OSH Risk Assessment
and
Risk Management Policy

Policy	OSH Risk Assessment and Risk Management Policy
Date Created:	October 2025
Date of Review:	September 2026
Person Responsible:	Management of School Operations/Principal

1. Purpose

The purpose of this procedure is to establish a systematic, proactive and structured approach for identifying, assessing, controlling and reviewing occupational health and safety (OHS) risks across the School, in accordance with ADOSH-SF Version 4.0.

Risk management shall be an integral part of management decision-making and embedded within the culture and day-to-day operations of the School.

2. Scope

This procedure applies to:

- All School activities, operations and departments
- All employees, students, contractors, visitors and other stakeholders
- Routine, non-routine and emergency activities

3. Definitions

Hazard: A source or situation with the potential to cause injury, ill health or damage.
Risk: The combination of the likelihood of occurrence and the severity of harm.
Risk Assessment: A structured process of hazard identification, risk evaluation and selection of appropriate control measures.

4. Roles and Responsibilities

4.1 Principal

- Holds overall accountability for OHS risk management
- Ensures adequate resources are available to manage identified risks

4.2 Operations & Support Services Manager (OSM)

- Coordinates the risk assessment and risk management process
- Ensures risk assessments are developed, implemented, communicated and reviewed

4.3 Employees and Contractors

- Participate in risk assessments relevant to their work
- Comply with all implemented control measures and safe systems of work

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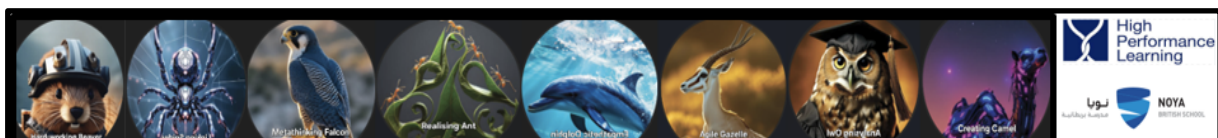
5. Risk Management Process

Risk management shall follow the methodology defined in ADOSH Technical Guideline 6.0.

5.1 Hazard Identification

Hazards shall be identified for:

- All activities, tasks and departments
- Normal, abnormal and emergency operations
- Activities involving contractors and visitors
- Changes to operations, facilities, equipment or processes

5.2 Risk Assessment Methodology

Risks shall be evaluated using the ADOSH Risk Matrix in accordance with:

- ADOSH Technical Guideline 6.0 – Section 5.3.3

Risk ratings shall be determined based on:

- Severity of potential harm
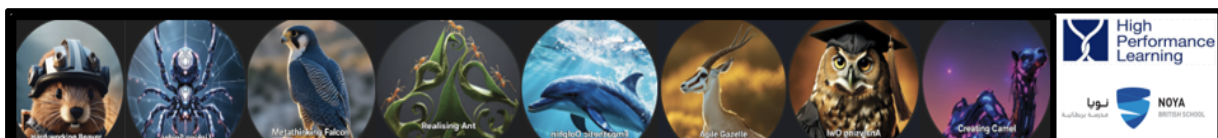- Likelihood of occurrence

5.3 Consultation and Participation

Risk assessments shall be conducted in consultation with:

- Employees performing the tasks
- Contractors and service providers
- Relevant supervisors and stakeholders

Consultation methods may include:

- Toolbox talks
- Safety meetings and committee discussions
- Site walk- throughs and inspections

5.4 Control Measures

Control measures shall be selected and applied in accordance with the Hierarchy of Controls:

- Elimination
- Substitution
- Engineering controls
- Administrative controls
- Personal Protective Equipment (PPE)

5.5 Implementation and Monitoring

- Control measures shall be implemented prior to the commencement of work
- The effectiveness of controls shall be monitored through inspections, audits, observations and incident reviews

6. Compliance with ADOSH Form C – Clause 6.7

This procedure addresses ADOSH Form C Clause 6.7 through:

- Systematic hazard identification (Section 5.1)
- Risk evaluation using the ADOSH risk matrix (Section 5.2) - Consultation with relevant stakeholders(Section 5.3)
- Implementation and monitoring of control measures (Sections 5.4–5.5)

Reference: SG-OP-OR-005 Sections 6.1 to 6.5

7. Risk Assessment Documentation (SG-OP-OR-005a)

Risk assessments shall be documented using the approved ADOSH-aligned Risk Assessment Template (SG-OP-OR-005a).

The template shall incorporate the ADOSH Risk Matrix in accordance with Technical Guideline 6.0, Section 5.3.3.

8. Risk Assessment Coverage

The School shall:

- Develop and maintain risk assessments for all activities and departments
- Submit completed risk assessments for regulatory and audit review as required
- Review risk assessments:

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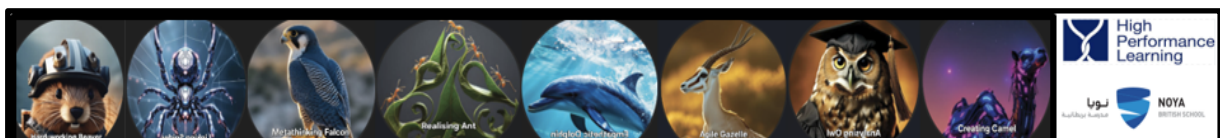
- o Annually
- o Following incidents or near misses
- o After significant changes to activities, facilities or processes

9. Records

The following records shall be maintained:

- Completed risk assessments
- Consultation and participation records
- Review, approval and revision records

10.   Review and Continuous Improvement

This procedure shall be reviewed:

- Annually
- Following legislative, organisational or operational changes

11.   Regulatory and Reference Documents

- ADOSH-SF Version 4.0 – Element 2: Risk Management
- ADOSH Technical Guideline 6.0 – Process of Risk Management
- ADOSH Form C – Clause 6.7
- ISO 45001:2018 – Clauses 6.1.1 and 6.1.2