assessed for risk. This could include equipment, tasks, work processes, or specific areas in your workplace.

Think about what might go wrong in these areas and how it could happen. Consider things like accidents, hazards, or mistakes that could cause harm or damage. Developing Parameters:

Once you've identified what needs assessing, decide on the factors that will help you evaluate the risks. These could include:

- The likelihood (how probable it is) of something bad happening.
- The severity (how serious) the consequences could be if it does happen.
- Who might be affected by the risk (such as workers, customers, or the environment).
- Any existing controls or safety measures in place.
- Determine the scale or method you'll use to measure these factors. For example, you might use a numerical scale (like 1 to 5) or descriptive terms (like low, medium, or high).

Documenting Parameters:

Write down all the details about what you're assessing and how you'll do it. This could be in a risk assessment form, a spreadsheet, or any document that works for you.

Clearly outline the parameters you've developed, including how you'll measure likelihood, severity, and other factors.

Evaluate the likelihood of the risk.

Use a risk assessment form.

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Slide 15

PC 1.4 — PLAN AND PREPARE FOR IMPLEMENTING THE RISK MANAGEMENT PROCESS

Question 9: How do you access, interpret and apply the information and data required to complete the risk assessment task?

Accessing Information: Get all the important things you need for your task. This includes:

Rules and laws: Know the rules and laws that apply to what you're doing.
Company rules: Understand your company's safety rules and how they handle risks.
Past incidents: Look at what went wrong before to see if there are any patterns.
What others do: Learn from how other people in your industry handle risks.

Understanding Information: Once you have all the information, make sense of it by:

Looking for patterns: See if there are any common problems or trends in the data.
Spotting dangers: Figure out what could go wrong based on what you know.
Thinking about what could happen: Imagine what might happen if things go wrong.
Considering the big picture: Think about how everything fits together and what's important.

Using Information: Put what you've learned into action by:

Picking the right tools: Choose the best ways to figure out how risky something is.
Getting more information if needed: If you're not sure, find out more.
Checking out how bad things could get: Decide how serious the risks are and how often they might happen.
Planning to make things safer: Come up with ways to prevent bad things from happening.
Telling others what you found: Let people know about the risks and what they can do to stay safe.

Evaluate the likelihood of the risk.

Check out how bad things could get.

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Slide 16

IDENTIFY WORKPLACE HAZARDS

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Slide 17

PC 2.1 — IDENTIFY WORKPLACE HAZARDS

Question 10: How do you identify potential hazards on site?

Identifying and confirming types of potential hazards involves a thorough examination of site circumstances, historical data, and any precedence that might exist. Here's a step-by-step guide:

Step 1 - Site Inspection: Conduct a comprehensive inspection of the site. This involves physically visiting the location and examining the surroundings. Look for any obvious hazards such as uneven terrain, machinery, chemicals, or structures.

Step 2 - Review Documentation: Gather any available documentation related to the site, including previous risk assessments, incident reports, maintenance records, and relevant regulations or standards. This historical data can provide valuable insights into past hazards and incidents.

Step 3 - Consult with Stakeholders: Engage with individuals who have knowledge and experience related to the site. This could include site managers, supervisors, employees, or external experts. They may have valuable information about potential hazards based on their firsthand experiences.

Step 4 - Research Precedence: Investigate similar sites or projects to identify any common hazards or issues that have occurred in the past. Case studies, industry reports, and regulatory databases can be valuable sources of information.

Step 5 - Use Hazard Identification Tools: Utilise tools and techniques designed to identify potential hazards. This could include checklists, flowcharts, brainstorming sessions, or hazard analysis methods such as HAZOP (Hazard and Operability Study) or FMEA (Failure Mode and Effects Analysis).

Do a site inspection.

Ask people on site about risks.

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Slide 18

PC 2.1 — IDENTIFY WORKPLACE HAZARDS

Continued from last slide

Step 6 - Consider Environmental Factors: Take into account environmental conditions that could introduce hazards, such as weather patterns, geological features, or nearby natural hazards like floods or wildfires.

