13. **RISK ASSESSMENTS**

The department must ensure that all health and safety hazards and environmental aspects associated with the activities of the department are identified and appropriately managed.

**New Local Workplace EHS Risk Management**

Supervisors and/or Managers in consultation with HSR and employees where practicable, shall identify hazards present in the local workplace and assess the risk of each identified hazard using the University of Melbourne EHS Risk Management Methodology.

The Supervisor or Manager, in consultation with HSR and employees where practicable, shall develop control plans in accordance with the hierarchy of control. The Supervisor or Manager shall decide upon the controls to be implemented and undertake one or more of the following actions:

- eliminate or control the risk by applying an established control from an existing risk assessment
- partially control the risk (including isolation) and refer to a more senior manager
- request advice from an EHS Officer/Adviser; and/or
- refer to the local Safety Committee for further assessment.

The Supervisor or Manager shall record any action that has been taken to remove or mitigate the risk on the relevant hazard-reporting document.

The Supervisor or Manager shall ensure that the controls implemented are reviewed and the effectiveness of the risk controls monitored.

The Supervisor or Manager shall ensure that a record of the identification, assessment and control process is maintained.

**Reference:**

For definitions and further information on the EHS Risk Management procedure and methodology: