

## COURSE n° 2: Risk Assessment and Risk Analysis

### INTRODUCTION

Majority of accident that happens in workplaces is **due to** the fact that more personnel involved in the site activities:

- *lack the basic knowledge of the various job steps,*
- *the hazards, and,*
- *the control measures for each hazard.*

The **Work Method Statement, Risk Assessment & Job Safety Analysis (JSA)** will cover this gap by giving the people the necessary training, information etc., about each job (task) and how to carry it out without accidents.

### 1. WORK METHOD STATEMENT

A Work Method Statement (WMS) is a set of guidelines that are framed for a particular work scenario. It is also referred to as a **safe work procedure**.






**WORKING AT HEIGHTS**  
**SAFE WORK METHOD STATEMENT (SWMS)**
SAYFA GROUP

**THE IMPORTANCE OF COMPLETING A SAFE WORK METHOD STATEMENT (SWMS)**

- Regular inspections and observations must be conducted by the person in charge of the workplace to ensure the SWMS is being complied with.
- Employee and subcontractor toolbox talks must be undertaken to identify, control and communicate site hazards.
- Work must cease immediately if an incident or near miss occurs. The SWMS must be amended in consultation with relevant persons to ensure the incident will not re-occur.
- The SWMS must be easily accessible for inspection or review and must be retained until work has been completed.

⚠ All persons involved in working at height tasks must have the SWMS communicated to them prior to work commencement.

**PERSONAL PROTECTIVE EQUIPMENT REQUIRED WHEN WORKING AT HEIGHTS**

HEAD PROTECTION
FOOT PROTECTION
HAND PROTECTION
HI VISIBILITY
HARNES EQUIPMENT

⚠ Ensure all PPE meets relevant Australian Standards. Regular inspection to ensure suitability and good working order to be carried out by the workplace manager.

**WORKER COMPETENCY ASSESSMENT IS ESSENTIAL WHEN WORKING AT HEIGHTS**

Prior to work commencing, ensure correct competency of worker as recommended:

- Must be fit and healthy with no recent track record of symptoms that could affect the safety of the worker.
- Must have completed a Working At Heights Competency Training Course by a Registered Training Organisation (RTO) within the last 3 years.
- Must have completed an Industry OH&S Induction Course (Red Card or White Card) by a Registered Training Organisation (RTO).
- Must have sufficient competence to use the fall protection systems provided through a combination of experience and training or be under the control of a suitably competent operator.

**DISCLAIMER**  
 All product specifications and technical descriptions, recommendations and other information provided in this manual, are given as general guidance and advice, and are to be read in conjunction with Sayfa Group installation instructions and any other data available and applicable to the particular product or system. Use of such data increases the user's own responsibility, taking into account the intended application and actual conditions existing on the particular worksite. Consequent selection of the right product for any particular use, remains the user's ultimate responsibility. Sayfa Group is therefore not obligated or liable for any direct or indirect, incidental or consequential damages, losses or expenses to correction with, or for reason of the suitability and use of its otherwise, any product or system for any purpose implied warranties of merchantability or fitness for any particular purpose, are specifically excluded.  
 All Sayfa Group products must be handled and used by competent personnel in accordance with the selection, safe use and maintenance of fall arrest systems and equipment by a Registered Training Organisation (RTO). Installation not in accordance with Sayfa Group requirements or the use of non-Sayfa Group components will void all certification and warranties.  
 Suitability of support structure and design based on system is the responsibility of the installer and should be verified by a structural engineer or other specialist (as best best done to ensure conformance).  
 Maintenance and usage of the system in accordance with Sayfa Group requirements is the responsibility of the owner or manager of the workplace.  
 Sayfa Group maintains a policy of continuous improvement and development, and therefore reserves the right to modify, amend or otherwise alter product and system designs and specifications, models and part numbers, colours and printing without prior notice. Errors and omissions are accepted, and Sayfa Group accepts no liability for incorrect information, errors or omissions.

*Safe Work Method Statement (SWMS) Example*

## 2. JOB SAFETY ANALYSIS (JSA)

Job Safety Analysis (JSA) defines and controls the hazards of processes, jobs, and procedures. In a (JSA), each basic step of the job is identified to identify potential hazards and to recommend the safest way to do the job. Other terms used to describe this procedure are **job hazard analysis (JHA)**. The four basic stages in conducting a (JSA) are:

- *Selecting the job to be analyzed,*
- *Breaking the job down into a sequence of steps,*
- *Identifying potential hazards, and*
- *Determining preventive measures to overcome these hazards.*

### Job Safety Analysis Worksheet

| Process task  | Potential hazards   | Risks   | Risk control measures   | Who is responsible for controlling the risk?           |
|---|---|---|---|--|
| List the task required to perform the job in the sequence they are carried out. | Against each task list the hazard(s) that could cause injury. | For each hazard describe the level of risk that may be present. | Describe the intended risk control measures. Apply the Hierarchy of Control: elimination, substitution, engineering controls, administrative controls and protective equipment. | List the person responsible for controlling each risk. |
|   |   |   |   |  |
|   |   |   |   |  |
|   |   |   |   |  |
|   |   |   |   |  |
|   |   |   |   |  |
|   |   |   |   |  |
|   |   |   |   |  |
|   |   |   |   |  |
|   |   |   |   |  |
| Comments:   |   |   |   |  |
| UoW Manager / Supervisor Endorsement  | Manager / Supervisor Name                                     |   | Signature   | Date   |
|   |   |   |   |  |

*Job Safety Analysis (JSA) Example*

## 3. RISK ASSESSMENT

The risk assessment process can be divided into three determined steps:

- Identify hazards and risk factors that have the potential to cause harm (**hazard identification**).
- Analyze and evaluate the risk associated with that hazard (**risk analysis**, and **risk evaluation**).

All process steps must be performed using the best and most suitable **tools** and **techniques** so we can be sure of achieving the best results. These tools and techniques are most effective if we have enough experience and data from the past.

Therefore it is important to present the techniques which can be used for **data collection** and **data analysis** (as *Brainstorming*, *Tool box talk "TBT"* or *interviews*). We cannot eliminate the risk factors in the risk assessment process but it helps us to be able to quantify and to reduce their effect with preventive actions.

We summarize, here, these tools and techniques which can be used to identify risks based on our experience:

- **Checklists,**
- **Risk Registers,**
- **Hazard Operability Studies (HAZOPS),**
- **Hazard Identification Studies (HAZIDS).**