



# MAPPING & SOLUTIONS GUIDE

RIRIS201D

Control local risk control

Learner Name



**skills** **DIV** **ING**

## RIIRIS201D - Conduct local risk control

This Learning Guide covers the unit RIIRIS201D Conduct local risk control.

The topics covered in this Learning Guide are:

- What is risk management in the workplace?
- Hazard identification
- Hazard assessment
- Reducing likelihood/probability and consequences
- Risk assessment
- Risks elimination and control
- Review of risk assessment
- Monitoring and completing records and reports

The following table maps the Learning activities, and the Knowledge questions and Practical activities to check your understanding, against the unit of competency.

RIIRIS201D Conduct local risk control	Learning activities (LA)	Check your understanding	
		Knowledge questions (KQ)	Practical activities (PA)
<b>1. Plan and prepare for risk control</b>			
1.1. Access, interpret and apply risk management documentation and ensure the work activity is compliant	LA1. 1.1, 1.4	KQ1. 1.1-1.4	PA1. 1.1-1.4
	LA2. 1.1-1.4	KQ2. 1.4	PA2. 1.1
1.2. Inspect work area conditions to identify potential hazards	LA3. 1.1-1.4	KQ3. 1.1	
	LA5. 1.2	KQ4. 1.2-1.4	
1.3. Apply risk management procedures to deal with recognised hazards	LA6. 1.1	KQ5. 1.1	
		KQ6. 1.1, 1.3	
1.4. Recognise the type and scope of unrecognised hazards and their likely impact		KQ7. 1.1, 1.2, 1.4	
		KQ8. 1.1	
		KQ9. 1.1, 1.3	
		KQ10. 1.1	
		KQ11. 1.1	
<b>2. Assess and identify unacceptable risk</b>			
2.1. Assess and determine consequences of an event	LA2. 2.3	KQ2. 2.1, 2.2	PA1. 2.1-2.3
	LA3. 2.1, 2.3, 2.4	KQ7. 2.1, 2.2	
2.2. Consider and determine likelihood of the event	LA4. 2.1-2.4	KQ9. 2.1, 2.2	
	LA7. 2.1		
2.3. Identify criteria for the acceptability/unacceptability of the risk			
2.4. Assess risk against criteria to identify if it warrants 'unacceptable risk' status and action			
2.5. Effectively communicate and clarify the decision to others			

RIIRIS201D Conduct local risk control	Learning activities (LA)	Check your understanding	
		Knowledge questions (KQ)	Practical activities (PA)
<b>3. Identify, assess and implement risk treatments</b>			
3.1. Identify and consider all possible risk treatment options	LA4. 3.1-3.7	KQ9. 3.1 KQ10. 3.1	PA1. 3.1, 3.4 PA2. 3.1-3.7
3.2. Identify options by preliminary analysis and consideration of options			
3.3. Analyse options, including resource requirements			
3.4. Select most appropriate and effective course of action			
3.5. Plan and prepare the course of action in detail and acquire/obtain required resources and approval			
3.6. Implement the approved risk treatment			
3.7. Review risk management processes			
<b>4. Complete records and reports</b>			
4.1. Effectively communicate accurate information to others on the course of action and implementation	LA6. 4.1, 4.2 LA7. 4.1	KQ8. 4.1, 4.2	PA1. 4.1, 4.2
4.2. Complete written records and reports for hazards and actions from personal risk assessment			

# KNOWLEDGE QUESTIONS

1. Risk management involves a process of clear steps that, when undertaken in order, allow you to make informed decisions about how to best avoid or control the result of risks.

**What are the four steps that you take to carry out risk management?**

**Answer:**

- Hazard Identification
  - Risk Assessment
  - Risk Elimination or Control
  - Documenting Risk Assessments
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2. A hazard is a something with a potential to cause loss or harm. Poor work procedures and design is one situation that can cause a potential hazard.

**Provide examples of two more.**

**Answer:**

The answer may include any two of the following:

- the work conditions
  - the use of machinery and substances
  - wrong or out-of-date systems and procedures
  - inappropriate actions or behaviour
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3. Hazards are classified into five broad areas. What are two of them?

