



Hazard Reporting and Management

Hazard identification and control forms part of Individualised Community Access Services' (ICAS) commitment to providing a safe environment for all staff members (including contractors), participants and others whilst engaged by ICAS.

A **hazard** is any source of potential damage (including work practices and procedures) that has the potential to cause harm to the health and safety of a person.

Examples of hazards in the workplace can include:

- Faulty equipment
- Obstruction of hallways and exits
- Maintenance issues
- Environmental factors such as weather events.
- External factors such as surrounding businesses

Identifying Hazards

Identification of hazards, their assessment and control is an ongoing process and can generally arise from the following aspects of the workplace:

- The physical work environment.
- The equipment, materials and substances used within the work environment.
- Work tasks and how they are performed.

Identification of hazards will occur in the following way:

- Observation by a staff member, participant or visitor to the workplace.

Reporting and Recording Hazards

All staff must report any hazards immediately, or as soon as practicable, to the Director.

Where safe to do so the Director must take immediate action to mitigate the hazard and protect the staff, participants and visitors to the workplace in the immediate vicinity of the hazard.

Examples of mitigation can include:

- Isolation of the hazard from those in the workplace i.e. barricading or roping off the area.
- Notification of the hazard to all at the worksite i.e. signage, emails and verbal notification.
- Removal of the hazard i.e. moving boxes that were blocking a fire exit, unplugging and removing faulty equipment from the work area.

Where applicable, an investigation will be conducted into the hazard by the Director and will detail corrective actions/ further corrective actions taken to reduce or remove the hazard.

The Director is responsible for ensuring that the incident is recorded and any corrective actions added to the Continuous Improvement Register for action.