

HAZARD IDENTIFICATION AND RISK MANAGEMENT POLICY & PROCEDURE

Introduction

The Kings Own International College (KOIC) is committed to ensuring a safe and healthy environment for all staff, students, contractors and visitors by proactively identifying, assessing, and managing hazards and risks to prevent harm and promote well-being. This Hazard Identification and Risk Management Policy and Procedure ensures compliance with the Work Health and Safety Act 2011 (Cth) and related regulations including Work, Health and Safety Regulations 2011 (Cth) and Standards for Registered Training Organisations (RTOs) 2015, the Education Services for Overseas Students (ESOS) Act 2000 and National Code 2018, and English Language Intensive Courses for Overseas Students (EICOS) Standards 2018.

Purpose

The purpose of this policy is to:

- Ensure proactive identification and management of hazards to protect all students, staff and stakeholders.
- Establish a systematic approach for risk management and control.
- Promote a culture of safety through training, consultation and continuous improvement.

Scope

This policy applies to all students (domestic and international), staff, contractors and visitors of KOIC and all KOIC campuses and locations where KOIC activities take place.

Policy Statement

KOIC prioritises the identification, assessment and control of hazards to prevent accidents, injuries and illnesses. KOIC is dedicated to implementing robust risk management practices ensuring compliance with Australian WHS laws and industry standards.

Through a proactive approach, KOIC will:

- Promote awareness and understanding of hazard identification and risk management.
- Implement systematic procedures for identifying, assessing and controlling risks.
- Engage stakeholders in maintaining a safe working and learning environment.
- Foster continuous improvement in hazard identification, risk management practices and safety performance.

Definitions

Control Measures	Actions taken to eliminate or reduce risks.
Duty of Care	A legal obligation to ensure the safety and well-being of others.
Hazard	A situation or object that has the potential to cause harm.
Incident	An unplanned event that results in or could result in injury, illness or damage.
Risk	The likelihood and consequence of a hazard causing harm.
Risk Assessment	A systematic process of evaluating potential risks associated with hazards.
WHS	Workplace, Health and Safety

Regulatory and Legislative Requirements

- ELICOS Standards 2018
- ESOS Act 2000
- ESOS National Code 2018
- NVR Act 2011
- Standards for RTOs 2025
- Work Health and Safety Act 2011 (Cth)
- Work Health and Safety Regulations 2011 (Cth)

Hazard Identification and Risk Management Procedure

Hazards may arise from a variety of sources within a workplace. Sources of hazards may include equipment, the work environment, work systems and work procedures.

Workplace hazards can be categorised as follows:

- Physical e.g. noise, radiation, light, vibration
- Chemical e.g. poisons, dusts
- Biological e.g. viruses, plants, parasites
- Mechanical/electrical e.g. slips, trips and falls, tools, electrical equipment, and
- Psychological e.g. fatigue, violence, bullying.

1. Hazard Identification

KOIC will identify hazards through a range of methods including:

- Asking questions - 'Does this task/training activity/situation/event have the potential to harm a person?' or 'What if?' E.g. 'What if a person were to attempt to lift this heavy object from the top shelf?'
- Conducting regular walk throughs and inspections of KOIC premises.
- Analysing tasks to see if any hazards are present.
- Observing KOIC staff performing their tasks and the activities involved, such as teaching, cleaning, maintenance and inspections, as more hazards may become more apparent.
- Consulting KOIC staff about any near misses or event that have not been reported, unreported injuries or health complaints.

2. Hazard Reporting

All identified hazards must be reported using the **KOIC Hazard Identification Form** and submitted to the Compliance Officer. Where the Compliance Officer is not available the Hazard Identification Form can be submitted to the Student Services Officer (SSO) or KOIC management. Hazard Identification Forms are available from Student Services on-campus or by emailing sso@KOIC.nsw.edu.au

3. Corrective Action

Upon receipt of the Hazard Identification Form, the designated KOIC staff member (if not the Compliance Officer) will review the information and take the following actions:

- If the corrective action is straight-forward and can be rectified immediately, the relevant staff member will implement the corrective action, complete the remaining sections of the Hazard Identification Form

and forward the form to Compliance Officer (if not themselves) for entry into the WHS Corrective Action Register.

