

HAZARD IDENTIFICATION AND RISK MANAGEMENT POLICY & PROCEDURE

Introduction

The Australian Academy of Commerce (AAC) is committed to ensuring a safe and healthy environment for all staff, students, contractors and visitors by proactively identifying, assessing, and managing hazards and risks to prevent harm and promote well-being. This Hazard Identification and Risk Management Policy and Procedure ensures compliance with the Work Health and Safety Act 2011 (Cth) and related regulations including Work, Health and Safety Regulations 2011 (Cth) and Standards for Registered Training Organisations (RTOs) 2015, the Education Services for Overseas Students (ESOS) Act 2000 and National Code 2018, and English Language Intensive Courses for Overseas Students (EICOS) Standards 2018.

Purpose

The purpose of this policy is to:

- Ensure proactive identification and management of hazards to protect all students, staff and stakeholders.
- Establish a systematic approach for risk management and control.
- Promote a culture of safety through training, consultation and continuous improvement.

Scope

This policy applies to all students (domestic and international), staff, contractors and visitors of AAC and all AAC campuses and locations where AAC activities take place.

Policy Statement

AAC prioritises the identification, assessment and control of hazards to prevent accidents, injuries and illnesses. AAC is dedicated to implementing robust risk management practices ensuring compliance with Australian WHS laws and industry standards.

Through a proactive approach, AAC will:

- Promote awareness and understanding of hazard identification and risk management.
- Implement systematic procedures for identifying, assessing and controlling risks.
- Engage stakeholders in maintaining a safe working and learning environment.
- Foster continuous improvement in hazard identification, risk management practices and safety performance.

Definitions

Control Measures	Actions taken to eliminate or reduce risks.
Duty of Care	A legal obligation to ensure the safety and well-being of others.
Hazard	A situation or object that has the potential to cause harm.
Incident	An unplanned event that results in or could result in injury, illness or damage.



Risk	The likelihood and consequence of a hazard causing harm.
Risk Assessment	A systematic process of evaluating potential risks associated with hazards.
WHS	Workplace, Health and Safety

References

- ELICOS Standards 2018
- ESOS Act 2000
- ESOS National Code 2018
- NVR Act 2011
- Standards for RTOs 2015
- Work Health and Safety Act 2011 (Cth)
- Work Health and Safety Regulations 2011 (Cth)

Related AAC Policies and Procedures

- Bullying, Discrimination and Harassment Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Critical Incident Policy and Procedure
- Sexual Assault and Sexual Harassment Policy and Procedure
- Staff Code of Conduct
- Student Code of Conduct
- Student Records Management Policy and Procedure
- Support for Students Policy and Procedure
- Workplace, Health and Safety (WHS) Policy and Procedure

Hazard Identification and Risk Management Procedure

Hazards may arise from a variety of sources within a workplace. Sources of hazards may include equipment, the work environment, work systems and work procedures.

Workplace hazards can be categorised as follows:

- Physical e.g. noise, radiation, light, vibration
- Chemical e.g. poisons, dusts
- Biological e.g. viruses, plants, parasites
- Mechanical/electrical e.g. slips, trips and falls, tools, electrical equipment, and
- Psychological e.g. fatigue, violence, bullying.

1. Hazard Identification

AAC will identify hazards through a range of methods including:

- Asking questions - 'Does this task/training activity/situation/event have the potential to harm a person?' or 'What if?' E.g. 'What if a person were to attempt to lift this heavy object from the top shelf?'
- Conducting regular walk throughs and inspections of AAC premises.
- Analysing tasks to see if any hazards are present.
- Observing AAC staff performing their tasks and the activities involved, such as teaching, cleaning, maintenance and inspections, as more hazards may become more apparent.



- Consulting AAC staff about any near misses or event that have not been reported, unreported injuries or health complaints.

2. Hazard Reporting

All identified hazards must be reported using the **AAC Hazard Identification Form** and submitted to the Compliance Officer. Where the Compliance Officer is not available the Hazard Identification Form can be submitted to the Student Services Officer (SSO) or AAC management. Hazard Identification Forms are available from Student Services on-campus or by emailing sso@aac.nsw.edu.au

3. Corrective Action

Upon receipt of the Hazard Identification Form, the designated AAC staff member (if not the Compliance Officer) will review the information and take the following actions:

- If the corrective action is straight-forward and can be rectified immediately, the relevant staff member will implement the corrective action, complete the remaining sections of the Hazard Identification Form and forward the form to Compliance Officer (if not themselves) for entry into the WHS Corrective Action Register.
- Where further assistance or consideration is required for the corrective action, the staff member will forward the Hazard Identification Form to the CEO for review.
- The CEO will liaise with the relevant staff member or other relevant stakeholders to conduct a risk assessment of the hazard. The WHS Corrective Action Register must be updated with these details.

