

HOW TO MANAGE WORK RISKS

This fact sheet provides brief guidance for a person conducting a business or undertaking (PCBU) on how to manage health and safety risks.

Healthy and safe workplaces have:

- > safe equipment, machinery and buildings
- > safe work practices
- > safely used and stored hazardous substances
- > adequate facilities and
- > well trained, instructed and supervised workers.

Steps are to be taken to keep workers and others in the workplace healthy and safe so far as is reasonably practicable.

'Reasonably practicable' doesn't mean you have to do everything humanly possible; you do what is reasonable to ensure health and safety under your circumstances.

- > For further information, read the WorkSafe fact sheet *Reasonably practicable*.

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Risks to health and safety arise from people being exposed to a hazard (anything that can cause harm). Risks must be eliminated so far as is reasonably practicable. If a risk can't be eliminated, it must be minimised so far as is reasonably practicable.

Risk has two components – the consequences (degree of harm) if it happens, and the likelihood that it will occur. To manage risk, you can reduce how serious the harm is if it does occur and/or reduce the chances of it occurring.

There are times when certain work risks must be dealt with in a specified way (found in work health and safety regulations). See the WorkSafe website www.worksafe.govt.nz for information on how to deal with these.

You can use the process described in Figure 1 to manage general work risks.

RISK MANAGEMENT SHOULD BE PROPORTIONATE TO THE RISK

Risks should be managed proportionately. This means that serious risks require a higher level of management than less serious risks.

Work activities should be reviewed on an ongoing basis to identify any new risks to be managed.

COMMON CONTROLS FOR COMMON RISKS

See if you can use well-known and commonly accepted ways to manage your risks.

IT'S NOT ABOUT CREATING LOADS OF PAPERWORK

While you can decide whether to keep written records or not, it is good practice to do so.

For low risk work, records can be simple such as making notes in a notebook. You could note the main points about the risks you identified and what you decided to do.

More risky work would require more complex records.

FURTHER HELP

For more guidance and examples about managing risk, see the WorkSafe website www.worksafe.govt.nz/hswa and the fact sheet *A way to identify, assess and manage work risks*.

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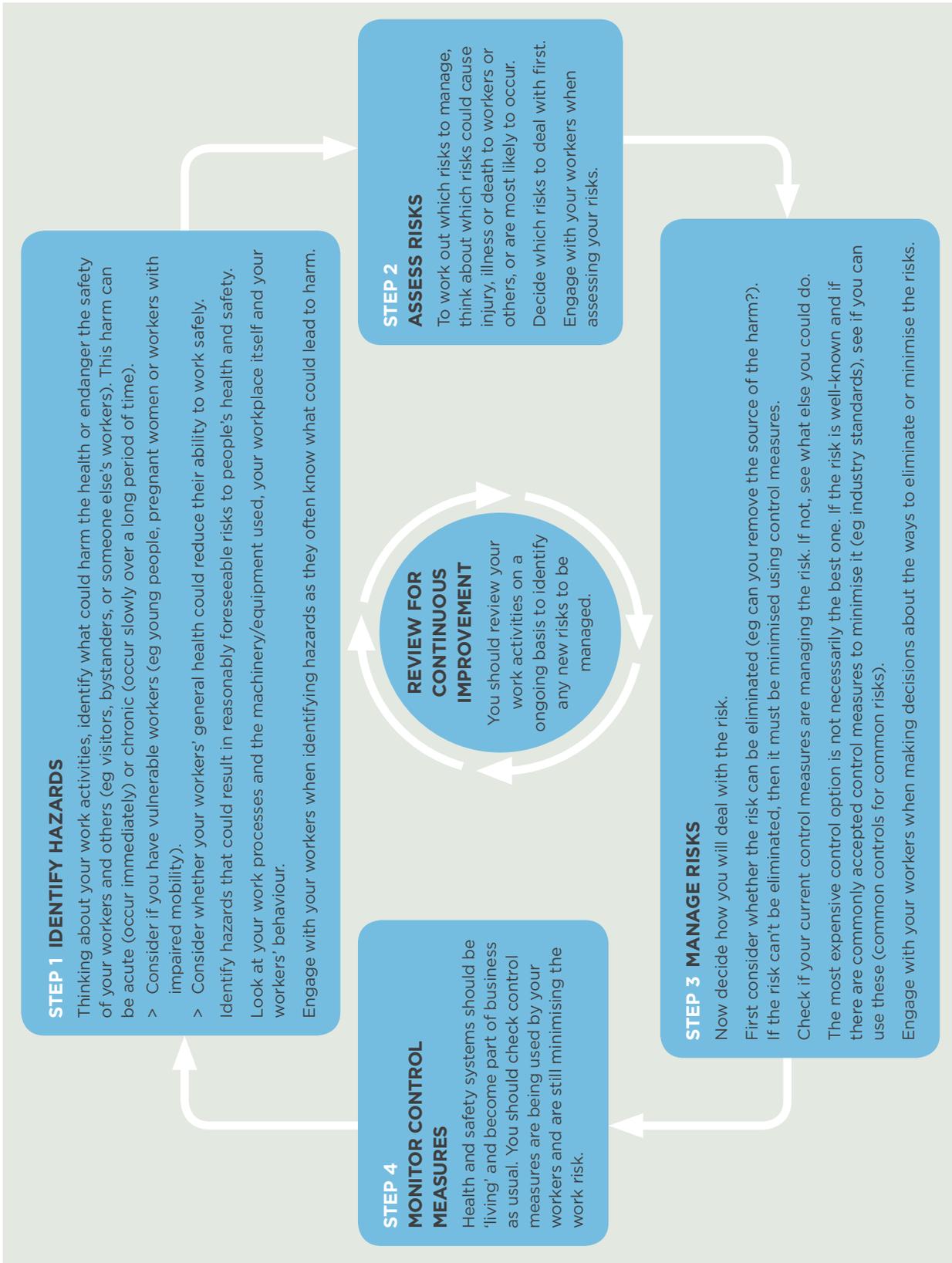


Figure 1: A way to manage risks