

HAZARD - RISK MANAGEMENT PRINCIPLES PROCEDURE



OVERVIEW

This procedure describes the responsibilities, actions, methodologies and support necessary to ensure that hazard / risk management principles are implemented, maintained and used in conjunction with the hazard / risk management practices.

Hazard Management is Hazard Identification, Risk Assessment and Controls (HIRAC). HIRAC is established in four steps as follows:

- a) Hazard / Aspect / Impact identification;
- b) Hazard / Impact risk assessment;
- c) Control of hazards/risks; and then
- d) Evaluation of steps (a) to (c)

Perkins Builders are committed to hazard / risk management principles by providing time and resources to ensure that hazard / risk management is continuously improved.

Employees or employee representatives are encouraged to participate in the hazard / risk management process.

This procedure has been developed in accordance with relevant legislation and statutory requirements.

RESPONSIBILITIES

Senior Management Team (SMT)	Provide leadership and resources for effective hazard and risk management. Set expectations for compliance with legal, ISO, OFSC and IBMS requirements, review significant risks, and endorse acceptance of residual risk where required.
Project Manager (PM)	Accountable for implementing the HIRAC process across projects. Ensures hazards, environmental aspects, and risks are identified, assessed, and controlled prior to and during work. Approves risk assessments and ensures appropriate escalation of high or extreme risks.
HSE Team	Provides technical guidance on hazard identification, risk assessment, environmental aspects, and control measures. Supports development and review of HIRAC documentation, facilitates risk processes, and monitors compliance with legislative and IBMS requirements.
All Personnel (Employees & Contractors)	Actively participate in hazard identification and risk management processes. Follow implemented controls, comply with procedures, and report hazards, incidents, and unsafe conditions to support continuous improvement.

1. HAZARD IDENTIFICATION

Procedure:

Hazards in the workplace shall be identified and documented. All personnel are to participate in the hazard identification process.

Ongoing hazard identification is completed using hazard management processes such as inspections, audits, incident and hazard reporting.

Hazard identification determines what, why and how risks can arise and is used as the basis for further analysis.

Hazard Identification begins by determining those activities that may injure or harm people, plant and equipment - e.g.

Type of hazard	Examples
Physical	Falls from heights, electricity, manual handling, noise, heat, cold, ventilation.
Plant Operation	Machinery, tools, appliances, equipment including mobile powered machines such as cranes.
Biological / health hazards	Dermatitis, infectious diseases, allergens, illness.
Radiation	Welding flash.
Psychological	Fatigue, stress.
Ergonomic	Work area layout.

Identification of hazards needs to take into account the following:

- The situation or events or combination of circumstances that has the potential to give rise to injury or illness.
- The nature of potential injury or illness relevant to the activity, product or service

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- Clients, Stakeholders including infrastructure, residents, members of the public and local communities and or groups whom may be impacted as a result of the project.
- Past injuries, incidents and illnesses
- The way work is organised, managed, carried out and any changes that occur.
- The design of workplaces, work processes, materials, plant and equipment
- The fabrication, installation commissioning, handling and disposal (of materials, workplaces, plant and equipment)
- The purchasing of goods and services
- The contracting and subcontracting of plant, equipment, services and labour including contract specification and responsibilities to and by contractors.

2. HAZARD IDENTIFICATION CONSTRUCTABILITY

Procedure:

In accordance with the WHS (General) Regulations 2022, Perkins shall request from the Superintendent / Principal, a design Work Health & Safety Report using the [Design WHS Request Letter \(Form 956\)](#).

The relevant Risk Assessment information contained within this report shall be incorporated into the [HSE Management Plan \(Form 967\)](#) and the [Project Hazard Register \(Form 920\)](#).

Where the Superintendent / Principal fails to produce a design Work Health & Safety Report, [Design WHS Follow-up Letter \(Form 969\)](#) shall be issued stating that Perkins will proceed under the basis that the Project Hazard Register adequately addresses all of the hazards to arise from the construction process.

3. IDENTIFICATION OF ENVIRONMENTAL ASPECTS

Procedure:

Environmental aspects are the cause of impacts to the environment. Perkins Builders will assess company activities, which will cause an impact (either positive or negative) to the environment. This will include aspects from construction, waste management and office facilities. Consideration will include normal, abnormal and potential emergencies operating conditions.

4. IDENTIFYING ENVIRONMENTAL IMPACTS

Procedure:

Environmental Impacts are the consequences arising from environmental aspects. It is possible that from one aspect there will be a number of impacts on the environment. Impacts to all segments of the environment are to be included.

5. HAZARD / IMPACTS RISK ASSESSMENT

Procedure:

Identified hazards / impacts are assessed to establish the level of risk involved - the likelihood of an injury or incident occurring and the most likely consequence of that incident.

Risk assessment also assists in prioritising the action required to eliminate or control the hazard.

The Risk Rating is determined by using the [Risk Assessment Matrix \(Form 904\)](#).

Likelihood X Consequences = Risk Rating

The Risk Rating categories are described in the [Risk Assessment Matrix \(Form 904\)](#).

6. HAZARD/ IMPACT CONTROL

Procedure:

Corrective action will be taken to control the hazards / impacts beginning with those with the highest risk rating of Extreme (E) and High (H) Risk Rating.

The hazard / impact controls will follow the 'practicable' principle as follows:

- The risk is associated with the hazard / impact.
- The state of knowledge about the hazard / impact.
- The suitability and availability of hazard / impact control measures.

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- The cost of control versus the cost of no control
- Common industry practice is considered.

Control options will also be assessed on the basis of the extent of risk reduction and the extent of any additional benefits or opportunities created. A number of options may be considered and applied individually or in combination.

This means that a judgement must be used to determine whether it is practical and cost effective to reduce a particular hazard. Both the hazard / impact benefit and the cost of implementation must be evaluated.

A residual risk rating guides this judgement. Where reductions in a hazard / impact can be obtained with relative expenditure, such options should be implemented.

Hazards / Impacts with an Extreme (E) and High (H) risk rating are to be eliminated or have controls implemented to reduce the risk rating to an acceptable Medium (M) or Low (L). If the residual risk rating is High (H) or above the hazard / impact controls will be reassessed, with more effective controls implemented to provide an acceptable outcome of Medium (M) or Low (L).

When deciding on the control measures the Hierarchy of Controls will be referred to (see table below).

Elimination of the hazard / impact will always be considered the first control option with personal protective equipment considered as the last.

Also consider a combination of the control measures:

Hierarchy of Controls	
Elimination	Remove the hazard / impact e.g. stop conducting that particular activity or process.
Substitution	Replace the hazard / impact with a less hazardous option e.g. use a non-flammable substance instead of a flammable one.
Engineering controls	Separating the hazard / impact or work practice from other people e.g. install screens or barriers or for electrical hazards install engineering barriers e.g. install cut-out switches.
Administrative	Involves introducing work practices that reduce the hazard / impact e.g. a documented safe work instruction for the use of hazardous substance.
Personal Protective Equipment (PPE) or physical separation	Only used when all other options have been considered and implemented.

Regular evaluation and review ensures that the hazard / impact control measures remain effective and are continuously improved.

LINK TO SUPPORTING DOCUMENTS

- [Design WHS Request Letter \(Form 956\).](#)
- [Design WHS Follow-up Letter \(Form 969\)](#)
- [HSE Management Plan \(Form 967\)](#)
- [Project Hazard Register \(Form 920\).](#)
- [Risk Assessment Matrix \(Form 904\).](#)

REFERENCES

- Work Health and Safety Act 2020
- Work Health and Safety Regulations 2022

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