- Where further assistance or consideration is required for the corrective action, the staff member will forward the Hazard Identification Form to the CEO for review.
- The CEO will liaise with the relevant staff member or other relevant stakeholders to conduct a risk assessment of the hazard. The WHS Corrective Action Register must be updated with these details.

4. Risk Assessment

A risk assessment must be complete for all hazards reported on the Hazard Identification Form, other than those hazards which can be rectified immediately. The risk assessment will be documented on the WHS Corrective Actions Register.

The risk assessment process is undertaken by the CEO or delegated KOIC staff member and includes:

- Physical observation of the work area
- Consultation with those involved
- Research into legislative requirements
- Evaluation of likelihood and consequence of injury or illness as a result of the hazard using the risk analysis matrix.
- Assigning an appropriate risk rating for the hazard.
- Identification of the most appropriate control measures.
- Identification of short-term and long-term solutions, and
- Implementation of solutions, noting dates,

Control mechanisms may include:

- Elimination (remove the hazard)
- Substitution (replace with a less hazardous option)
- Engineering Controls (isolate people from the hazard)
- Administrative Controls (change procedures or policies)
- Personal Protective Equipment (PPE) as the last resort.

5. Incident Reporting

KOIC is committed to fostering a culture where all incidents, near misses and unsafe conditions are promptly reported. Timely incident reporting ensures that hazards are identified and addressed before they result in harm. All staff, students, contractors and visitors are required to report any incident, injury or near miss as soon as possible.

- Incidents must be reported using the **KOIC Incident Report** Form and submitted to the Compliance Manager or Student Services Officer (SSO) within 24 hours of the incident.
- Once an incident is reported, an investigation will be conducted to identify the root causes, assess any associated risks, and implement corrective action to prevent recurrence,
- All reports will be treated with confidentiality and KOIC will ensure that no individual faces discrimination or retaliation for reporting incidents.

6. Injury, Illness Management

KOIC provides support to students and staff who experience work-related injuries or illnesses. The objective is to ensure timely medical attention, effective injury management and safe return to work or study,

- In the event of an injury or illness, appropriate first aid must be administered and medical assistance sought if necessary.

- KOIC's Compliance Officer will coordinate the injury management process, including:
 - a. Making initial contact with the injured person within 24 hours.
 - b. Lodging claims with workers compensations, where applicable.
 - c. Coordinating return-to-work plans and the involvement of medical professionals and relevant stakeholders.
 - d. Ongoing monitoring of the return-to-work program to ensure it aligns with medical advice and the worker's recovery progress,

7. Review and Improvement of Hazard Identification and Risk Management

KOIC is committed to continuous improvement of its hazard identification and risk management processes. Regular reviews help ensure that safety procedures remain effective, relevant and compliant with current legislation. AA

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- Conduct internal audits of hazard identifications and risk management practices to identify areas for improvement.
- Review incident reports and investigations to identify trends, root causes and opportunities for systematic improvements.

