RISK MANAGEMENT SERIES

RM-01 · Risk Management Awareness

Product Overview

Audience: All workers · Duration: 45–60 minutes

Version 1.0 · 6 November 2026

A practical introduction for every worker: how to spot a hazard, think the risk through, and stop or speak up before the job starts.

Most workers have signed a risk assessment they did not write. This session explains what it is for: finding the hazards in the job, thinking about what could go wrong and how badly, and putting controls in place before work starts rather than after something has gone wrong. Participants learn the difference between a hazard and a risk, how the hierarchy of control ranks controls from removing the hazard down to PPE, what counts as a control and what does not, how to do a quick task risk assessment at the workface, and when and how to stop a job and raise a concern.

Learning outcomes

- Explain the difference between a hazard, a risk and an incident
- Recognise common hazards in their own work, including the ones that have come to seem normal
- Describe how likelihood and consequence combine to give a level of risk
- Rank controls using the hierarchy of control, and explain why PPE comes last
- Complete a simple task risk assessment before starting a job
- Describe how workers are consulted about risk, and how to take part
- Stop a job, and raise a hazard or concern early through the right channel

Session outline

Part	Covers
1. Hazards and risk	What a hazard is, and what a risk is; hazard, exposure, incident and harm; common hazards in operational work, including the ones that have come to seem normal
2. Thinking the risk through	What could go wrong, how likely, how bad, how fast; reading the risk matrix, and its flaw; work as imagined and work as done
3. Controlling the risk	The hierarchy of control in plain terms; a worked example: changing a conveyor idler; why a sign and a pair of gloves is not enough; is it a control?
Activities	Spot the hazard: six scenes from mining, construction, manufacturing, local government, transport and utilities. Before you start: a task risk assessment for a familiar job, with a worked version
4. Your part	Duties of employers and workers under WHS and OHS laws; consultation and your Health and Safety Representative; when the job changes; Stop and speak up scenarios; reporting hazards and near misses; knowledge check

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What is in the package

Folder	Contents
01_START_HERE	Read Me First, Product Overview, Permitted Use Terms, Version Information
02_TRAINING_PRESENTATION	Training Presentation (.pptx with speaker notes, and PDF)
03_FACILITATOR_GUIDE	Facilitator Guide (.docx and PDF), Session Plan
04_PARTICIPANT_RESOURCES	Participant Workbook (.docx and PDF), Handouts (PDF)
05_ACTIVITIES_AND_ASSESSMENTS	Practical Activities, Knowledge Assessment, Assessment Answers (PDF)
07_TRAINING_ADMINISTRATION	Attendance Register (.xlsx), Completion Certificate Template, Training Evaluation

Document control

Item	Detail
Product	RM-01 Risk Management Awareness
Document	Product Overview
Version	1.0
Status	Released
Date	6 November 2026
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RISK MANAGEMENT SERIES

Risk Management Awareness

Spot the hazard, think the risk through, and stop or speak up before the job starts

[Insert organisation name] · [Insert date]

01

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What this session is, and is not

This session is

- ✔ About the hazards in your own work
- ✔ About thinking the risk through before the job
- ✔ About controls that change the work
- ✔ About your part, and your right to stop and speak up

This session is not

- ✕ Your site induction: site rules and hazards still belong there
- ✕ A lecture on the law
- ✕ About filling in more forms
- ✕ About finding someone to blame

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Today

1. **Hazards and risk**
   what can hurt you, and what a risk is

2. **Thinking the risk through**
   what could go wrong, how likely, how bad

3. **Controlling the risk**
   the hierarchy of control, and what a control really is

4. **Your part**
   check before you start, stop when the job changes, speak up

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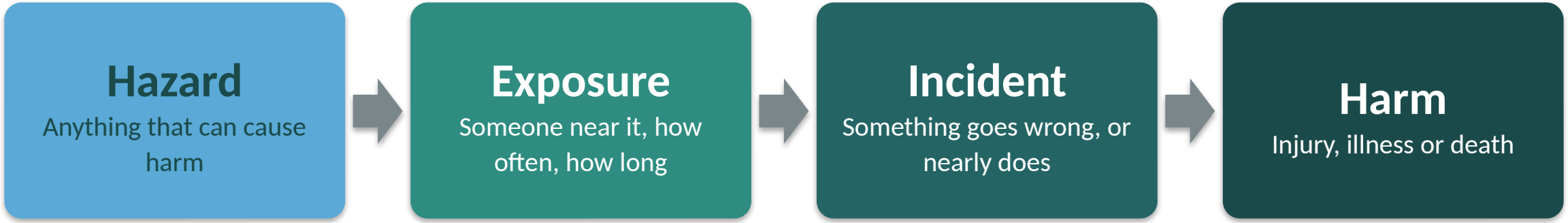
What is a hazard? What is a risk?

