Contents

HAZARD AND RISK MANAGEMENT PROCEDURE & POLICY

1.0 Purpose

To provide a framework for the systematic identification, assessment, control, monitoring and review of hazards and their associated risks to prevent related illness and injuries.

2.0 Scope

This Procedure shall apply to all Waikato Volleyball operations, including external events. It is to be used as a guide in the identification and subsequent management of hazards and associated risks that could negatively impact on worker Health and Safety.

3.0 Definitions

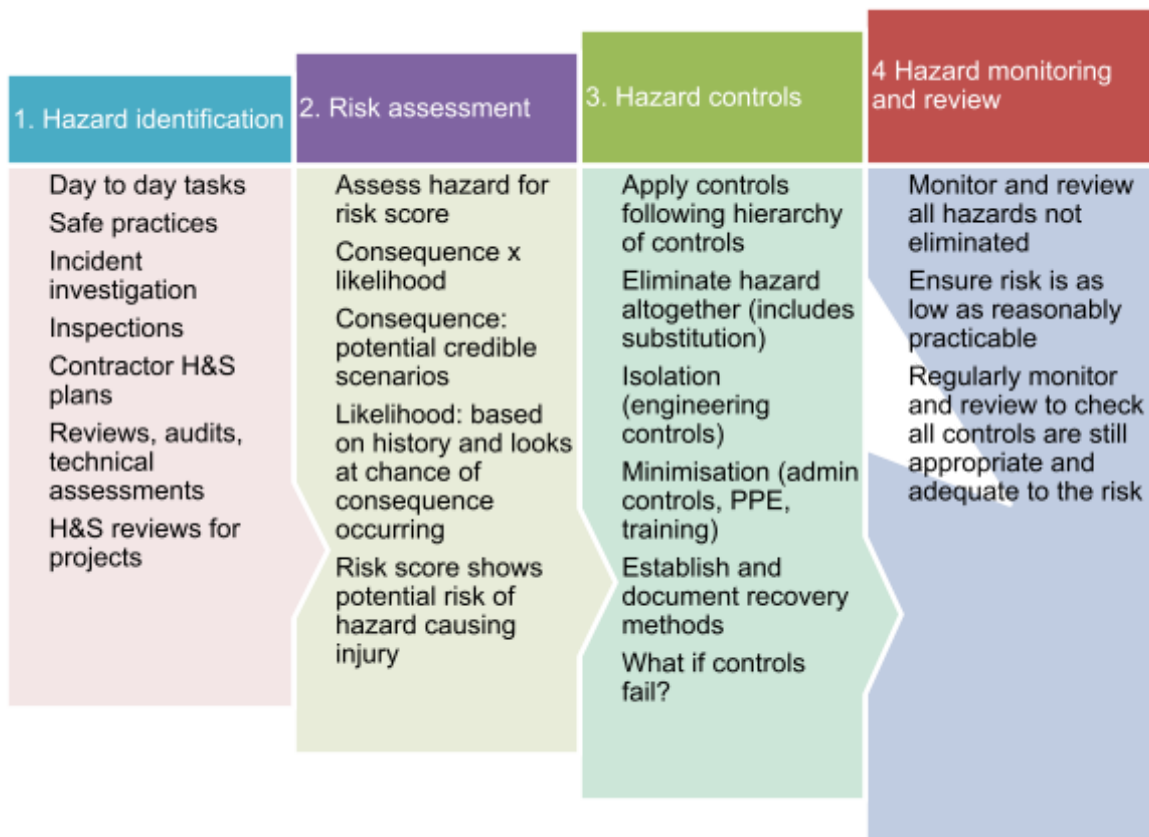| Term	Definition
Critical Hazard	Hazards that have the potential to fatally injure, or permanently disable, our people, contractors or third parties
Harm	Illness, injury or death
Hazard	A hazard can be defined as a situation or thing that has the potential to harm a person (illness or injury) and can include the following broad categories: 1. Physical (vehicles, slips, trips and falls) 2. Psychological (workplace stressors) 3. Ergonomic (manual handling, gradual process injury) 4. Biological (blood borne pathogens) 5. Chemical (poisons, drugs, radiation)
Hazard and Risk Management	Incorporates the following: 1. The systematic identification of hazards and hazardous situations 2. The assessment of the risk taking into account the severity of harm that may occur if exposed, and the likelihood of exposure to the hazard. 3. The control of all risks to as low as reasonably practical (including recovery controls) 4. The monitoring and review of risks on a regular basis
Hazardous Substances	Any substance that could cause harm to a person that is controlled under the Health & Safety at Work (Hazardous Substance) Regulations 2017
Hierarchy of Control	The mechanism by which hazards are required to be controlled. 1. Elimination 2. Minimisation a) Substitution b) Isolation

