

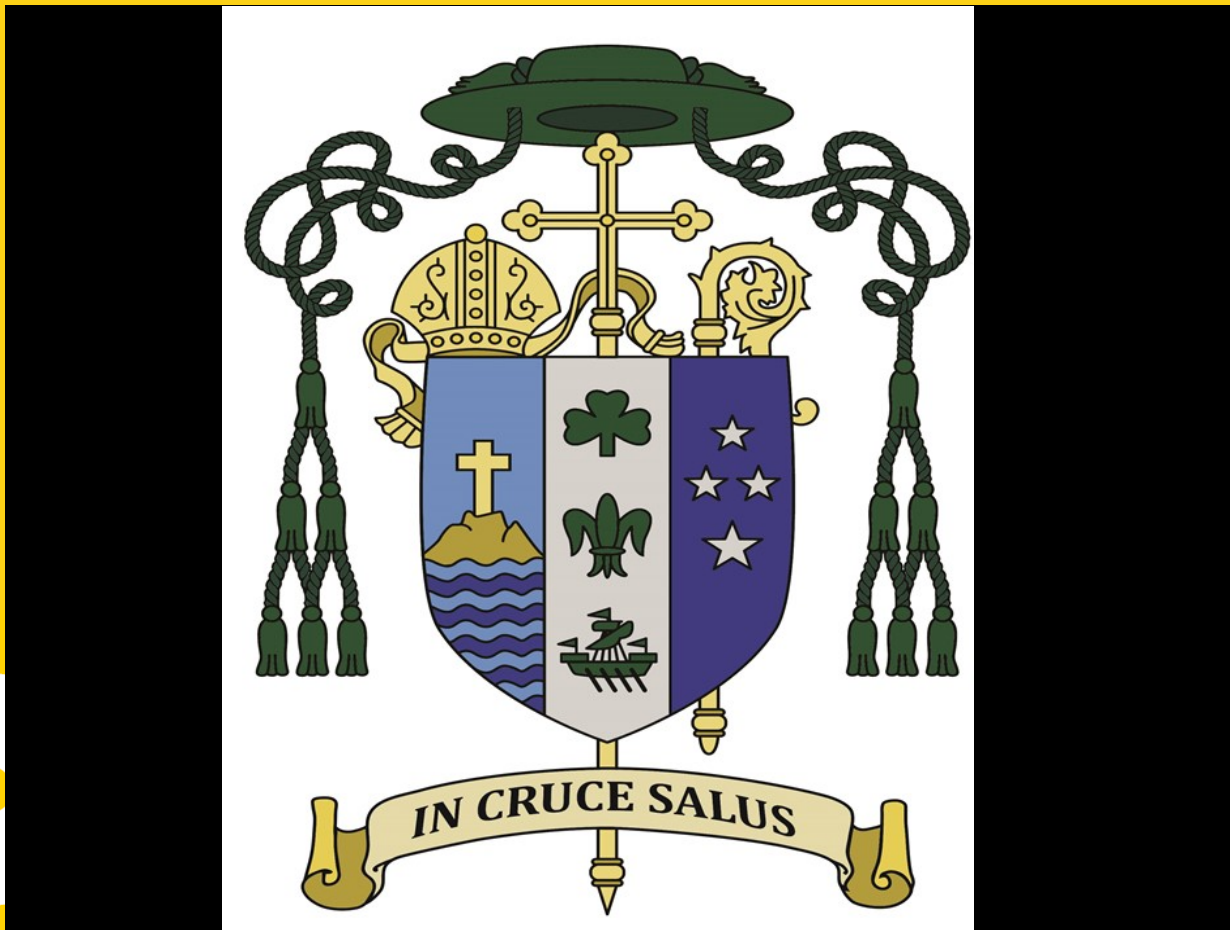
# Catholic Diocese of Auckland

## Risk Management Guidelines



# Should We be Complacent about Health & safety at Church?

- Church is not exposed to severe hazards as companies do?
- No incidents have happened during last 25 years?
- If we use our common sense, nothing will happen to us?



