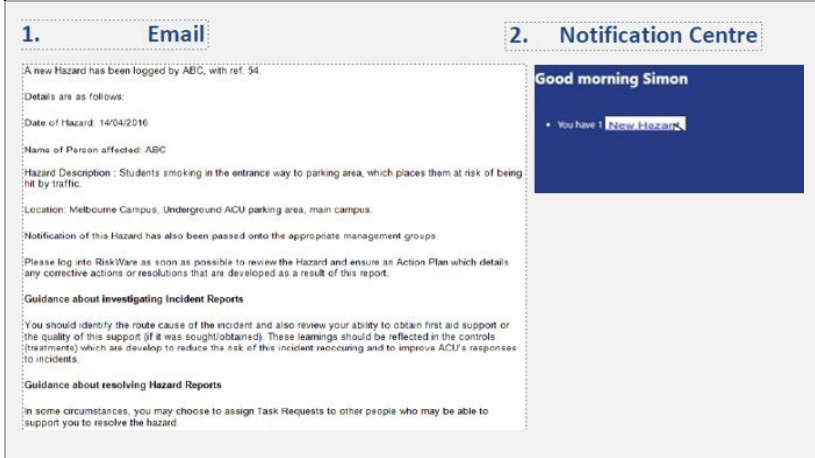
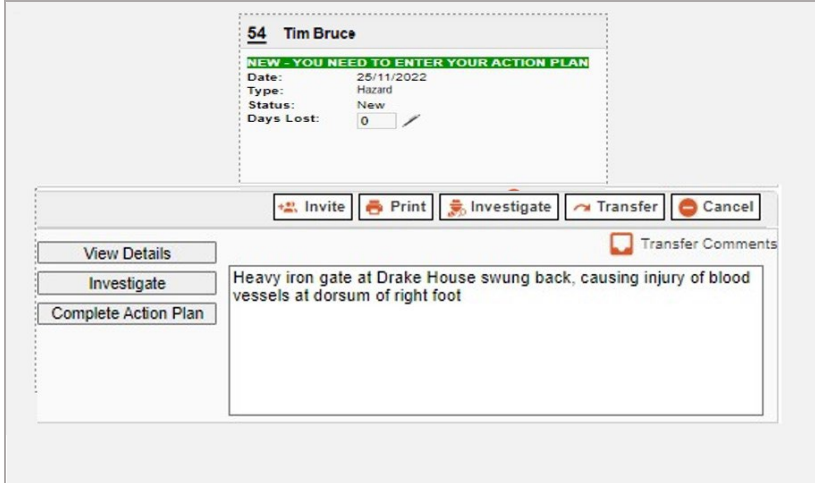
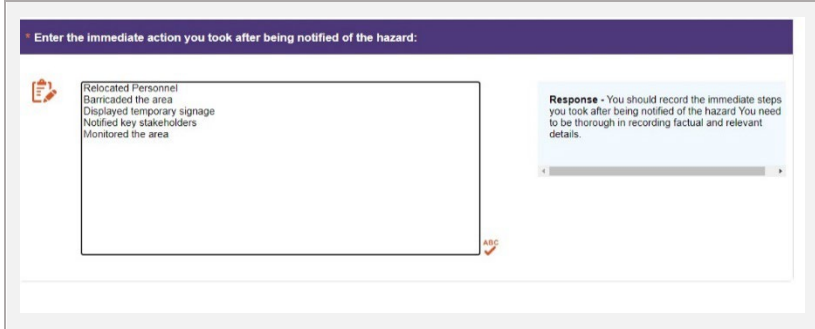


# Developing an Action Plan to Resolve a Hazard

When developing an Action Plan to resolve a hazard (something which may cause harm, e.g. crossing roads in busy traffic conditions, stress or inadequate lighting in stairways), consult with everyone that will either develop it apply Control Measures (treatments) as their support is needed to ensure that these measures are applied.

When making decisions about these control measures within the Action Plan, it is always important to ask, 'Will these corrective actions prevent an incident?' If the answer is 'yes' then you are on the right track and if the answer is 'no' alternative controls should be considered.