Procedure Summary Table

Step	Action	Responsibility	Timeframe	Reference / Use
1	Identify hazards through inspections, task analysis, observations, "what if?" questioning, consultation and review of near-misses/complaints.	All Staff, Students, Contractors (identify/raise)	Ongoing	Hazard Identification Methods; WHS Induction/Orientation
2	Report identified hazard using KOIC Hazard Identification Form and submit to Compliance Officer (or SSO/Management if CO unavailable).	Reporter (Staff/Student/Contractor/Visitor); SSO/Management (receive)	As soon as practicable (same day where possible)	Hazard Identification Form; Student Services contact process
3	Triage the hazard and determine if it can be rectified immediately; implement straightforward corrective action and forward completed form to Compliance Officer for register entry.	Compliance Officer (or delegated staff member)	Immediate / within 1 business day	WHS Corrective Actions Register
4	Where further consideration is required, escalate to CEO and conduct a documented risk assessment (likelihood/consequence, risk rating) and agree short/long-term controls.	CEO (or delegated staff member) with Compliance Officer	Commence within 2 business days of receipt	Risk Matrix; WHS Corrective Actions Register
5	Implement control measures using the hierarchy of controls; communicate changes to relevant staff/students and set review dates.	CEO / Compliance Officer / Relevant Staff	As soon as practicable; review date set at implementation	Control Plan; Updated procedures/signage
6	Report incidents/near misses using Incident Report Form; investigate root	Reporter; Compliance Officer / SSO	Report within 24 hours;	Incident Report Form; Investigation

	causes; implement corrective actions and update registers.		investigation commence within 2 business days	Notes; WHS Corrective Actions Register
7	Review trends and effectiveness of controls via quarterly audits; update training, controls, and the Continuous Improvement Register as required.	Compliance Officer / CEO	Quarterly; and after serious incidents	Audit Checklist; CI Register; Updated risk controls

Roles and Responsibilities

Role	Responsibility
CEO	Oversee compliance with regulatory requirements and approve policy updates. Provide adequate resources for managing identified risk and hazards.
Compliance Officer	Conduct regular audits and risk assessments, monitors WHS performance, ensures adherence to WHS policies and procedures, and coordinates WHS training programs, return-to-work programs and maintain accurate records of all hazards, incidents and risks in the WHS Correction Actions Register.
Student Services Officer (SSO)	Support students in WHS matters, manage incident reports, ensure WHS communications are delivered effectively and assists in risk assessments related to student activities.
Staff	Follow WHS procedures and report hazards or incidents promptly. Participate in WHS training and initiatives and ensure their actions do not endanger others.
Students	Adhere to KOIC's WHS rules and guidelines. Report hazards, incidents or unsafe practices to staff and cooperate in maintaining a safe learning environment.
Contractors and Visitors	Comply with KOIC's WHS requirements and report hazards or incidents immediately.

Policy Implementation

The Hazard Identification and Risk Management Policy and Procedure will be implemented through an embedded, practical approach that integrates hazard reporting and risk controls into KOIC's everyday operations and learning environment. All staff and students will receive hazard identification and reporting guidance through induction/orientation, including how to access and submit the Hazard Identification Form, expected response timeframes, and the requirement to escalate immediate safety risks without delay. Hazard reporting pathways and key WHS contacts will be communicated through the Student Handbook, staff induction materials, the learning management system and on-campus signage.

The Compliance Officer will oversee implementation by maintaining the WHS Corrective Actions Register, tracking hazard reports and control actions, verifying that risk assessments are completed where required, and confirming that outcomes are communicated to relevant stakeholders. Effectiveness will be monitored through quarterly audits, analysis of incident and hazard trends, and feedback from staff and students, with resulting actions recorded in KOIC's Continuous Improvement Register and reported to the CEO to ensure ongoing compliance and improved safety performance.

Monitoring and Review

KOIC reviews the Hazard Identification and Risk Management policy and procedure every two years to ensure

compliance and effectiveness. Performance is reviewed quarterly through internal audits and feedback from staff and students is incorporated into improvement plans.

Version Control

Version	Date	Description	Approved by	Approval date	Author	Review date
V1.0	Jan 2025	New policy for KOIC	CEO	12 Feb 2025	Compliance Team	Jan 2026
V2.0	July 2025	Updated in line with the new Standards for RTOs 2025	CEO	11 July 2025	Compliance Team	July 2027
V2.1	Apr 2026	Re-brand of policy to KOIC	CEO	1 Apr 2026	Compliance Officer	Apr 2028

Policy and Document Information

Author:	Compliance Officer
Policy owner:	Compliance Officer
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