

## Good practice for documenting

Good practice from the SA/SNZ HB 205:2017 Managing Health and Safety Related Risk with ISO 31000:2009 states the importance of having a documented evidence based auditable decision-making trail which captures the following key information:

- ✔ The identified hazards and risks applicable to the particular hazard/task/activity
- ✔ The results of the risk analysis process
- ✔ Evidence of engagement, communication and consultation with internal stakeholders and subject matter experts in external organisations
- ✔ Evidence of any specialist advice provided
- ✔ Documented reasons for not applying higher order controls
- ✔ A reasonably practicable argument that considers the following:
  - Likelihood—the likelihood of the risk occurring.
  - Degree of harm—the degree of harm if the risk did occur.
  - Suitability of control measures—to what extent the risk elimination/minimisation measures are suitable.
  - Availability of control measures—to what extent the risk elimination/minimisation measures identified are available.
  - 'Specific risks' identified—if the risks are specifically addressed in the HSWA, Regulations and AS/NZS Standards.
  - What is known about the risks?
  - What is known about the ways of eliminating/minimising the risk?
- ✔ Whether a risk treatment plan is required to ensure future implementation of more suitable control measures.
- ✔ The strategy for maintenance and review of controls, which should include activities that are both:
  - event-based activities, e.g. in response to a safety incident or new information;
  - time-based activities, e.g. scheduled reviews of incident report trends, risk registers, workplace inspections and audits.
- ✔ Reference to a risk treatment plan which communicates a strategy for implementing additional or more effective controls in the future.