	c) Engineering (modify the process, physically what can we do to change/fix) d) Administration e) Personal Protective Equipment (PPE)
Inherent Risk	The degree of potential harm and likelihood of it occurring presented by a hazard in an uncontrolled state
Reasonably Practicable	Something that is reasonably able to be done to control a hazard or associated risk, taking into account: 1. The likelihood of the hazard or risk concerned occurring. 2. The degree of harm that might result from the hazard or risk. 3. What is known about the hazard or risk and how to treat it 4. The availability of methods to eliminate or minimise the risk and how effective these are 5. The cost and availability of the methods of managing the risk including whether the cost of a control is grossly disproportionate to the risk.
Residual Risk	The degree of potential harm and likelihood of it occurring presented by a hazard after the application of controls
Risk	The possibility that harm (of a particular nature) might occur to someone if they are exposed to a hazard.

4.0   Hazard and Risk Management Process

The Hazard and Risk Management Process is divided into four specific areas of focus. For it to be effective all must be covered. These four areas are:

1.   Hazard identification
2.   Risk assessment
3.   Hazard controls
4.   Hazard monitoring and review

1. Hazard identification	2. Risk assessment	3. Hazard controls	4 Hazard monitoring and review
Day to day tasks Safe practices Incident investigation Inspections Contractor H&S plans Reviews, audits, technical assessments H&S reviews for projects	Assess hazard for risk score Consequence x likelihood Consequence: potential credible scenarios Likelihood: based on history and looks at chance of consequence occurring Risk score shows potential risk of hazard causing injury	Apply controls following hierarchy of controls Eliminate hazard altogether (includes substitution) Isolation (engineering controls) Minimisation (admin controls, PPE, training) Establish and document recovery methods What if controls fail?	Monitor and review all hazards not eliminated Ensure risk is as low as reasonably practicable Regularly monitor and review to check all controls are still appropriate and adequate to the risk

The Waikato Volleyball Health and Safety Framework requires hazard and risk management processes to:

1.   Be applied to existing operations, external events and new projects
2.   Be undertaken and/or controlled by persons with relevant knowledge and experience
3.   Involve all potentially affected stakeholders.

5.0   Types of Hazards

Physical	Noise, temperature, trips, slips, falls, cuts, burns, ventilation, electricity, vibration, housekeeping, machinery, ultraviolet burns, crushing, radiation, vehicles, wires or cords, slippery floors, natural disaster
Biological	Infection, legionnaires disease, needle-stick injuries, hepatitis, allergies, brucellosis, insects, waterborne pathogens
Psychosocial	Stress, fatigue, risk of assault, drugs, alcohol, personality problems, effects of shift work, boredom, lack of clear reporting lines, peer cohesion, reward systems
Ergonomic	Manual handling, work postures, overuse injuries, seating, workstation layout, badly designed controls and dials, interface with computer systems
Chemical	Fumes, gas, lack of oxygen, aerosols, corrosives, alkalis, chemical burns, solvents, sprays, heavy metals, poisons, pesticides, dust, smoke, mist, cleaners, toners.

