

BASIC RISK ASSESSMENT IN THE WORKPLACE

ELEMENTS OF COMPETENCE & PERFORMANCE CRITERIA FROM ASSET MAINTENANCE TRAINING PACKAGE



PRMCL42A/01

Determine the risk management process options

Performance criteria

- 1.1 Consult with work group, stakeholders and appropriate personnel to support implementation of participative arrangements in accordance with client, legislative and company requirements
- 1.2 Provide readily accessible information to the work group and stakeholders to support participative arrangements in risk management in accordance with client, legislative and company requirements
- 1.3 Identify procedures to be used for risk management in accordance with client, legislative and company requirements

PRMCL42A/02

Identify hazards based on work group and personal contributions to the risk management process and agreed work procedure(s)

Performance criteria

- 2.1 Consult with and instruct the work group and stakeholders on risk management procedures in accordance with environmental and occupational health and safety (OHS) training objectives in accordance with client, legislative and company requirements
- 2.2 Consult with the work group and stakeholders over existing work procedure(s) and environmental requirements
- 2.3 Observe and review current work procedure(s) for compliance and variance against documented work procedure(s) and environmental requirements
- 2.4 Record accepted variance in current work procedure(s) to confirm the agreed circumstances and conditions for risk analysis of work procedure(s) in accordance with client, environmental, legislative and company requirements
- 2.5 Implement processes to identify hazards that create real or potential loss events in accordance with work procedure(s), client, legislative and company requirements

PRMCL42A/03

Assess the level and acceptability of risk associated with a given event
Performance criteria

Performance criteria

- 3.1 Assess likelihood of an event happening using risk analysis protocols in accordance with client, legislative and company requirements
- 3.2 Assess consequence of an event happening using risk analysis protocols in accordance with client, legislative and company requirements
- 3.3 Evaluate and determine the risk level of the event using risk analysis protocols in accordance with client, legislative and company requirements
- 3.4 Determine acceptability of risk in accordance with client, legislative and company requirements
- 3.5 Seek expert advice to further clarify levels of risk, when appropriate, in accordance with client, legislative and company requirements
- 3.6 Establish the risk priority rating and recommended timeframe for management of the risk based on the assessment and expert advice in accordance with client, legislative and company requirements

PRMCL42A/04

Identify potential actions

Performance criteria

- 4.1 Record risk identified in the risk register in accordance with client, legislative and company requirements
- 4.2 Apply the hierarchy of control to identify proposed actions for the elimination or reduction of risk in accordance with client, legislative and company requirements
- 4.3 Document the range of proposed actions for the treatment of hazards and the proposed amendments to work procedure(s) in accordance with client, legislative and company requirements
- 4.4 Identify resources appropriate to management of the risk in accordance with client, legislative and company requirements

PRMCL42A/05

Decide on action

Performance criteria

- 5.1 Confirm acceptance by company management of the amendments to work procedure(s) in accordance with client, legislative and company requirements
- 5.2 Nominate members of the work group responsible for implementation, reporting and monitoring of amendments to work procedure(s) in accordance with client, legislative and company requirements
- 5.3 Allocate resources appropriate to management of risk in accordance with client, legislative and company requirements
- 5.4 Document approved amendments to work procedure(s) in accordance with client, legislative and company requirements

PRMCL42A/06

Implement action to control hazards, reduce risk and avoid recurrence of events

Performance criteria

- 6.1 Inform the work group and stakeholders of company approved hazard treatments and revised work procedure(s) in accordance with client, legislative and company requirements
- 6.2 Implement consistently the revised work procedure(s) in accordance with client, legislative and company requirements
- 6.3 Supervise the work group to ensure compliance with the revised work procedure(s) in accordance with client, legislative and company requirements

PRMCL42A/07

Review implementation of risk controls

Performance criteria

- 7.1 Review periodically the risk associated with the revised work procedure(s) to ensure they have been implemented in accordance with client, legislative and company requirements
- 7.2 Monitor work procedure(s) in accordance with legislative, company and client requirements

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PRMCL42A/08

Audit the risk management process and complete regulatory and company documentation

Performance criteria

8.1 Audit risk compliance in accordance with client, legislative and company requirements

8.2 Complete and retain all regulatory and company documentation including OHS records and reports in accordance with client, legislative and company requirements

Assessment strategy

1. Questionnaire

The questionnaire is used both as a training tool, by making trainees read the course notes after the course, and as an assessment tool.

As all answers to the questions are clearly set out in the course notes, attendees must get 100% in the questionnaire.

2. Assignment

a) Completion of the hazard identification checklist provided by CTC.

b) Completion of the hazard identification & risk evaluation form provided by CTC.

If a trainee does not fulfil the requirements listed above, the following steps are to be taken by the trainer: -

1. Refer the questionnaire and/or assignment to the mentor or Development Manager for advice and proceed as follows: -

a) Ring the trainee and discuss the problem(s) with the aim of clarifying over the phone.

b) If this discussion with the trainee fails to show that they are competent, the trainer shall send back the questionnaire and/or assignment, with an explanatory letter, asking the trainee to redo or complete the section(s)/questions failed in the first attempt.

2. If the trainee fails to meet the requirements again on the second attempt, the trainer is to refer the problem to the mentor or Development Manager for final decision, and where necessary, initiation of grievance procedures.