# Duty to Manage Risk (HSWA Act)

**Clause 30:** A duty imposed on a person under this Act to ensure health and safety requires the person—

- (a) to eliminate risks to health and safety, so far as is reasonably practicable; and
- (b) if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks as low as reasonably practicable (ALARP).



# PCBU

**Person conducting a business or undertaking (PCBU)** means the Parish. As a PCBU, Parish has all the obligations of a PCBU imposed by the HSWA, including to:

- Ensure, so far as is reasonably practicable, the health and safety of its workers;
- Ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking;
- Where the Parish manages or controls the workplace, to ensure so far as is reasonably practicable that the workplace is without risks to the health and safety of any person.

As a PCBU, Parish can be prosecuted for breaching its duties.

# Volunteer Officer

**Volunteer Officer**, in relation to a Parish means the Parish Priest and Parish Finance Committee Members. They are responsible for:

- Identifying hazards and assessing the risks of these hazards;
- Implementing controls by taking all practical steps to eliminate or minimize the exposure to any hazards or risk;
- Ensuring compliance with relevant health and safety responsibilities and policies, adopting and implementing them in a timely manner;
- Allocating responsibilities and accountabilities to Employees, Volunteers and Contractors; and
- Communicating with Employees and Volunteers in a manner that encourages safe behaviour and a culture of safety.

Volunteer Officers have a duty to exercise due diligence to ensure the Parish complies with its duties as a PCBU. However, the Volunteer Officers cannot be prosecuted for breaching their duty of due diligence.

# Employees and Volunteers

Employees and Volunteers are responsible for taking care of their own health and safety, and for the health and safety of other persons who may be affected by their acts or omissions. Therefore, Employees and Volunteers are responsible for:

- Complying with health and safety policies, procedures, rules and guidelines in a safe and responsible manner that will not place at risk their own health and safety, or that of any other person in the workplace;
- Contributing when consulted on workplace health and safety responsibilities and policies;
- Supporting Parish Priest and Parish Finance Committee as required to meet their requirements of the health and safety responsibilities and policies; and
- Demonstrating best health and safety behaviour supporting a positive health and safety culture.
- A regular volunteer (not a casual volunteer) who do not meet these responsibilities can be prosecuted under the HSWA.

# Contractors and Visitors

Contractors & Visitors are responsible for:

- Complying with health and safety policies, procedures, rules and guidelines in a safe and responsible manner that will not place at risk their own health and safety, or that of any other person in the parish;
- Supporting the Parish as required to meet their requirements of the health and safety responsibilities and policies; and
- Demonstrating best health and safety behaviour supporting a positive health and safety culture.



# Hazard vs Risk

- A hazard is something that can lead to harm (injury, sickness or fatality) someone.

Types of hazard can be:	Hazard	Harm
a. Chemical (e.g. hazardous substances exposure)	Breathing in fumes from chemical cleaning products e.g. Wet & Forget	Illness from long-term exposure.
b. Physical (e.g. slip/trip hazards)	Tripping on altar stairs	Injury sustained from the fall
c. Biological (e.g. animal faeces)	Fridge in Kitchen untidy and full of rotten food and spills.	Infections, Illness.
f. Electrical (e.g. live electricity)	Too many items plugged into power boards.	Power Boards overheating and causing a fire or electrocution.
g. Ergonomic (e.g. work station set-up or lifting heavy weights by hand)	Workstations incorrectly set-up.	Increased risk of Discomfort Pain and Injury (DPI).



- Risk is the **likelihood** that exposure to a hazard will lead to a negative harm (**consequence**).



# Determining Likelihood

LIKELIHOOD		
SCALE	SCORE	FREQUENCY OF ACCIDENT OR ILLNESS
Rare	1	May occur only in exceptional circumstances (e.g. less than 5% chance of occurring)
Unlikely	2	Could occur at some time (e.g. 5-29% chance of occurring)
Possible	3	Should occur at some time (e.g. 30-59% chance of occurring)
Likely	4	Will probably occur in most circumstances (e.g. 60-79% chance of occurring)
Almost Certain	5	Will occur in most circumstances (e.g. 80%+ chance of occurring)

- Likelihood can be a qualitative description or probability(%) of a risk event occurring.