Step 7 - Document Findings: Record all identified hazards, along with relevant details such as their nature, location, potential consequences, and any existing control measures. This documentation forms the basis for further risk assessment and management activities.

Step 8 - Validate Findings: Once potential hazards have been identified, validate them through peer review or by seeking additional input from subject matter experts. This helps ensure that no significant hazards are overlooked and that the identified risks are accurate and reliable.

By following these steps and combining information from various sources, you can effectively identify and confirm the types of potential hazards present in a given site or environment, laying the groundwork for a comprehensive risk management process.

HAZARD

Check that you have found a hazard by seeking input from others.

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13 14 15 16 17 18

PC 2.2 — IDENTIFY WORKPLACE HAZARDS

Question 11: How do you communicate the process of hazard identification to others?

Review Workplace Policies and Procedures: Start by reviewing your organization's existing policies and procedures related to hazard identification. This might include any relevant documents such as the organisation's safety manual, risk management plan, or standard operating procedures.

Identify Key Stakeholders: Determine who needs to be involved in the hazard identification process. This could include managers, supervisors, safety officers, and frontline workers. Each of these stakeholders may have unique insights into different aspects of the workplace environment.

Develop a Clear Process: Based on the policies and procedures and input from key stakeholders, develop a clear and systematic process for hazard identification. This process should outline the steps to be followed, roles and responsibilities of individuals involved, and any tools or resources to be used.

Training and Education: Provide training and education to all employees on the hazard identification process. This training should cover why hazard identification is important, how to recognize different types of hazards, how to report hazards, and what to do in the event of an emergency.

Regular Review and Updates: Regularly review and update the hazard identification process as needed. As workplace conditions change or new hazards emerge, it's important to adapt the process accordingly to ensure it remains effective.

Documentation and Record-Keeping: Keep thorough documentation of all hazard identification activities, including records of reported hazards, actions taken to address them, and any follow-up measures implemented. This documentation can serve as evidence of your organization's commitment to safety and compliance with regulatory requirements.

Follow a clear process to communicate hazard identification.

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PC 2.3 — IDENTIFY WORKPLACE HAZARDS

Question 12: How do you identify hazards in line with workplace policies and procedures?

Here is an example of following workplace policies and procedures to undertake hazard identification:

A Restaurant kitchen

Review Policies and Procedures: The head chef reviews the restaurant's safety manual, which outlines procedures for hazard identification, including regular kitchen inspections and staff training.

Gather Information: The chef gathers information about the kitchen layout, equipment, and ingredients used, as well as any past incident reports or near misses.

Conduct Site Inspections: During a routine kitchen inspection, the chef identifies hazards such as wet floors, improper storage of cleaning chemicals, and frayed electrical cords.

Document Identified Hazards: The chef records the identified hazards in a logbook, noting their location and potential risks.

Assess and Prioritise Risks: The chef assesses the risks associated with each hazard, prioritising them based on severity. High-priority hazards like wet floors are addressed immediately.

Communicate Findings: The chef communicates the identified hazards to kitchen staff during a pre-shift meeting, emphasizing the importance of safe work practices.

Implement Controls: Control measures are implemented, such as placing "Caution: Wet Floor" signs, properly labeling and storing cleaning chemicals, and replacing frayed electrical cords.

Monitor and Review: The chef monitors the effectiveness of implemented controls through regular inspections and staff feedback. Any new hazards or changes in existing hazards are promptly addressed.

The chef records the identified hazards in a logbook

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4

The risk management process

Learner Workbook (Formative assessment)
TRAINER'S MARKING GUIDE

RIIRIS402E –
Carry out the risk management process

This resource was developed by

EASY GUIDES

Contact Details

Candidate's details	
Name:	
Address:	
Student Number:	
Phone number:	
Email:	
I.D supplied / USI No ?	
Signature:	

Trainer/Assessor's / Supervisor details	
Name:	
Company/registered training organisation:	
Phone number:	
Email:	
Assessment location:	
Assessment date:	
Signature:	

I declare that:

Student Signature: Date:	This submission is all my own work and has not been copied nor does it violate the material that is listed under the Statement on Plagiarism and Academic Integrity rules, except for any collaboration that has been authorized by my tutor as group work.

