

# Managing WHS risks

**/** A step-by-step approach

As a PCBU, you have a duty to ensure, so far as is reasonably practicable, the health and safety of workers while they are at work in the business or undertaking and other persons who may be affected by the carrying out of work.

To manage risks to health and safety you must first try to eliminate the hazard and its associated risk so far as is reasonably practicable. If you cannot achieve this, you must minimise the risks associated with the hazard so far as is reasonably practicable.

Risk is the possibility that harm might occur when people are exposed to a hazard.

To manage WHS risks you should undertake a process known as risk management which involves 4 steps:

## 1. Identify hazards

Hazards are things or situations that could harm a person (physically or psychologically). Find out what could cause harm in your workplace.

## 2. Assess risks

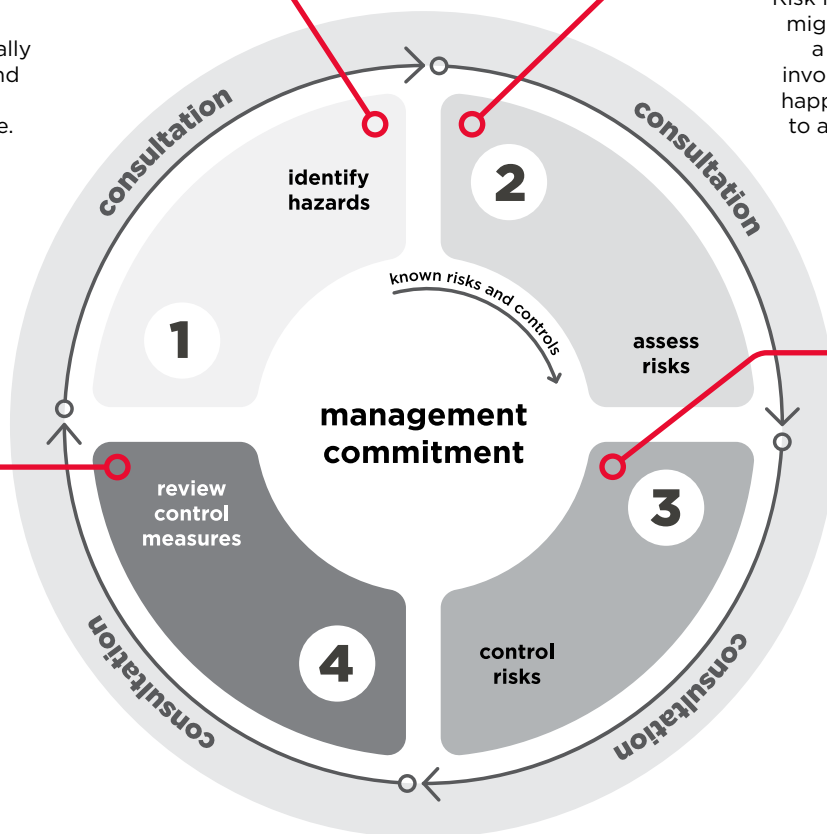
Risk is the possibility that harm might occur when exposed to a hazard. A risk assessment involves looking at what could happen if someone is exposed to a hazard and the likelihood of it happening.

## 3. Control risks

You must always aim to eliminate risks so far as is reasonably practicable, as this is the best way to manage risks. Where this is not possible, you must minimise risks so far as is reasonably practicable. To minimise risks, you can follow the hierarchy of control measures, which are ranked from the highest level of protection and reliability to the lowest.

## 4. Review control measures

Regularly review your control measures to make sure they work as planned.



**!** At each step you must consult with other duty holders, your workers and their health and safety representatives.

The WHS Regulations make it mandatory for duty holders to work through the hierarchy of control measures when managing certain risks.

For more information visit: [model Code of Practice: How to manage work health and safety risks.](https://www.ssa.gov.au/model-code-of-practice-how-to-manage-work-health-and-safety-risks)