# Derivatives of Likelihood

- Getting the likelihood right is very important. Due its subjective nature, a group of experts are required to provide their agreed opinion.
- Derivatives of the likelihood are:
  - How many times the incident occurred in the past?
  - Has it occurred in a similar church elsewhere?
  - What is the frequency of risk exposure?
  - Velocity of the risk
  - Magnitude of the hazard
  - Location of the hazard
  - Effectiveness of current mitigation controls



# Determining Consequence

CONSEQUENCE		
SCALE	SCORE	SEVERITY OF ACCIDENT OR ILLNESS
Insignificant	1	Negligible injury or illness
Minor	2	Minor injury or illness requiring minor first aid and/or less than 1 week's recovery
Moderate	3	Injury or illness requiring advanced first aid and medical visit (e.g.GP or hospital visit) and/or 1 – 6 weeks' recovery
Major	4	Injury or illness requiring advanced first aid and emergency medical assistance (e.g. hospitalisation) and/or more than 6 weeks' recovery
Significant	5	Injury or illness requires immediate emergency medical assistance and may result in permanent or long-term disabling effects or death. Hospitalisation likely to be for more than 6 weeks'

- Consequence reducing controls are limited, therefore, in most cases the Consequence remains the same after implementing mitigation controls that reduce the Likelihood.

# Assessing Risk Level using Diocese Risk Matrix

		Determining Risk Score				
		CONSEQUENCE				
LIKELIHOOD	1- Insignificant	2- Minor	3- Moderate	4 - Major	5 - Signifcant	
5 - Almost Certain	5 - Medium	10 - High	15 - Extreme	20 - Extreme	25 - Extreme	
4 - Likely	4 - Medium	8 - High	12 - High	16 - Extreme	20 - Extreme	
3 - Possible	3 - Low	6 - Medium	9 - High	12 - High	15 - Extreme	
2 - Unlikely	2 - Low	4 - Medium	6 - Medium	8 - High	10 - High	
1 - Rare	1 - Low	2 - Low	3 - Low	4 - Medium	5 - Medium	

**Risk Level = Likelihood (1-5) X Consequence (1-5) = 1 to 25**

- Risk Score 1 – 3 : Low
- Risk Score 4 – 6 : Medium
- Risk Score 7 – 12 : High
- Risk Score 13 – 25 : Extreme

# Risk Evaluation and Action

SCORE	ACTION
Extreme	Significant Hazard – Stop Work - Urgent - reduce the risks immediately.
High	Significant Hazard - Review / develop procedures or safety plan.
Medium	Follow appropriate procedures. Review hazards and controls before starting.
Low	OK for now. Follow agreed practices. Review regularly.

- Risk level (score) can be reduced by decreasing either Likelihood or Consequence or Both by implementing suitable mitigation controls.
- **Likelihood reducing controls:** Engineering controls (e.g. machine guards), Interlocks, Preventive maintenance, Procedures
- **Consequence reducing controls:** PPE, Fire sprinklers, bunds to contain oil spills, pressure relief valves, Emergency procedures etc.
- **Both L & C reducing controls:** Speed limits