Table of Contents

Training support materials

Training package: RII Resources and Infrastructure Industry Training Package
Unit of competency: RIIRIS402E Carry out the risk management process

Unit Description

This unit describes the skills and knowledge required to carry out risk management processes, including planning, identifying hazards and assessing risk, and developing and implementing risk controls.

This unit it appropriate for those working in supervisory roles overseeing and auditing the risk assessment process.

Licensing, legislative and certification requirements that apply to this unit can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to risk management policies, processes, procedures and systems
- be conducted in a safe environment; and,
- be assessed in the context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures and processes directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances.

Formative Knowledge Assessment

The assessor must be satisfied the candidate has successfully demonstrated each element and performance criteria contained in the Unit of Competency.

Knowledge Assessment Instructions

This Workbook forms formative assessment. It is OPEN BOOK and students may refer to the Learner Guide when completing the workbook.

1. Introduction

Question 1 (PC 1.1)

Question 1: What is the risk management process all about?

Answer may include but is not limited to:

Risk management is based on the following steps:

- Understanding Risk Management
- Identifying Risks
- Assessing Risks
- Risk Control Measure
- Monitoring and Reviewing
- Documentation and Communication

Question 2 (PC 1.1)

What laws apply to the risk management process?

Answer may include but is not limited to:

Commonwealth (Federal) Level

- Work Health and Safety Act 2011
- Australian Standards (AS/NZS)
- Safe Work Australia Codes of Practice
- Guidance Material from Safe Work Australia.

Question 3 (PC 1.1)

How do you access internal and external work related health and safety information?

Answer may include but is not limited to:

INTERNAL SOURCES

- Incident reports and records
- Safety inspections and audits
- Health and safety policies and procedures
- Safety committee meeting minutes

EXTERNAL SOURCES

- Government regulatory bodies

---

2. Plan and prepare for implementing the risk management process

Question 4 (PC 1.1)
How do you access, interpret and apply risk management documentation?

Answer may include but is not limited to:

Accessing Documentation:
Internal Documentation: This may include company policies, procedures, risk registers, incident reports, and safety manuals.
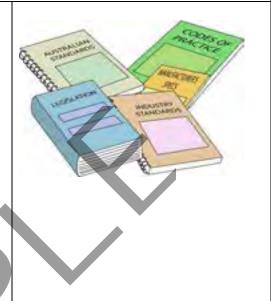
Applying Documentation:
Analyse how the information in the documentation applies to your specific work activity and the associated risks.

Ensuring Compliance:
Regularly review and update your understanding of internal and external risk management documentation to stay informed about changes or updates.

Question 5 (PC 1.2)
What is the process used for risk assessment?

Answer may include but is not limited to:

The following steps identify the process used:

Step 1 - Identify Hazards
Step 2 - Assess Risks
Step 3 - Determine the Process
Step 4 – Consultation
Step 5 - Develop Risk Management Plan
Step 6 - Implement Risk Management Plan
Step 7 - Monitor and Review

Question 6 (PC 1.2)
Can you give an example of a site risk management system in practice?

Answer may include but is not limited to:

Example: Construction Site

Risk Identification: A construction site identifies hazards such as working at heights, heavy machinery operations, and electrical installations.

Risk Assessment: Risks are assessed based on severity and likelihood. Working at heights is identified as high risk due to potential falls, while machinery operations pose risks of crushing injuries. **Risk Control:** Control measures include installing guardrails and safety harnesses for working at heights. **Monitoring and Review:** Regular inspections and toolbox talks ensure controls are effective and workers are aware of safety procedures. **Training and Communication:** Workers receive training on safe work practices and emergency procedures. Safety meetings promote open communication about hazards and solutions. **Emergency Preparedness:** Emergency response plans outline procedures for evacuations, first aid, and contacting emergency services in case of accidents.	

Question 7 (PC 1.2)	
What are site work related health and safety management systems?	
Answer may include but is not limited to: Site work-related health and safety management systems are structured approaches implemented at workplaces or construction sites to ensure safety.	