> “Anything with the potential to cause harm. Risk is the combination of how likely it is to cause harm, and how bad that harm would be.”

- The hazard is the thing: the moving belt, the edge, the chemical, the traffic
- The risk is the chance of it hurting someone, and how badly
- Controls are what stand between the two

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Hazard, exposure, incident, harm



Example: a running conveyor (hazard). A fitter reaches past the guard to clear a jam several times a shift (exposure). One day his glove is caught by the roller (incident). He loses two fingers (harm). The near misses before that day were all warnings.

Controls act before the incident. Waiting for harm means waiting too long.

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Participant Workbook

Duration: 45–60 minutes

Name: _____

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How to use this workbook

This workbook goes with the session. Make notes in it, use it for the activities, and keep it. The ‘My workplace’ page near the end is the most useful page to keep: it tells you who to talk to, how to report a hazard and where the forms are kept.

By the end of the session you will be able to:

- Explain the difference between a hazard, a risk and an incident
- Recognise common hazards in their own work, including the ones that have come to seem normal
- Describe how likelihood and consequence combine to give a level of risk
- Rank controls using the hierarchy of control, and explain why PPE comes last
- Complete a simple task risk assessment before starting a job
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Part 1. Hazards and risk

Key ideas

Term	What it means
Hazard	Anything with the potential to cause harm.
Risk	The possibility that something unwanted or harmful might happen. It is the combination of two factors: likelihood (how likely it is to happen) and consequence (how severe the outcome would be if it did happen).
Likelihood	The chance of the hazard causing harm.
Consequence	The severity of harm if the hazard causes an incident.
Incident	An unplanned event that caused, or could have caused, injury, illness or damage.
Near miss	An incident where nobody was hurt and nothing was damaged, but could have been.
Control	An act, object, or technical system that actively prevents or mitigates the risk of an unwanted event.
Risk assessment	The process of identifying hazards, analysing what could go wrong, and deciding how to control or eliminate the risk.

Hazard, exposure, incident, harm

Hazard	Exposure	Incident	Harm
Anything that can cause harm	Someone near it, how often, how long	Something goes wrong, or nearly does	Injury, illness or death

Controls act before the incident. A near miss is a warning that a control is missing or weak, and it should be reported.

Hazards in operational work

Industry	What it looks like	Hazards
Mining	Haul trucks and light vehicles on the same ramp; a pump change at the bottom of a sump	Mobile equipment · Electrical energy · Suspended loads
Construction	Edge protection taken down by one trade and not put back for the next	Falls from height · Falling objects
Manufacturing	Decanting a corrosive cleaner by hand; clearing a jam on a running line	Hazardous chemicals · Moving machinery
Local government	A roadside mowing crew on a 100 km/h road; signs left behind as the crew moves	Traffic · Thrown objects · Heat
Transport	Unloading at a customer's yard with a forklift working beside the truck	Mobile plant and pedestrians · Fatigue
Utilities	A trench in wet clay, unshored, 'because we'll only be ten minutes'	Trench collapse · Buried services

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Activity 1. Spot the hazard

Your facilitator will give your group a scene. Answer the three questions. Use the example matrix in Part 2, and start at the top of the hierarchy. All scenes are composites, not real people or workplaces.

Scene A. Mining: The pump change

Rhys is a maintenance fitter at an open-cut coal mine. He has been sent to change a dewatering pump at the bottom of a pit sump. A crane will lift the old pump out over the water. Haul trucks use the ramp about 30 metres away. The pump was isolated by night shift, and the day supervisor tells Rhys it is safe. Rhys has not seen the isolation point, and he has not fitted his own lock.

1. What are the hazards? Name each one.

2. Rate the risk: what is the most realistic outcome, how likely is it with the controls actually in place, and what level does the matrix give?

Consequence	Likelihood	Level

3. Choose controls, starting at the top of the hierarchy. What could remove, replace, isolate or engineer out the hazard, before you get to procedures and PPE?

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