



RISK MANAGEMENT PLAN

Department: All Area's

Document Owner: Norah Head Lighthouse

Organization Role: Volunteer

Version	Date	Author	Change Description
1	August 2012	Norah Head Lighthouse	N/A
2	January 2016	Norah Head Lighthouse	N/A

Risk Management Plan Purpose

A Risk Management Plan is a controlling document that incorporates the targets and objectives, strategies, and methods for performing risk management on a project. It describes all aspects of the risk identification, estimation, evaluation, and control processes. The purpose of developing such a plan is to determine the approach for effectively performing risk management.

Roles and Responsibilities

Role	Risk Management Responsibility	Assignment
Chairperson	The Chairperson is responsible for the Risk Management Plan being implemented to all volunteers & contractors.	Neil Rose
Managers, Volunteers & Contractors	The Managers, Contractors and volunteers in the organisation are responsible for following the correct policies & procedures in order to achieve tasks being conducted in a safe manner.	All Volunteers & Contractors
Visitors	All visitors should be made aware of the procedures to be followed in order to comply with this safety management plan. Signs should be posted and a noticed board to be accessible for all visitors to retain this information. (i.e. No trespassing)	All Personnel

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Targets & Objectives

1. Conserve and manage the cultural significance of the place and in doing so enhance that significance;
2. Conserve the setting and landscape of the place;
3. Conserve the ecology of the place;
4. Conserve the archaeological and Aboriginal value of the place;
5. Conserve the significant interior fabric of the place;
6. Conserve the significant built fabric of the place;
7. Conserve the movable heritage of the place;
8. As a place of significant environmental and cultural heritage, retain the site in public ownership;
9. Optimise public access and land use consistent with the conservation of the place;
10. Encourage tourism, cultural and recreational uses of the site having due regard to the conservation of the place.

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Risk Management Process and Activities

Risk Management Activity	Risk Management Task Description	Ownership (Participants)
Risk Identification and Control	<p>A risk assessment will be conducted prior to the work commencing.</p> <p>Task & Site Specific SWMS will be developed upon successful award of this tender.</p> <p>A Risk Assessment process will be conducted on a daily basis prior to start of each shift.</p> <p>Findings to both processes will be included in the team meetings as a standard agenda item as per our Communication & Consultation processes.</p>	<p>Neil Rose (C) Colin Paulson (VC) And all other relevant volunteers.</p>

Risk Management Plan Audit Log

Record Name	Responsibility	Approval Authority	Distribution
NHLH-RMP-005 v.1 Risk Management Plan.	Neil Rose (C) Colin Paulson (VC)	NSW Minister for Lands	Norah Head Personnel & Relevant Authorities

Risk Assessment and Management Table

Risk Type	Risk and Description	Risk Chance	Risk Impact	Risk Priority	Risk Owner
Project Risks	Refer to Risk Matrix & Flow Chart below.	Significant	Significant	Significant	Neil Rose

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LIKELIHOOD	CONSEQUENCE				
	1 Minor	2 Serious	3 Severe	4 Major	5 Catastrophic
5 Almost Certain	Moderate	High	Extreme	Extreme	Extreme
4 Likely	Moderate	Significant	High	Extreme	Extreme
3 Possible	Moderate	Moderate	Significant	High	Extreme
2 Unlikely	Low	Low	Moderate	Significant	High
1 Rare	Low	Low	Moderate	Moderate	Significant

Plot consequence and likelihood to ascertain risk score.

Extreme (Red) or High (Orange) = Do not continue: call Manager – No work will proceed until mitigated risk score is in the Significant (Yellow), Moderate (Green) or Low (Blue). Then proceed with controls in place.

Consequence

5	Multiple Fatalities or total permanent disabilities (volunteers, contractors or public). Widespread toxic release off site with long term effects Substantial/long term damage to flora/fauna, soil/water.
4	Single fatality or total permanent disability (volunteers, contractors or public). Major off site release or cumulative release of pollutants with significant impact to flora and fauna.
3	Temporary or partial permanent disability (volunteers, contractors or public). Off-site release with some damage to flora and fauna and short term effects to soil water and air. Some clean-up costs.
2	Medical Treatment (volunteers, contractors or public). On/off site release with minimal impact. Environment agency report required.
1	First Aid, No Medical Treatment (volunteers, contractors or public). Onsite leak contained without impact. No environmental agency report required.

Likelihood

5	Will almost certainly occur once (or more) every couple of years. Expected to happen or happens frequently.
4	Will probably (>50%) occur once (or more) in 20 years. Could occur within the lighthouse or similar sites.
3	Could occur, but not probable. Has occurred in Norah Head Lighthouse.
2	Not expected to occur. Has not occurred at Norah Head Lighthouse, but has occurred within the industry within Australia.
1	May occur only in exceptional circumstances. Has occurred in known history worldwide or is conceptually possible.

**Consider what controls need to be in place by using the hierarchy of controls: -
Elimination → Substitution → Engineering → Administration → Personal Protective Equipment**

Get Started!



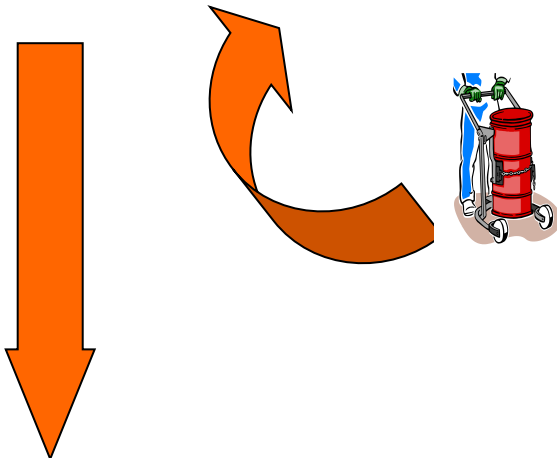
First find the HAZARDS



- slips, trips, falls?
- tangled clothing, hair etc?
- lifting, pulling, pushing, carrying, dragging?
- awkward spaces, lack of space?
- fumes, dust, lack of air, contaminated air?
- chemicals, flames, steam, risk of infection?
- falling objects, swing, swaying objects?
- noise, severe heat, sharp edges or tools?
- faulty, not maintained, damaged equipment or plant?
- working in high areas, severe weather conditions?
- bullying or violence?
- could anyone get hurt?
- could the environment be damaged?
- could plant or equipment be damaged?

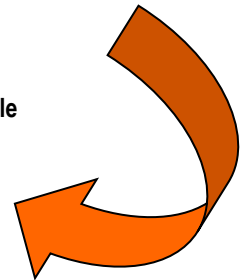
1 Then CONTROL the RISKS

- can the risk be eliminated?
- can the risk be substituted with a lesser risk?
- can the risk be isolated?
- can the risk be engineered or designed out?
- can administrative controls minimize the risk?
- can personal protective equipment minimize the risk?
- is training required?



Next ASSESS the RISKS

- Frequency – very likely, unlikely, virtually impossible
- Consequence – death, serious injury, first aid
- Exposure – continuous, daily, weekly, seldom
- Use Risk Calculation Sheet
- Record on Risk Assessment Form



Now write the safe work instruction

- how – explain what has to be done and what safety measures need to be taken (PPE etc)
- who – what competencies are required – is any particular licence required?
- when – how frequently?
- what – is the expected outcome of the process?
- is any further training required?



Lastly how is the process MONITORED?

- when will it need to be reviewed ?
- why would it need to be reviewed ?
- who will do the reviewing?
- what will be the process of review?

