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Your Safety Matters

This information letter is distributed to those people who are ensuring that their workplace is safe and healthy. This includes members of OHS Committees, OHS Representatives, Safety Officers, Supervisors, Managers and Directors. "Your Safety Matters" (formerly "Committee Member") is free information letter which has been distributed since 1996.

Identifying Hazards

The vital first step in eliminating or controlling OHS risks



A hazard is anything (including work practices or procedures) that has the potential to harm the health and safety of a person. They are best identified by using systematic methods (orderly and regular). Identification methods include ;

- > Do regular workplace inspections. These are planned, regular, physical inspections of the workplace by managers, supervisors, OHS Committees or OHS Representatives who observe, use check lists and discussion with employees to locate hazards.
- > Get a regular safety audit done. This is an orderly and periodic check to see whether the OHS management system is being followed and is effective, for example, one of the checks would be to see whether regular workplace inspections are being done.
- > Monitor the environment and the health of employees for evidence of any harmful substances.
- > Establish consultation mechanisms such as an OHS Committee so that employees can raise ohs issues and problems.
- > Check records of injuries, illness and incidents.
- > Investigate all incidents and accidents.
- > Train employees in hazards and make it easy and rewarding for them to report any they observe.



Are all these methods used in your workplace? As an OHS Committee member or OHS representative you can work to see that all hazards do get identified.

This publication provides general information about ohs. It is not a legal opinion and does not represent a comprehensive statement of the law to be applied to a particular problem.

Brought to you by Courtenell Pty Ltd, RTO & Specialists in WorkCover Accredited Occupational Health & Safety Training.
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