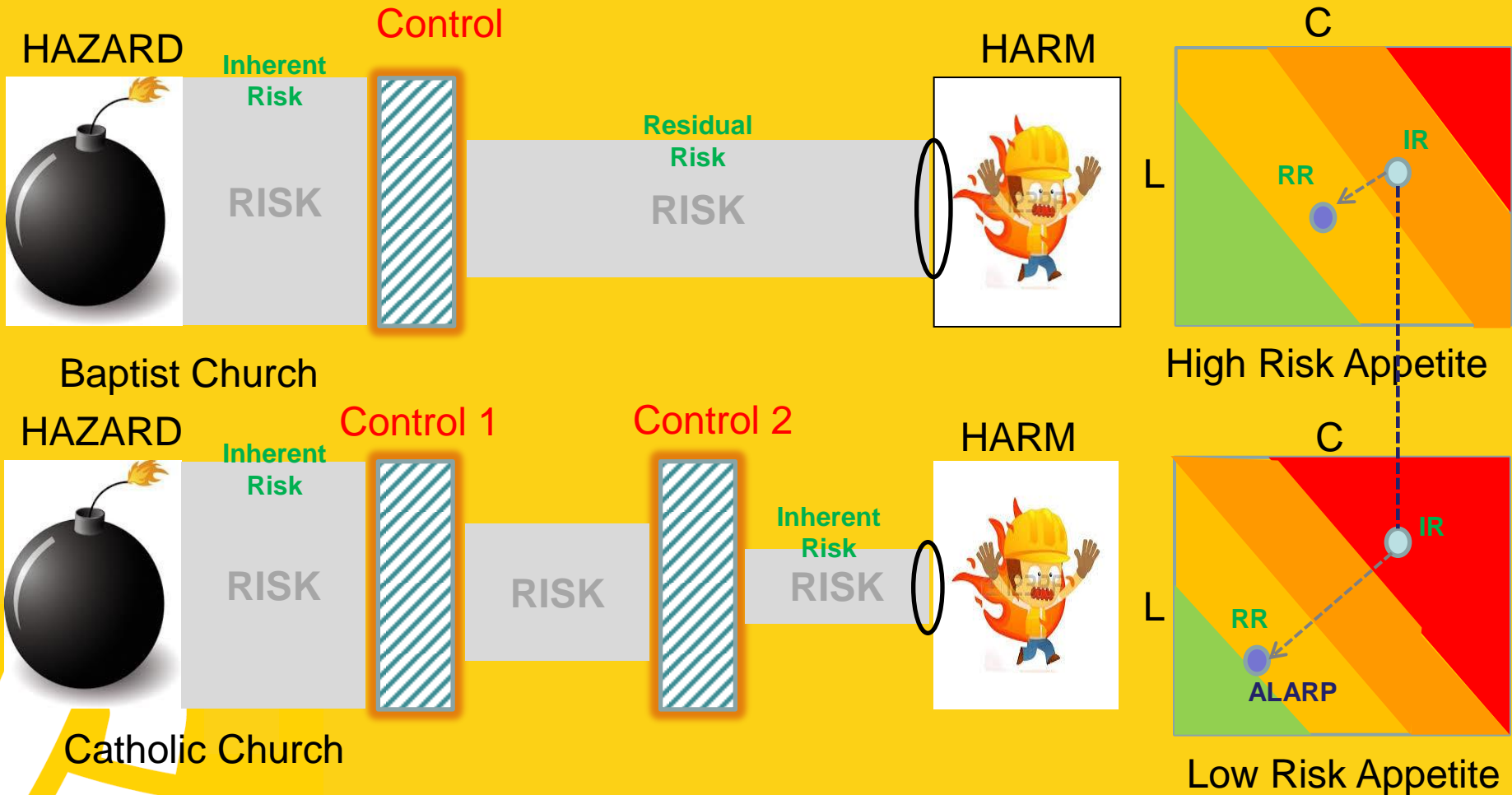
# Examples



- Risk 1 – pedestrian being hit by a moving vehicle
  - Likelihood - ?
  - Consequence - ?
  - Risk Level - ?
  - Action - ?
- Risk 2 – someone being hit by a fallen object (e.g. OH projector, Light fittings etc.)
  - Likelihood - ?
  - Consequence - ?
  - Risk Level - ?
  - Action - ?



