

## Managing Risks in the Workplace Policy

Hazards in the Workplace are defined as any situation or thing that has the potential to harm a person. Common hazards that may face Optimum Choice personnel may be but not limited to:

- Slips trips and falls
- Moving heavy objects or people (e.g. wheel chairs), including lifting
- Chemicals
- Electricity
- Repetitive tasks
- Driving
- Bullying and unplanned violence

Management of risks in the Workplace involves 4 steps:

1. **Identifying hazards** – find out what can cause the harm
2. **Assessing risks** – understand the nature of the harm, how serious the harm could be and the likelihood of it happening
3. **Controlling the risk** – implement the most effective control measure that is reasonable practicable
4. **Reviewing control measures** – ensure control measures implemented are functioning as planned

Workers may face workplace risks on a daily basis when working with participants. Workers shall be supported and protected by Optimum Choice Management in their activities so far as practicable and all Hazards identified shall be eliminated or if not possible, minimising the degree of risk to the lowest possible level. (ALARP)

Optimum Choice personnel are not only encouraged to identify hazards in each workplace as part of their duties e.g. in a participant's home, but are required to complete a documented Hazard Identification form as part of their duties in all cases.

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