

# Hazard Identification, Risk Assessment & Control Policy

## Policy brief & purpose

Elite Project Solutions (EPS) will not commence construction work at a place of work unless:

- The principal contractor has provided EPS with a copy of the relevant parts of its workplace OHSE Management Plan (or equivalent);
- EPS has undertaken an assessment of the risks associated with the work activities and has provided to the principal contractor a written Safe Work Method Statement (SWMS); and
- EPS has provided induction training to all employees.

EPS maintains and updates the SWMS and provides the updated SWMS to the principal contractor.

EPS identifies the potential hazards of the proposed work activities, assesses the risks involved and develops controls measures to eliminate, or minimise, the risks. The risk management process is carried out in consultation with employees.

## IDENTIFY HAZARDS:

EPS breaks down specific work activities into job steps to assist in identifying all potential hazards. These work activities are detailed in a SWMS. The SWMS is a list of job steps and other work related practices.

For each of the work activities and associated job steps identified in the SWMS, EPS will identify potential hazards and their risks.

To assist in identifying hazards and risks, EPS has considered the use of resources such as codes and standards, industry publications (i.e. safety alerts; hazard profiles for specific trade groups), workplace experience and consultation (i.e. Toolbox Talks).

## ASSESS RISKS:

EPS has identified a risk class/ranking for potential workplace hazards by referring to the categories ranging from high to low in a Risk Matrix.

The Risk Matrix is used to determine the level of danger or seriousness (i.e. the consequence) of the risk, how likely it is that this risk will occur (i.e. likelihood/probability) and therefore how detailed control measures will need to be to eliminate or minimise the risk.

## APPROVED:

*This Policy will be reviewed every 12 months to ensure its appropriateness, accuracy and value.*



**Craig Riding**

**Director**



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**Director**