Question 8 (PC 1.3)	
How do you develop parameters of the risk assessment task?	
Answer may include but is not limited to: **Identifying Parameters:** Understand what needs to be assessed for risk. This could include equipment, tasks, work processes, or specific areas in your workplace. **Documenting Parameters:**	

Write down all the details about what you're assessing and how you'll do it. This could be in a risk assessment form, a spreadsheet, or any document that works for you.

Question 9 (PC 1.4)

How do you access, interpret and apply the information and data required to complete the risk assessment task?

Answer may include but is not limited to:

Accessing Information: Get all the important things you need for your task.

Understanding Information: Once you have all the information, make sense of it.

Using Information: Put what you've learned into action.

---

3. Identify workplace hazards

Question 10 (PC 2.1)

How do you identify potential hazards on site?

Answer may include but is not limited to:

Step 1 - Site Inspection
Step 2 - Review Documentation
Step 3 - Consult with Stakeholders
Step 4 - Research Precedence
Step 5 - Use Hazard Identification Tools
Step 6 - Consider Environmental Factors
Step 7 - Document Findings

Question 11 (PC 2.2)
How do you communicate the process of hazard identification to others?
Answer may include but is not limited to: • Review Workplace Policies and Procedures   • Identify Key Stakeholders   • Develop a Clear Process   • Training and Education   • Regular Review and Updates   • Documentation and Record-Keeping

Question 12 (PC 2.3)
How do you identify hazards in line with workplace policies and procedures?
Answer may include but is not limited to: Here is an example of following workplace policies and procedures to undertake hazard identification: **A Restaurant kitchen**   Step 1 - Review Policies and Procedures   Step 2 - Gather Information   Step 3 - Conduct Site Inspections   Step 4 - Document Identified Hazards   Step 5 - Assess and Prioritise Risks   Step 6 - Communicate Findings   Step 7 - Implement Controls   Step 8 - Monitor and Review   •

Question 13 (PC 2.4)
What is a potential loss scenario?
Answer may include but is not limited to: A potential loss scenario refers to a situation where there is a risk of harm, damage, or negative impact occurring due to identified hazards or threats within a specific environment or activity.   A loss scenario is a specific instance where a hazard could manifest into harm or damage. It describes the potential consequences (losses) that could result from a specific combination of hazard and exposure. For example, if you identify a hazard such as equipment malfunction, a loss scenario could be the breakdown of critical machinery leading to production delays and financial losses.
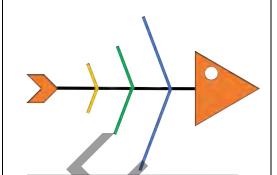
Question 14 (PC 2.4)

What problems solving techniques are relevant to risk management processes?

Answer may include but is not limited to:

- Risk Identification
- Risk Assessment
- Root Cause Analysis (RCA)
- Decision-Making
- Monitoring and Control
- Continuous Improvement

Question 15 (PC 2.4)

How do you identify potential loss scenarios associated with the hazard?

Answer may include but is not limited to:

- Identify Key Components of the Process
- Evaluate Effectiveness
- Identify Loss Scenarios
- Prepare Written Documents
- Loss Scenario Descriptions
- Control Measures
- Ensure Compliance

Question 16 (PC 2.5)

What are the conventions for written communications?

Answer may include but is not limited to:

- Clarity and Conciseness
- Structure and Organisation
- Grammar and Punctuation
- Tone and Style
- Accuracy and Precision
- Formatting and Presentation

Performance Evidence

TASKS

Note: Assessor to tick each item demonstrated.

The candidate must demonstrate the ability to complete the tasks outlined in the elements and performance criteria of this unit.

The candidate must demonstrate completion of carrying out the risk management process that safely, effectively and efficiently follows workplace procedures to carry out work activity on *at least two occasions* **(this could be once in the Workbook-formative assessment and once in the final summative assessment)**. This includes:

TASK 1

Facilitating risk assessment exercises for others. ☐

For example:

Facilitating a risk assessment workshop for a software project:

1. Introduce the purpose and goals.
2. Brainstorm risks (scope changes, tech issues, resources).
3. Identify risk factors (unclear requirements, resource constraints).
4. Assess likelihood and impact.
5. Prioritize high-risk items.
6. Develop mitigation strategies.
7. Assign responsibilities.
8. Document outcomes.
9. Schedule follow-up reviews.