What appears on screen	The information you should enter
 <p><b>1. Email</b></p> <p>A new Hazard has been logged by ABC, with ref. 34.</p> <p>Details are as follows:</p> <p>Date of Hazard: 14/04/2016</p> <p>Name of Person affected: ABC</p> <p>Hazard Description : Students smoking in the entrance way to parking area, which places them at risk of being hit by traffic.</p> <p>Location: Melbourne Campus, Underground ACU parking area, main campus.</p> <p>Notification of this Hazard has also been passed onto the appropriate management groups.</p> <p>Please log into RiskWare as soon as possible to review the Hazard and ensure an Action Plan which details any corrective actions or resolutions that are developed as a result of this report.</p> <p><b>Guidance about investigating Incident Reports</b></p> <p>You should identify the route cause of the incident and also review your ability to obtain first aid support or the quality of this support (if it was sought/obtained). These learnings should be reflected in the controls (treatments) which are developed to reduce the risk of this incident reoccurring and to improve ACU's response to incidents.</p> <p><b>Guidance about resolving Hazard Reports</b></p> <p>In some circumstances, you may choose to assign Task Requests to other people who may be able to support you to resolve the hazard.</p>	<p><b>The information you should enter</b></p> <p><b>Step 1:</b></p> <p>When a hazard has been assigned to you for follow and action, you will be notified by:</p> <ul style="list-style-type: none"> <li>Email notification (from <a href="mailto:donotreply@riskware.net.au">donotreply@riskware.net.au</a>) which includes basic details about the hazard and guidance about resolving the report.</li> <li>A prompt action within the <i>riskware</i> 'Notification Centre'; and</li> <li>Email reminders that deadlines, which are associated with implementing control measures, are due either the next day or overdue.</li> </ul> <p>Click on 'New Hazard'.</p>
 <p><b>54 Tim Bruce</b></p> <p><b>NEW - YOU NEED TO ENTER YOUR ACTION PLAN</b></p> <p>Date: 25/11/2022</p> <p>Type: Hazard</p> <p>Status: New</p> <p>Days Lost: 0</p> <p>Buttons: Invite, Print, Investigate, Transfer, Cancel</p> <p>View Details, Investigate, Complete Action Plan</p> <p>Transfer Comments</p> <p>Heavy iron gate at Drake House swung back, causing injury of blood vessels at dorsum of right foot</p>	<p><b>Step 2:</b></p> <p>Prior to developing your Action Plan, ensure you have viewed the details of the hazard as this will assist you to accurately identify the issue which could result in harm.</p> <p>Click on <b>Invite</b> to allow other staff members to view the hazard and assist in developing the Action Plan.</p> <p>If the Action Plan needs to be managed by another staff member, click on <b>Transfer</b> and select the person the hazard will be assigned to outline the reason for the transfer.</p> <p>Click on 'Enter Action Plan' to begin.</p>
 <p>Enter the immediate action you took after being notified of the hazard:</p> <p>Relocated Personnel Barricaded the area Displayed temporary signage Notified key stakeholders Monitored the area</p> <p><b>Response</b> - You should record the immediate steps you took after being notified of the hazard. You need to be thorough in recording factual and relevant details.</p> <p>Buttons: Next</p>	<p><b>Step 3:</b></p> <p>Enter the Control Measures (treatments) which were implemented once you were notified of the hazard. The right controls should have been chosen to ensure that the hazard did not result in an incident.</p> <p>Click <b>Next</b> to move to the next page.</p>

## What appears on screen

Rate the level of Risk (Consequence X Likelihood) at the time of this Hazard:


Likelihood	People	Consequence				
		Unlikely to result in an injury	Minor injury or illness not resulting in lost work day	Could result in injury or illness resulting in Lost Time Injury (LTI)	Could result in permanent partial disabilities or injuries or illness resulting in hospitalisation of multiple persons	Could result in death, permanent total disabilities or severe injuries affecting multiple persons
		Insignificant	Minor	Moderate	Major	Catastrophic
>90% expected to occur in most circumstances each month	Almost Certain	Medium (3)	Medium (9 - 10)	High (30)	High (90 - 300)	High (90 - 300)
60 - 90% Very likely/probably occur at least once (between 1 month and 1 year)	Likely	Medium (0.9 - 1)	Medium (3)	Medium (9 - 10)	High (30)	High (90 - 300)
40 - 50% might occur sometime (between 1 and 5 years)	Possible	Low (0.3)	Medium (0.9 - 1)	Medium (3)	Medium (9 - 10)	High (30)
10 - 30% Possible but not likely and could occur at some time between 1 - 20 years	Unlikely	Low (0.03 - 0.1)	Low (0.3)	Medium (0.9 - 1)	Medium (3)	Medium (9 - 10)
Conceivable but extremely unlikely	Rare	Low (0.03 - 0.1)	Low (0.03 - 0.1)	Low (0.3)	Medium (0.9 - 1)	Medium (3)

**How to use the Risk Matrix Table**  
**Step 1:** Rate the consequences (severity) of the incident  
**Step 2:** Rate the likelihood of the incident occurring or reoccurring

## The information you should enter

**Step 4:**  
 Rate the level of risk associated with the incident which involves taking into consideration the possible **consequences** of someone being exposed to an incident and the **likelihood** of this occurring.

