HAZARD MANAGEMENT

The University's environment and safety management system is a pro-active approach to managing the issues of environment and safety. It is about preventative action and the setting of standards that continually improve the environmental and safety performance of the University of Melbourne. The Management System provides a formal framework to identify and manage all of its environmental and safety risks. The two systems for safety (SafetyMAP) and the environment (EMS) have been merged into the one management system.

SafetyMAP and The Environmental Management System (EMS) have as an essential component the Risk Management process of identification, assessment and control of hazards. SafetyMAP is currently audited in stages (initial, transition, advanced) with an associated progressive audit requirement. The University of Melbourne Faculty of Science gained accreditation for SafetyMAP (Initial Level) in July 1999. SafetyMAP provides a set of audit criteria which can be used to measure current performance and identify areas needing improvement. The audit process also helps to determine priorities and to allocate resources where required. The audit requirements of the EMS are more closely aligned with advanced level SafetyMAP. The long term goal is to reach a stage where both systems have equal requirements and are audited as one.

The Relevant Safety Information below provides links to both University and Mathematics and Statistics procedures which provide information on the processes by which safety and environmental hazards are identified, assessed and controlled in the Department of Mathematics and Statistics.

Summary of Hazard Management Process

- Identify all hazards and assess their associated safety risk (Hazard Register and Risk Assessments)
- Identify all environmental aspects and assess their associated environmental impacts (Environmental Aspects Register and Risk Assessments)
- Treat the safety risks and environmental impacts by controlling the hazards and environmental aspects using the hierarchy of controls method

- (i) Elimination of the Hazard
  Elimination is a permanent solution and should be attempted in the first instance. The hazard or environmental aspect is eliminated altogether.

- (ii) Substitution of the Hazard
  Substitution involves replacing the hazard or environmental aspect with one which presents a lower risk.

- (iii) Engineering Controls
  Engineering controls involve some structural change to the work environment or process to place a barrier to, or interrupt the transmission path between, the worker or environment and the hazard. This may include isolation or enclosure of hazards, machine guards, fumehoods and manual handling devices.

- (iv) Isolation or Procedural Controls
  Administrative (procedural) controls reduce or eliminate exposure by adherence to procedures or instructions. Documentation should emphasize all the steps to be taken and the controls to be used in carrying out the task both safely and with minimum impact to the environment.

- (v) The use of Personal Protective Equipment
  Personal protective equipment relates only to hazards and their impact on personal safety risks. It is worn by people as a barrier between themselves and the hazard. The success of this control is dependent on the protective equipment...
required (and correctly maintained).

**Relevant Safety Information for Hazard Management:**

**University of Melbourne**
Environment, Health and Safety Manual

Hazard Identification and Control

Occupational Health

Appendix A - Forms eg. safety inspections, risk assessments, manual handling assessments

**Department of Mathematics and Statistics**
Department of Mathematics and Statistics Environment, Health and Safety Manual

Guidelines for Procedure Preparation and Review

Procedure for introducing new equipment/techniques into the work area

Department of Mathematics and Statistics Safe Work Procedures

Department of Mathematics and Statistics Compliance Procedures

Forms for Downloading

**Australian Standards for Hazard Management**

AS/NZS 4360: 1999 Risk Management