There are numerous types of hazards that can impact on personnel while working for Waikato Volleyball. The following are some of the generic hazards within the Waikato Volleyball business:

- Sporting related hazards

- Workstation hazards

- Driving Vehicles

- Fatigue

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6.0   Hazard and Risk Management

6.1   Identification of Hazards

Waikato Volleyball will utilise the following methods to identify hazards:

1   Ongoing monitoring in day to day tasks, work areas and external events

2   Use of hazard/risk assessment forms

3   Investigation of incidents

4   Regular work area inspections

5   H&S reviews for projects

What should not be recorded in the HARM Register

Reports of missing hazard controls (e.g. sign is missing,) or hazards of a temporary nature (transitional hazards due to oversight or decay such as a pot hole in the road or a faulty indicator on a car) should **not** be recorded in the hazard register. These issues should be recorded as incidents, specifically near misses.

6.2   Assessment of the Risk

Once a hazard has been identified, an assessment of risk must take place. This is to be completed in consultation with those affected by the risk.

The **Risk Score** indicates the potential negative outcomes of a hazard and is primarily utilised to determine what action to take to control the hazard. The colour codes and number scores are utilised to assist with the prioritisation of actions to control the hazard.

For every hazard an inherent risk score and residual risk score will be documented.

Inherent risk score is the risk score associated with the hazard without any controls in place.

Residual risk score is the risk score associated with the hazard after the controls are put in place.

The risk matrix used by Waikato Volleyball is outlined below. This matrix assists in determining the overall risk score of the hazard by defining the potential severity of the hazard and the likelihood of harm occurring (in its assessed state of control).

Cross-referencing the Severity and Likelihood will determine the risk score. The colours within the matrix are aligned with the level of risk. The level of risk is utilised to determine the controls, communication and monitoring requirements of the hazard.

Critical/High Risk (10-25)
Medium Risk (5-9)
Low Risk (1-4)

6.2.1 Severity

Severity focuses on the potential harm presented by the hazard in its assessed state of control. The consequences are those of credible scenarios (taking the prevailing circumstances into consideration) that can develop from the hazard. These can be thought of as the consequences that could have resulted from the release of the hazard if circumstances had been less favourable. Severity anchors used are as follows:

Severity Anchor	Health and Safety
Insignificant	No injuries
Minor	First aid required
Moderate	Medical treatment required
Major	Extensive injuries
Catastrophic	Permanent disability or fatality

6.2.2 Managing Critical Hazards

Critical hazards are those hazards that have a potential severity of a risk score between 10 and 25 (hazards represented in the red category). Critical Hazards require a more structured approach to the assessment of the hazard and the adequacy of the controls.

6.2.3 Likelihood

Likelihood is estimated on the basis of historical evidence or experience that such severity has materialised within the industry the hazard is primarily associated with, or Waikato Volleyball. The focus is on the estimated consequences occurring during a 12-month period. The following provide the likelihood descriptors to be used with the matrix anchors:

Likelihood Anchor	Description
Very Rare	The event is unlikely to occur but is theoretically possible
Unlikely	The event could occur but is unlikely
Possible	The event is possible but not probable
Likely	The event will probably occur at some time

Almost Certain	The event is expected to occur in most circumstances

6.3 Develop Controls

The purpose of hazard controls is to reduce the level of residual risk to as low as reasonably practicable. Controls are to be introduced to safeguard people in the most effective and practical way. Ideally controls should endeavour to eliminate the hazard but if this is not practicable then they should follow the Hierarchy of Control referred to in section 6.3.1 below.