In assessing the likelihood, it is important to consider the nature of the risk in addition to past incidents, frequency of task/activity, number of people exposed, etc.

Click  to move to the next page.

Can this Risk be eliminated?

Yes  No

**Eliminate** - Wherever possible you must eliminate the Risk. This is the most preferable solution.

**Step 5:**  
 When making choices about how to control the risk, you should consider whether the risk can be eliminated by implementing controls such as performing a task from ground level instead of from a ladder to eliminate the risk of falling or using a non-hazardous chemical instead of a hazardous chemical.

**Control Measure**

Start at the top of this list and select one or more controls you will put in place.

2 - Substitute



**Step 6:**  
 Chose a control(s), from the Hierarchy of Control, to prevent an incident from occurring. You should select higher level controls (the more effective controls are listed first) to manage significant risks.

Use the dropdown menu to select the control measure, based on the Hierarchy of Control:

- Eliminate** - removing the risk.
- Substitute** - sourcing a less hazardous alternative.
- Isolate** - isolating the hazard from staff, students, etc.
- Engineering** - sourcing mechanical aids, barriers, guarding, ventilation, etc, to manage the risk.
- Administration** - using signage, procedures, training, etc. to reduce the risk.
- Personal Protective Equipment (PPE)** - involves the use of clothing or equipment such as safety glasses, gloves, etc. to mitigate the risk though the hazard still exists.
- Controls not required** - no controls are available or required.

Once the relevant control (treatment) is selected, enter a description of the proposed Control Measure.

## What appears on screen

## The information you should enter

Target Completion Date*	Person Responsible*	Actual Completion Date																																																	
Enter your anticipated date for completion	Who is responsible for implementing this Control?	Tick the checkbox when complete																																																	
<p>January 2023</p> <p>January 2023</p> <table border="1"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table>	M	T	W	T	F	S	S	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	<p>ACU Management</p> <p><input type="text" value="Search"/></p> <p>% Complete: <input type="text" value="10"/></p>	<p><input checked="" type="checkbox"/></p> <p><b>Date Completed:</b> 09/01/2023 11:57 AM</p> <p><a href="#">Change Date</a></p>
M	T	W	T	F	S	S																																													
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30	31	1	2	3	4	5																																													

**Step 7:**

Enter the Target Completion Date and the name of the staff member who will be responsible for implementing each control.

If you allocate Task Request to Another Person, you should contact this person to confirm that they can implement the control and the Target Completion Date is realistic. This person will receive a notification and reminders by email about the deadline.

If you have started to implement the proposed control(s), enter the % complete.

Click to move to the next page.

[-Add another Control Measure](#)

## What will be the level of Risk (Consequence X Likelihood) after the Control Measures are put in place:

## Step 8:

		Consequence					
		People	Unlikely to result in an injury	Minor injury or illness not resulting in lost work day	Could result in injury or illness resulting in Lost Time Injury (LTI)	Could result in permanent partial disabilities or injuries or illness resulting in hospitalisation of multiple persons	Could result in death, permanent total disabilities or severe injuries affecting multiple persons
			Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	>90%: expected to occur in most circumstances, each month	Almost Certain	Medium (3)	Medium (9 - 10)	High (30)	High (90 - 300)	High (90 - 300)
	60 - 90%: Very likely/probably occur at least once (between 1 month and 1 year)	Likely	Medium (0.9 - 1)	Medium (3)	Medium (9 - 10)	High (30)	High (90 - 300)
	40 - 59%: might occur sometime (between 1 and 5 years)	Possible	Low (0.3)	Medium (0.9 - 1)	Medium (3)	Medium (9 - 10)	High (30)
	10 - 39%: Possible but not likely and could occur at some time between 1 - 20 years	Unlikely	Low (0.03 - 0.1)	Low (0.3)	Medium (0.9 - 1)	Medium (3)	Medium (9 - 10)
	Conceivable but extremely unlikely	Rare	Low (0.03 - 0.1)	Low (0.03 - 0.1)	Low (0.3)	Medium (0.9 - 1)	Medium (3)

Reassess the Risk Rating, accounting for the new risk controls which you have developed. In most cases the consequence will remain the same but the likelihood will reduce due to the controls implemented. The Risk Rating numerical value must be lower than the previous Risk Rating (prior to consideration of controls).

Click on the relevant ratings to determine the overall level of risk e.g. Moderate Consequence x Rare Likelihood = Low Risk (100). Hover over the risk square to view the numerical value.

Click on the button to finalise the Action Plan. You will receive a confirmation email once the plan has been logged.

Once the corrective measures are closed on *riskware*, the person who reported the hazard will receive email notifications and they may contact you for more information about the resolution. You will also receive a confirmation email.