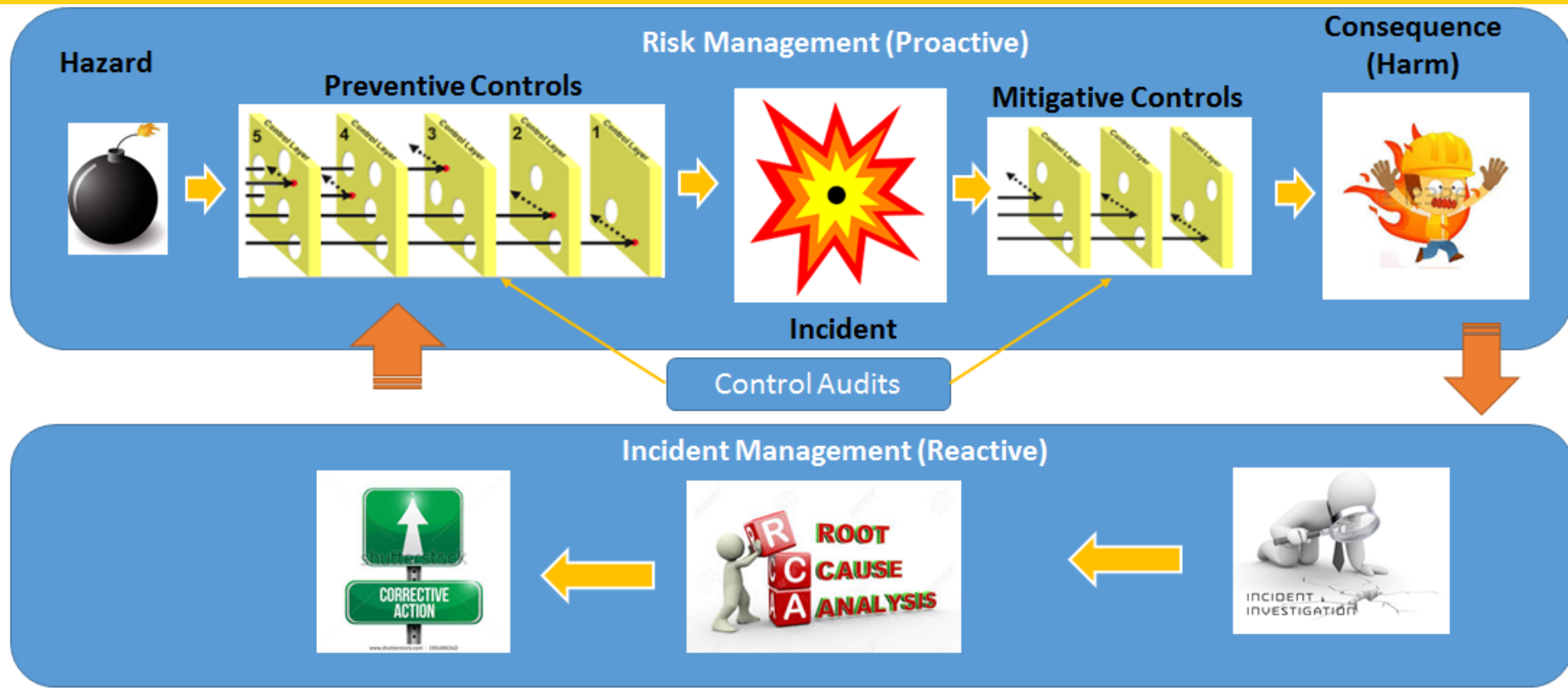
# Risk Appetite vs ALARP



**Risk Appetite:** the amount and type of **risk** that an organisation is willing to take in order to meet their strategic objectives.

**ALARP:** Legal obligation (WorkSafe) to reduce risks to the lowest level that could be reasonably expected by spending until the cost grossly disproportional to the benefit gained.

