



COURTENELL

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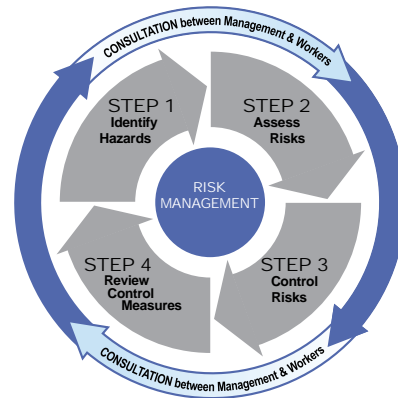
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Your Safety Matters

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

Risk Management

Risk Management consists of 4 steps which, when done in sequence, will lead to informed decisions and action on how best to eliminate or control risks that have been identified. In simple terms these steps are;



- Step 1: Identify all hazards in your workplace**
Look for anything in the workplace that could harm or injure someone (a hazard).
- Step 2: Do a risk assessment of each hazard you find**
Work out how likely it is that someone will be harmed by the hazard and how serious the illness or injury might be. (Risk is a measure of how likely it is that an injury or illness will result from exposure to a hazard).
- Step 3: Eliminate or control the risk**
Work out what is the best way to remove or control the risk. (If it is not possible to eliminate a hazard then do whatever is necessary to minimise the risk to the lowest level that is reasonably practicable)
- Step 4: Review controls**
Check the results of the actions you took to eliminate or control the risks, and take further improvement actions where needed.

You can find more detailed information about each of the above steps at:
www.courtenell.com.au/RM.html

and in the 'How to Manage Work Health & Safety Risks Code of Practice' at:
www.workcover.nsw.gov.au

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