Closure: Summarize decisions and thank participants.

TASK 2

● Providing instruction and supervision to those involved in carrying out the risk management process.

Selecting and implementing the appropriate hazard and risk treatments using the hierarchy of controls to reduce unacceptable risk.

For example:

Facilitate the formation of a small problem team. Identify a workplace hazard. Use the Hierarchy of Hazard Control. Work through each step until the risk is eliminated or brought under control.

HAZARD

....

(a) Eliminate the hazard. Can the hazard be eliminated?

....

(b) Substitute the hazard. If, for example, the hazard is a chemical, can a safer chemical be used?

....

(c) Isolate the hazard. Can the hazard be isolated so that it can do no harm?

....

(d) Use engineering control. For example can a circular saw be controlled with a machine guard?

....

(e) Use administrative controls. For example:

Hazard: Slippery floors in a workplace kitchen area.

Administrative Control: Implement a policy requiring regular inspections and immediate cleanup of spills in the kitchen area by designated staff members.

(f) Use personal protective equipment (PPE). Can PPE be used to control the hazard. Perhaps PPE can be used in conjunction with another control.

....

TASK 3

Identify hazards. ☐

For example:

If the training is taking place in a workplace then students could make a list of identified hazards. If students are not in a workplace a picture of a worksite could be used to identify hazards.

The risk management process

Learner Workbook (Formative assessment)
STUDENT COPY

RIIRIS402E –
Carry out the risk management process

This resource was developed by

EASY GUIDES

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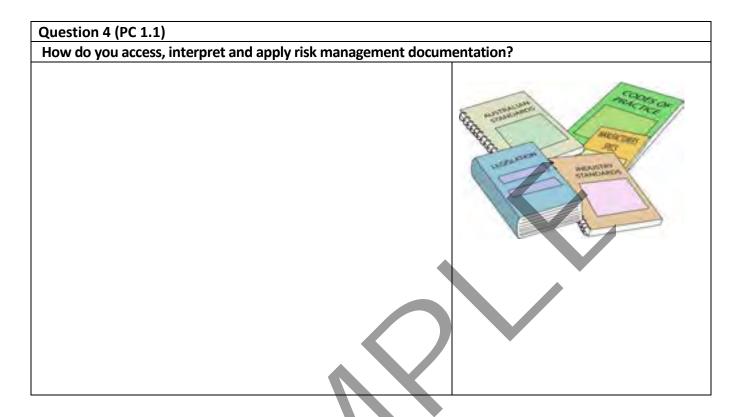
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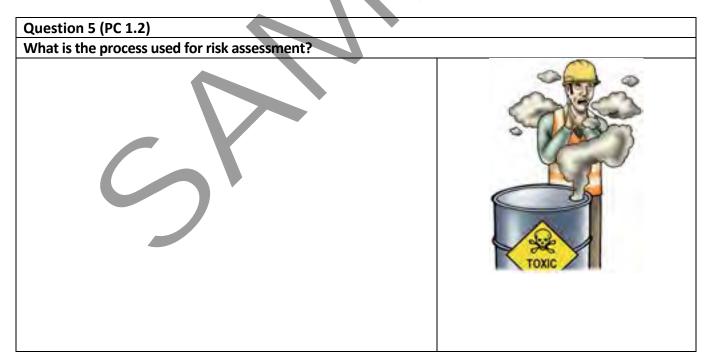
2. Plan and prepare for implementing the risk management process

Question 4 (PC 1.1)
How do you access, interpret and apply risk management documentation?