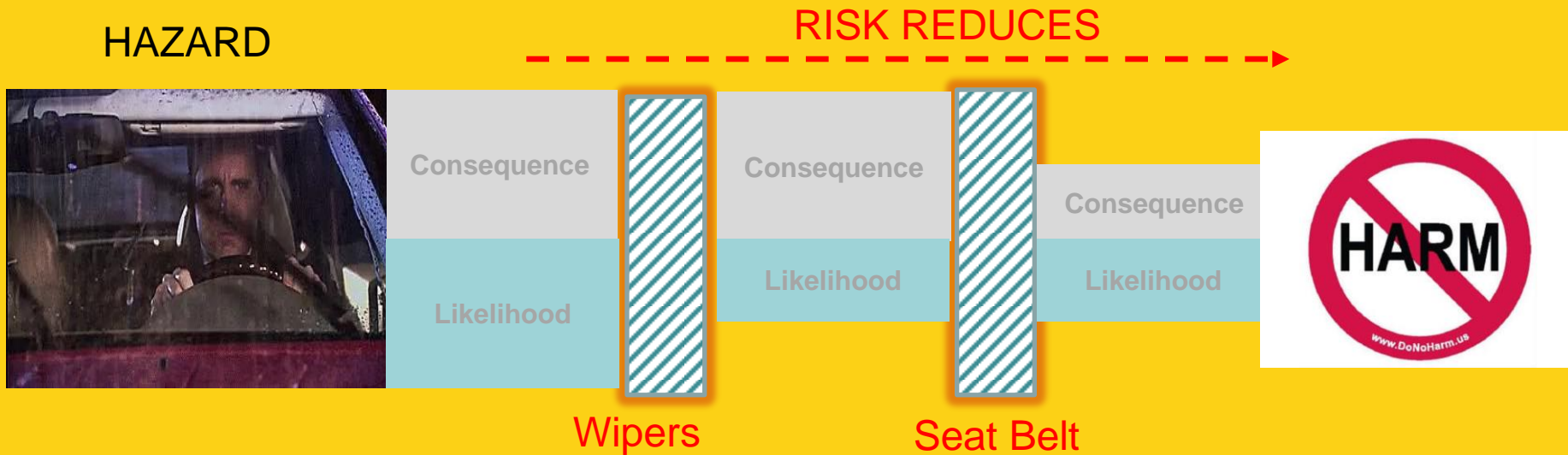
# Risk Management vs Incident Management Tradeoff



- Ideally, you should spend 100% of your time on Risk management and 0% of your time on Incident Management.
- In reality, this is not possible; incidents always occur because controls implemented are not always perfect.



# Risk Assessment

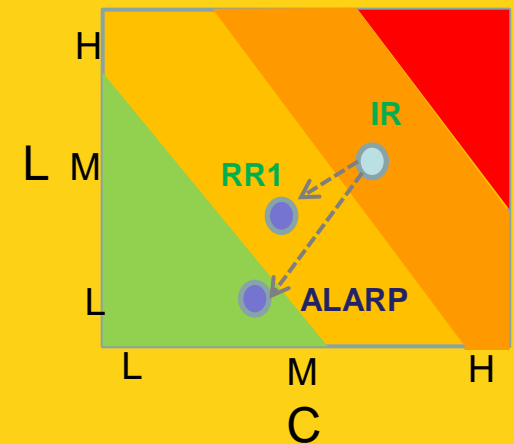


Some risk controls work to reduce Likelihood (e.g. Wiper), some reduce the Consequence (Seat Belt), and some reduce both (e.g. Speed Limits).