4. Risk Assessment

A risk assessment must be complete for all hazards reported on the Hazard Identification Form, other than those hazards which can be rectified immediately. The risk assessment will be documented on the WHS Corrective Actions Register.

The risk assessment process is undertaken by the CEO or delegated AAC staff member and includes:

- Physical observation of the work area
- Consultation with those involved
- Research into legislative requirements
- Evaluation of likelihood and consequence of injury or illness as a result of the hazard using the risk analysis matrix.
- Assigning an appropriate risk rating for the hazard.
- Identification of the most appropriate control measures.
- Identification of short-term and long-term solutions, and
- Implementation of solutions, noting dates,

Control mechanisms may include:

- Elimination (remove the hazard)
- Substitution (replace with a less hazardous option)
- Engineering Controls (isolate people from the hazard)
- Administrative Controls (change procedures or policies)
- Personal Protective Equipment (PPE) as the last resort.



5. Incident Reporting

AAC is committed to fostering a culture where all incidents, near misses and unsafe conditions are promptly reported. Timely incident reporting ensures that hazards are identified and addressed before they result in harm. All staff, students, contractors and visitors are required to report any incident, injury or near miss as soon as possible.

- Incidents must be reported using the **AAC Incident Report** Form and submitted to the Compliance Manager or Student Services Officer (SSO) within 24 hours of the incident.
- Once an incident is reported, an investigation will be conducted to identify the root causes, assess any associated risks, and implement corrective action to prevent recurrence,
- All reports will be treated with confidentiality and AAC will ensure that no individual faces discrimination or retaliation for reporting incidents.

6. Injury, Illness Management

AAC provides support to students and staff who experience work-related injuries or illnesses. The objective is to ensure timely medical attention, effective injury management and safe return to work or study,

- In the event of an injury or illness, appropriate first aid must be administered and medical assistance sought if necessary.
- AAC's Compliance Officer will coordinate the injury management process, including:
 - Making initial contact with the injured person within 24 hours.
 - Lodging claims with workers compensations, where applicable.
 - Coordinating return-to-work plans and the involvement of medical professionals and relevant stakeholders.
 - Ongoing monitoring of the return-to-work program to ensure it aligns with medical advice and the worker's recovery progress,

7. Review and Improvement of Hazard Identification and Risk Management

AAC is committed to continuous improvement of its hazard identification and risk management processes. Regular reviews help ensure that safety procedures remain effective, relevant and compliant with current legislation. AAC will:

- Conduct internal audits of hazard identifications and risk management practices to identify areas for improvement.
- Review incident reports and investigations to identify trends, root causes and opportunities for systematic improvements.

Roles and Responsibilities

Role	Responsibility
CEO	Oversee compliance with regulatory requirements and approve policy updates. Provide adequate resources for managing identified risk and hazards.
Compliance Officer	Conduct regular audits and risk assessments, monitors WHS performance, ensures adherence to WHS policies and procedures, and coordinates WHS training programs, return-to-work programs and maintain accurate records of all hazards, incidents and risks in the WHS Correction Actions Register.
Student Services Officer (SSO)	Support students in WHS matters, manage incident reports, ensure WHS communications are delivered effectively and assists in risk assessments related to student activities.



Staff	Follow WHS procedures and report hazards or incidents promptly. Participate in WHS training and initiatives and ensure their actions do not endanger others.
Students	Adhere to AAC's WHS rules and guidelines. Report hazards, incidents or unsafe practices to staff and cooperate in maintaining a safe learning environment.
Contractors and Visitors	Comply with AAC's WHS requirements and report hazards or incidents immediately.

Monitoring and Review

AAC reviews the Hazard Identification and Risk Management policy and procedure annually to ensure compliance and effectiveness. Performance is reviewed quarterly through internal audits and feedback from staff and students is incorporated into improvement plans.

Version Control

Version	Date	Description	Approved by	Approval date	Author	Review date
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