The following table describes the required control activity associated with each risk level. It should be noted that the risk score that determines the activity is the **inherent risk score**.
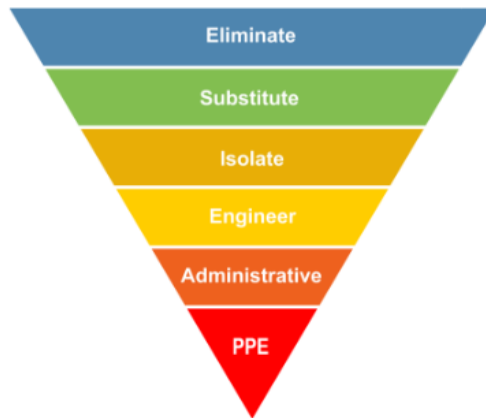
Priority Level	Level of INHERENT Risk	Immediate Action
1	**Critical / High Risk (10-25)**	The Executive and or Board Member must authorise that they are satisfied that the "critical/high risk" hazard is adequately controlled. This is documented in leadership team minutes.
2	**Medium Risk (5-9)**	The Board Member must authorise that they are satisfied that the "medium risk" hazard is adequately controlled. This is documented in the team minutes.
3	**Low Risk (1-4)**	Hazards deemed to be "low risk" shall be managed by Board Members and workers as part of the continuous improvement process.

6.3.1 Hierarchy of Control

It is important to maintain best practice standards in hazard and risk management.

When determining the controls to be applied to a hazard the hierarchy of controls must be utilised. This is with the aim to manage the hazard to as low as reasonably practicable. The hierarchy of controls follows the premise that elimination is always the first choice as it is the best solution to get rid of the hazard completely.

The hierarchy of control is as follows:

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Administration and the use of personal protective equipment are the least effective of the hierarchy of controls. These types of controls should NOT be relied on as the primary means of hazard control unless the options higher in the hierarchy have been exhausted.

All hazard controls require management, enforcement, and commitment, together with behavioural modification.

6.3.2 Hazard Corrective Actions

Activities associated with the control of hazards should be formally captured and tracked through to completion.

6.3.3 Development of Hazard Recovery Measures

Despite best efforts, history indicates that there is the potential for hazard controls to fail. Worst case scenarios need to be identified and planned for including recovery measures. Recovery measures must be established for all critical hazards and associated activities. These may be dealt with through Emergency Management and/or Business Continuity procedures.

6.4 Hazard Monitoring & Review

6.4.1 Hazard Monitoring

The following provides the requirements for notification of changes to hazard information. This is to allow for the timely rectification of any issues these changes may create. Notification should be to the appropriate level as outlined below.

1. Corrective actions not completed past expected "actual completion date".

2. Corrective actions completed but the risk not updated.

3. Completed hazards reviewed to ensure controls appropriate.

4. New hazards/risks identified

Inherent Risk Score	Notification Requirements
Critical / High Risk (10-25)	Chief Executive and or Board Members from area hazard associated with Kiwisport Officer
Medium Risk (5-9)	The Board Member from area hazard associated with Kiwiwsport officer
Low Risk (1-4)	Kiwisport Officer from area hazard associated with workers

6.4.2 Hazard Review

Any hazard that has not been eliminated must be reviewed to ensure the implemented controls are continuously effective. The hazard review is to be based upon the **Inherent** Risk Matrix score (not the Residual Risk Score).

Priority Level	Inherent Level of Risk	Review Period
1	**Critical / High Risk (10-25)**	All controls to be reviewed **every 6 months or after a critical event**
2	**Medium Risk (5-9)**	All controls to be reviewed **every 12 months or after a critical event**
3	**Low Risk (1-4)**	All controls to be reviewed **every 24 months or after a critical event**

The review frequency of each Hazard entered into Bware Safety Manager must be as per the review period in the table above.

7.0   Hazard Management Training

All individuals exposed to hazards are required to be provided with information about the hazard and the controls that are necessary to keep themselves and others safe from harm.

Hazard management training shall be made available to those who are involved in managing hazards. This may include training in hazard management methodology, specific hazards, on the job training (focusing on specific hazards encountered during work), or a combination of all of these.

8.0   Declaration

I certify that I have read and understood and will comply with the Waikato Volleyball Hazard and Risk Management Procedure.

Name: _____

Signature: _____

Date: _____

Once you have signed this document please return **this page only** to The Board President for it to be added to your personnel file.