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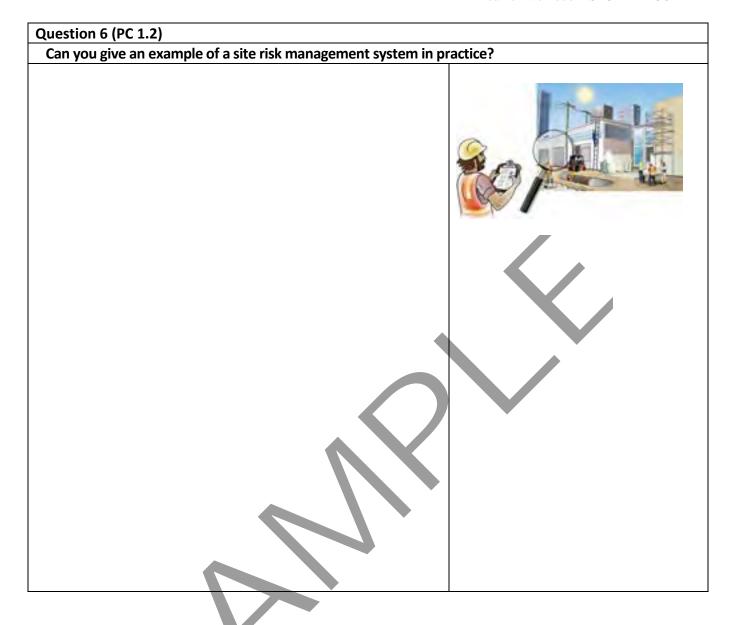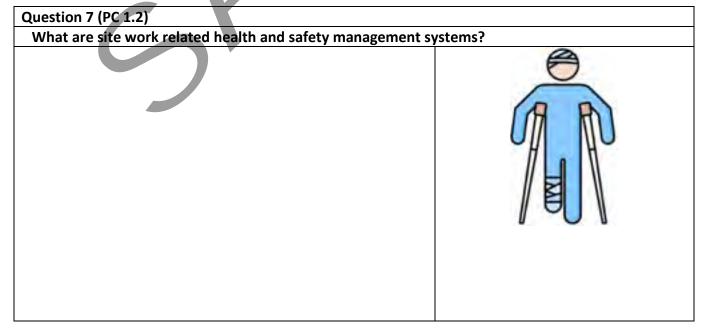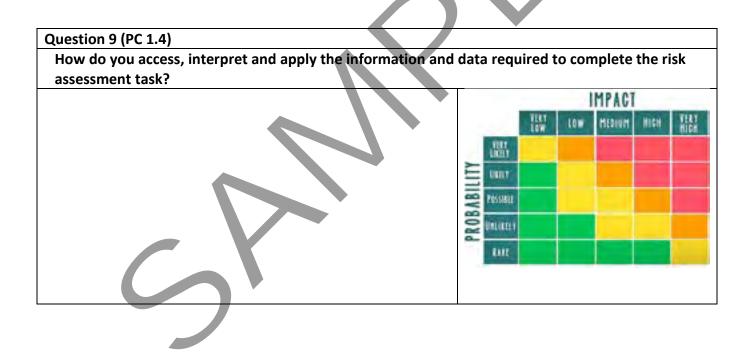
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How do you access, interpret and apply the information and data required to complete the risk assessment task?

3. Identify workplace hazards

Question 10 (PC 2.1)
How do you identify potential hazards on site?

Question 11 (PC 2.2)
How do you communicate the process of hazard identification to others?

Question 12 (PC 2.3)
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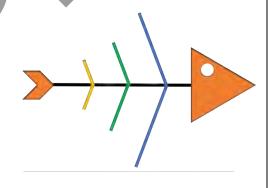
Question 13 (PC 2.4)
What is a potential loss scenario?

Question 14 (PC 2.4)
What problems solving techniques are relevant to risk management processes?

Question 15 (PC 2.4)
How do you identify potential loss scenarios associated with the hazard?

Question 16 (PC 2.5)
What are the conventions for written communications?

Question 17 (PC 2.5)
What are the conventions for report writing?

Question 18 (PC 2.5)
How do you document hazard identification processes when there are changes?

Performance Evidence

TASKS

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7. Assign responsibilities.
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……….

