

GUIDANCE NOTES

IDENTIFYING HAZARDS

Managing work health and safety risks is an ongoing process that is triggered when any changes affect your work activities. This includes but is not limited to the following:

- Starting a new business or purchasing a business.
- Changing work practices, procedures or the work environment.
- Purchasing new or used equipment hire, lease, commission/decommission, erection/dismantle of plant.
- Using new substances/products.
- Planning to improve productivity or reduce costs.
- New information about workplace risks become available.
- Responding to workplace incidents (even if they have caused no injury).
- Responding to concerns raised by workers, health and safety representatives or others at the workplace.
- Required by the WHS regulations for specific hazards.

Identifying hazards in the workplace involves finding things and situations that could potentially cause harm to people. Hazards can be identified anytime new information becomes available due to:

- Hazard Reports
- workplace incidents/accidents
- near misses
- health monitoring
- worker complaints
- workplace inspections (2 per year)
- audit findings – internal/external
- workplace changes – plant, equipment, substances
- surveys
- legislative changes, publications, technology advances
- industry standards, best practice.