

# **CONVOY**

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T R A N S P O R T

**CONVOY TRANSPORT PTY LTD**

**Occupational Health and Safety**



Amendment Hazard and Risk Identification Issue #: 1 Revision #: 0  
Record Policy

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Reviewed by: Jason Haywood Approved by: Jason Haywood  
Managing Director Managing Director

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## Hazard and Risk Identification Policy

### Purpose:

To embed principles of effective risk management into existing practices all levels of the organisation.

### Scope:

This policy applies to all persons who work for Convoy Transport Pty Ltd, irrespective of their individual employment arrangement. This policy covers all persons who are directed and/or engaged to undertake tasks at Convoy Transport Pty Ltd workplaces/locations including Workers, independent contractors, work experience students, trainees, apprentices, volunteers.

### Policy:

Convoy Transport Pty Ltd will ensure effective risk management practices are established so workers and other duty holders, such as contractors (and workers of contractors) are aware of health and safety matters relevant to them. OHS legislation requires an Organisation to consult with their workers and other relevant persons on matters that will or are likely to directly affect their health and safety. Convoy Transport Pty Ltd recognises the benefits that regular and effective consultation including, communication, cooperation and coordination can produce and is committed to fulfilling this duty.

Where specific Regulations require certain controls:

- Convoy Transport Pty Ltd will ensure compliance with those matters, in consultation with relevant persons (including Duty Holders/Contractors);
- Hazard Identification;
  - Identify reasonably foreseeable hazards that may pose risks to health and safety;
- Evaluate risks where required;
  - Compare estimated levels of risk against pre-established criteria (including a risk matrix) and consider the balance between potential benefits and adverse outcomes.

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Managing Director

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## **Hazard and Risk Identification Procedure**

### **Responsibilities:**

At Convoy Transport Pty Ltd the Organisation is responsible for ensuring that:

- There is an effective Risk Management Procedure and associated mechanisms in place and that they meet OHS and Worker's Compensation legislative requirements;
- All workers are trained and familiar with, have access to, and participate in risk management policies, procedures and activities while working at Convoy Transport Pty Ltd;
- Those other persons who are impacted by OHS at Convoy Transport Pty Ltd, such as other Organisation's, self-employed persons and visitors, are included in risk management strategies as required; and
- Review of the Risk Management Procedure is conducted as required.

Supervisors/Managers are responsible for:

- Informing workers and others about the requirement to actively participate in risk management strategies and to follow risk management policies and procedures whilst working at Convoy Transport Pty Ltd;
- Ensuring that all people are adequately trained in how to participate in risk management activities in the workplace; and
- Maintaining records required by OHS legislation relating to risk management.

All workers are responsible for working safely and for following reasonable directions in respect of the OHS Risk Management Procedure and associated mechanisms whilst working at Convoy Transport Pty Ltd.

### **Procedure:**

Convoy Transport Pty Ltd has implemented mechanisms to provide the required system and tools to ensure effective risk management in the workplace. As follows:

- Communication – the Consultation, Cooperation and Coordination Policy and associated procedure is in place to enable risk management to be implemented in a systematic and effective manner, involving all people impacted by OHS at Convoy Transport Pty Ltd. Effective consultation and planning is important during every phase of the Risk Management Procedure and associated activities;
- Hazards are identified and reported via the following;
  - Consultation – OHS Meetings, HSR, briefings, direct discussions etc.;

- Workplace inspections;
- Audits – internal and external (photos, observations, checklists, reports);
- Reporting – Incident Forms and Incident Register, Hazard Report Form, Hazardous Substances/DG Register, JSA etc.;
- Hazard identification will include all routine and non-routine activities and situations, with consideration of:
  - Human factors including work hours, work culture and how the work is actually undertaken;
  - Product design factors including hazards that may present during research, development or testing of processes, plant and equipment;
  - Design of work areas, processes, installations, machinery/equipment and operating procedures;
  - All production, assembly, construction, service delivery, maintenance operations;
  - Emergency situations;
  - Situations not controlled by the company but that may have an impact on Convoy Transport Pty Ltd workers;
  - Past incidents;
- Research – information will be gathered and interpreted from state and local authorities, manufacturers, suppliers, industry groups, other organisation's and workers;
- Risk assessment – site specific, task specific, chemical and plant risk assessments and environmental impact risk assessments are conducted as required by suitably trained and experienced workers. (*Risk Assessment Form*);
- A Risk Matrix which accompanies each *Risk Assessment Form* is used to assist in determining risk levels;
- Actions Prioritised – once risk levels have been assessed, a list of action priorities is determined;
- Risk Control – identified hazards are systematically eliminated or reduced by implementing practical control measures. The Hierarchy of Controls will be used (see section 3.4);
- All controls will be reviewed and monitored;
  - When/if incident/near miss occurs;
  - As per legislative requirements;
  - As requested by relevant persons (such as HSR);
  - Other times necessary to ensure effectiveness;
- Monitor and Review – regular checks are carried out to ensure that suitable control measures have been implemented, that they continue to be adequate, and that no new hazards have been introduced into the workplace either by implemented control actions or by changes to the workplace;
- Documentation – all risk management activities conducted and the outcome of those activities, in particular, those outlined in this procedure, are fully documented and records maintained.