TASK 3

Identify hazards. ☐

For example:

If the training is taking place in a workplace then students could make a list of identified hazards. If students are not in a workplace a picture of a worksite could be used to identify hazards.

Mapping of training materials

RIIRIS402E Carry out the risk management process

Elements and Performance Criteria

Element 1 – Prepare to use portable traffic control devices

Performance Criteria	Learner Guide / PowerPoint	Learner Workbook and Assessment Instrument	
		Knowledge	Performance
1.1 Access, interpret and apply internal and external risk management documentation and ensure the work activity is compliant	Question/s 2, 3, 4	Question/s 2, 3, 4	TASK 8, 9
1.2 Identify and determine the process to be used for risk management	Question/s 1, 5, 6, 7	Question/s 1, 5, 6, 7	TASK 2, 7
1.3 Identify, develop and document parameters of the risk assessment task	Question/s 8	Question/s 8	TASK 8, 9
1.4 Access, interpret and apply the information and data required to complete the risk assessment task	Question/s 9	Question/s 9	TASK 1

Element 2 – Identify workplace hazards

Performance Criteria	Learner Guide / PowerPoint	Learner Workbook and Assessment Instrument	
		Knowledge	Performance
2.1 Identify and confirm types of potential hazards by reference to site circumstances, history and/or precedence	Question/s 10	Question/s 10	TASK 3
2.2 Establish and communicate to others the process for hazard identification according to workplace policies and procedures	Question/s 11	Question/s 11	TASK 1
2.3 Undertake hazard identification processes in line with workplace policies and procedures	Question/s 12	Question/s 12	TASK 3
2.4 Analyse the hazard identification process or parts of the process and prepare written documents to communicate loss scenarios, in accordance with workplace policies and procedures	Question/s 13, 14, 15, 16	Question/s 13, 14, 15, 16	TASK 2, 3, 4

2.5 Determine and document hazard identification processes in instances of any potential changes to work practices, systems or technology	Question/s 17, 18	Question/s 17, 18	TASK 7

Element 3 – Assess workplace risks and identify unacceptable risk levels

Performance Criteria	Learner Guide / PowerPoint	Learner Workbook and Assessment Instrument	
		Knowledge	Performance
3.1 Identify workers at risk of exposure to hazards and determine the severity of potential harm, including likelihood, risk level of and consequence if the loss scenario should occur	Question/s 19, 20	Question/s 19, 20	TASK 3
3.2 Contribute to applying techniques, tools and processes to identified hazards to determine and assess risk level or score	Question/s 21, 22	Question/s 21, 22	TASK 3, 4
3.3 Seek advice from experts and clarify findings which are ambiguous, unclear or of doubtful accuracy in accordance	Question/s 23	Question/s 23	TASK 7, 8

with workplace policies and procedures			
3.4 Document the results of risk assessment in accordance with workplace policies and procedures	Question/s 24 • Risk assessment – putting it all together. Page 40	Question/s 24 Risk assessment – putting it all together. Page 40	TASK 8
3.5 Communicate risk assessment outcomes with workers, contract workers, managers and technical specialists	Question/s 25	Question/s 25	TASK 8

Element 4 – Identify potential actions and develop risk controls

Performance Criteria	Learner Guide / PowerPoint	Learner Workbook and Assessment Instrument	
		Knowledge	Performance
4.1 Identify and assess existing controls in place for workplace risks	Question/s 26	Question/s 26	TASK 7
4.2 Evaluate feasible risk control options using the hierarchy of controls and in line with workplace policies and procedures	Question/s 27, 28, 29	Question/s 27, 28, 29	TASK 2, 5

4.3 Select most appropriate risk controls for the situation from the feasible options	Question/s 30	Question/s 30	TASK 2
4.4 Clarify the decision and confirm the selected controls according to own role and responsibilities	Question/s 31	Question/s 31	TASK 1, 6
4.5 Document selected risk controls, course of action and required resource requirements according to workplace policies and procedures	Question/s 32	Question/s 32	TASK 1, 8