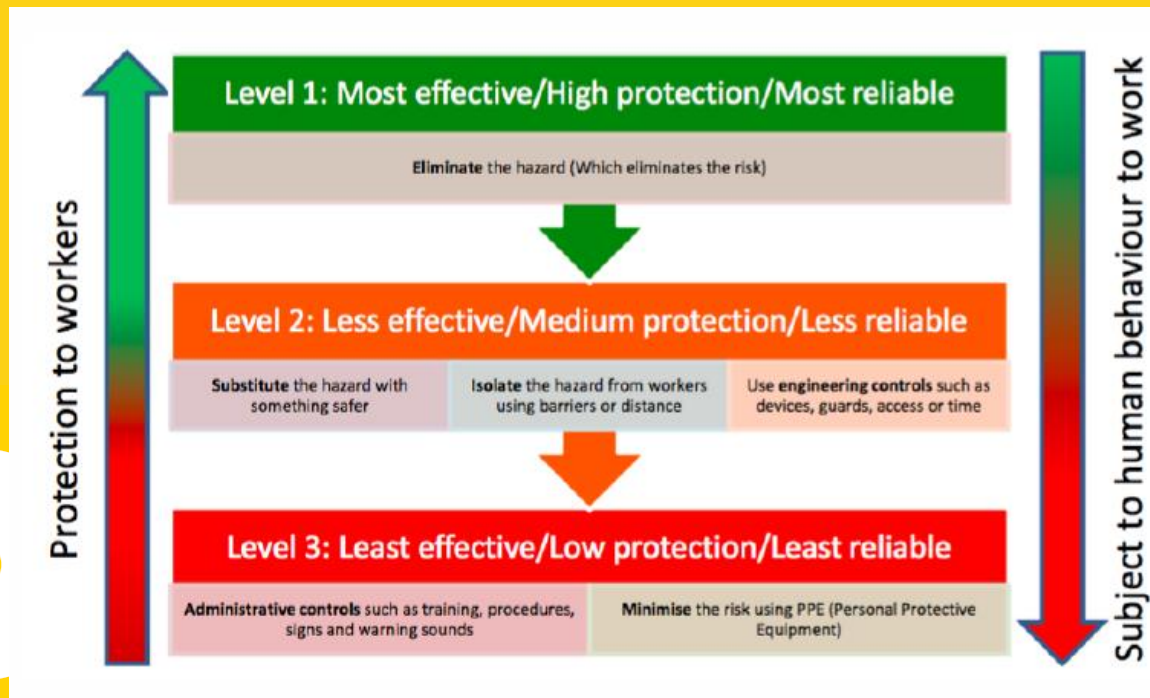
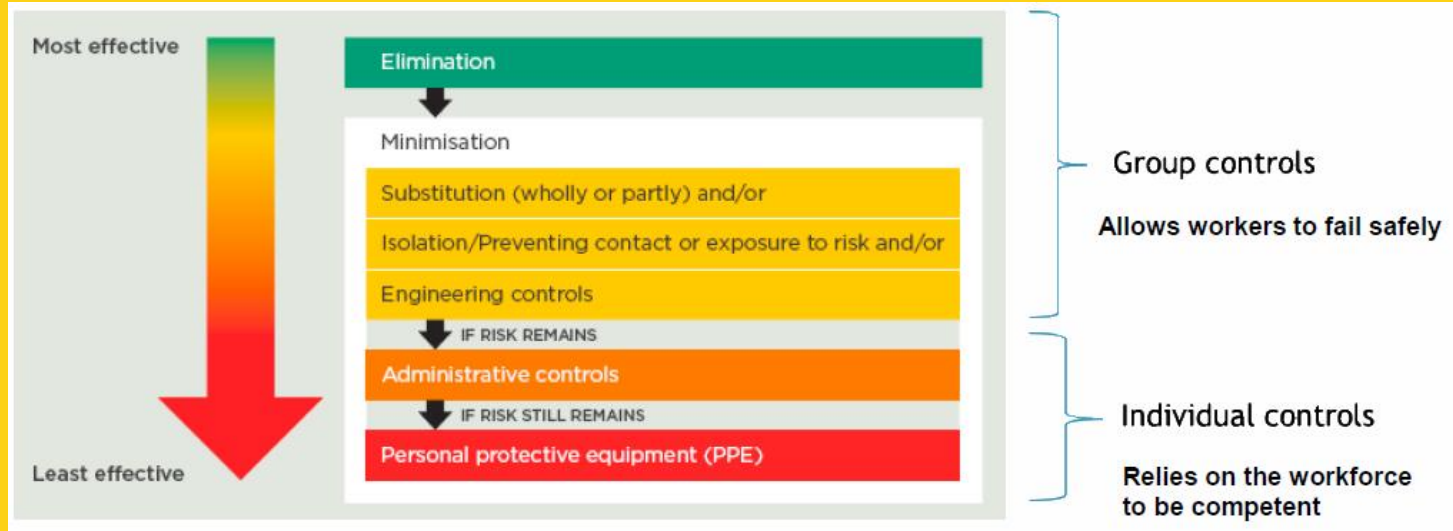
**IR:** Inherent Risk Level

**RR:** Residual Risk (Current Risk) Level

**Risk Treatment:** periodical review to ensure that risk has been reduced to ALARP. “What other controls can be implemented to achieve As Low As Reasonably Practicable.”



# Hierarchy of Controls



# Any Questions?



**THANK YOU!**