Element 5 – Implement and evaluate risk control

Performance Criteria	Learner Guide / PowerPoint	Learner Workbook and Assessment Instrument	
		Knowledge	Performance
5.1 Implement the course of action plan directly or facilitate through others in accordance with safety regulations and workplace policies and procedures	Question/s 33	Question/s 33	TASK 1, 2
5.2 Communicate relevant information related to the new or revised work procedures and	Question/s 34	Question/s 34	TASK 2

action plans to all parties in accordance with workplace policies and procedures			
5.3 Evaluate requirements through observing the impact of information and implemented action plans	Question/s 35	Question/s 35	TASK 1
5.4 Coach others to effectively carry out action plans according to own role and responsibilities	Question/s 36	Question/s 36	TASK 2
5.5 Maintain all written risk management documentation and reports	Question/s 37	Question/s 37	TASK 8
5.6 Determine and facilitate an ongoing review process over the implementation and application plans for risk controls, adjusting for changes in work environment if required	Question/s 38	Question/s 38	TASK 7
5.7 Follow-up actions, anomalies and shortcomings with relevant parties identified during the review process	Question/s 39	Question/s 39	TASK 1, 7

Element 6 – Audit the risk management process and complete records

Performance Criteria	Learner Guide / PowerPoint	Learner Workbook and Assessment Instrument	
		Knowledge	**Performance**
6.1 Conduct audits of risk management processes and work procedures and amend in accordance of own role and responsibilities	Question/s 40	Question/s 40	TASK 7
6.2 Consult with others involved in the risk management process to identify improvements to relevant action plans	Question/s 41	Question/s 41	TASK 1, 2
6.3 Respond to changed requirements identified during audits in a systematic and timely manner	Question/s 42	Question/s 42	TASK 7
6.4 Complete, retain and maintain all written risk management documentation and reports	Question/s 43	Question/s 43	TASK 8

Assessment Instrument – Knowledge evidence

Requirement	Knowledge Assessment
The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements and performance criteria of this unit. This includes:	
• commonwealth and state or territory Acts, regulations, codes or practice standards, guidance material and other relevant publications	Question/s: 2
• internal and external sources of work related health and safety information and data and how to access them	Question/s: 3
Work related health and safety legislative requirements relating to:	
• communication, consultation and participation	Question/s: 1, 6, 16, 18, 20, 22, 25, 34, 38
• recordkeeping	Question/s: 3, 11, 34, 38, 39, 40, 43
• specific hazard identification and risk assessment and control methods	Question/s: 1, 5, 8, 10, 12, 13, 15, 18, 20, 22, 23, 29

Concept of hazards, risks, risk factors, and adequacy/acceptability of risks	Question/s: 5, 6, 10, 13, 15, 19
Topics or subject areas which are targets for assessment and treatment	Question/s: 6
Site risk management systems and their application	Question/s: 6, 7, 10, 12, 40
Site work related health and safety management systems and their application	Question/s: 6, 7, 10, 12, 40
Conventions and requirements for written communications including report writing	Question/s: 16, 17
Problem solving techniques relevant to risk management processes.	Question/s: 14, 36

Assessment Instrument – Performance evidence

Requirement	Practical Assessment
The candidate must demonstrate the ability to complete the tasks outlined in the elements and performance criteria of this unit. The candidate must demonstrate completion of carrying out the risk management process that safely, effectively and efficiently follows workplace procedures to carry out work activity on at least two occasions. This includes:	
Facilitating risk assessment exercises for others	
• providing instruction and supervision to those involved in carrying out the risk management process	TASK 2
• identifying hazards	TASK 3
• applying hazard analysis to identify risk	TASK 4
• selecting and implementing the appropriate hazard and risk treatments using the hierarchy of controls to reduce unacceptable risk	TASK 5
• seeking advice and clarifying findings for unacceptable risks	TASK 5

• communicating relevant outcomes, work procedures and requirements for managing risk to all involved parties	TASK 6
• auditing outcomes and processes for compliance and effectiveness, and recommending changes to improve effectiveness	TASK 7
• preparing written risk assessment documentation and reports.	TASK 8
In the course of the above work, the candidate must also: • locate and apply relevant workplace documentation, policies and procedures. TASK 1 to 8	