**Answer:**

The answer may include and two of the following:

- physical – noise, radiation, light, vibration
  - chemical – poisons, dusts
  - biological – viruses, plants, parasites
  - mechanical/electrical – tools, electrical equipment
  - psychological – fatigue, violence, bullying
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4. Risk management is as simple as reducing the likelihood (chance) and/or consequence (result or outcome) of an accident/incident. There are a number of ways to reduce the likelihood.

**What are three of them? Provide an example of a situation where each can be used in the workplace.**

**Answer:**

The answer may include any three of the following:

Ways to reduce likelihood of risk	Example where used
Regular inspections to identify possible hazards	Start up and shut down check for dozers etc.
Preventative maintenance to keep equipment and machinery in top condition	Maintenance plan for machinery and equipment
Training programs in correct equipment use	When new equipment is installed
Audits to make sure safety procedures are followed	Regular safety procedure practice
Reviews and engineering redesign	When tools are not correct for the job
Quality assurance systems	Regular check of quality of outcomes
Worker rotation through high risk tasks to avoid fatigue	Rotation of shifts when working in enclosed places
Changing the time of tasks to reduce repetition and loss of concentration	Rotating workers through tasks
Contracting out to better qualified and equipped organisations	Not having workers with the required skills

5. **Define what the term risk means.**

**Answer:**

A risk is the chance of something happening as a result of a hazard or threat which can cause potential to cause loss or harm.

6. **What are the two methods risk management uses to manage the risk of hazards in the workplace?**

**Answer:**

The answer may include any two of the following:

- substitute the system of work or machinery with something safer, for example old equipment may be replaced modern equipment that is safer and easier to use
- isolate the hazard, for example taping off the dangerous area or item
- minimise the risk by using engineering controls, for example guard rail, scaffolding
- minimise the risk by using administrative controls, for example warning signs, safe work practices
- use personal protective equipment, for example safety glasses, ear muffs

**7. Why is it important to continually make an assessment of any controls?****Answer:**

There is a legal obligation for both employers and employees to do something about any hazards they identify as being a risk to people in terms of injury or illness.

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**8. Who should you report any concerns about hazards to in the workplace?****Answer:**

Your supervisor and the health and safety officer.

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**9. Explain your site's policies and procedures for assessing hazards relevant to specific jobs?****Answer:**

The answer will depend on the site policies and procedures

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**10. List personal measures you should take to reduce risks****Answer:**

The answer may include: always wear the correct PPE, follow workplace procedures, observe safety signs, and follow safe work practices

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**11. What is the role of the safety officer in relation to risk assessment?****Answer:**

- carry out inspections to detect unsafe conditions and practices;
- report unsafe conditions
- analyse reports
- recommend training
- make recommendations to the safety committee
- make recommendations to the site manager



# PRACTICAL ACTIVITIES

1. Think about Con's situation in the following case study and answer the questions to demonstrate to your assessor you really understand risk management.

*Con is working with a new employee when he notices a safety issue. A drill used for drilling holes in metal that the new worker is using has a broken safety guard on it. It looks like the worker doesn't know how use the drill properly and he seems to be struggling with getting the job finished.*

By identifying a hazardous work practice Con has taken the first step in risk management.

He has the responsibility and duty of care to make sure that the situation that could cause harm is either controlled or eliminated.

Your assessor will ask you the following questions.

**What steps should Con take to make sure the situation becomes safe?**

**Answer:**

Risk Assessment - determine how serious the problem is

Risk Elimination or Control – decide and action what needs to be done to solve the problem

Documenting Risk Assessment – access procedures to maintain the elimination or control of the risk

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**What will Con have to do keep a record of the situation?**

**Answer:**

Fill out an Incident Report Form

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**What is your assessment of how serious the problem is?**

**Answer:**

The problem is serious as the new workers are unsure how to use the drill and the drill is1 unsafe so the worker could be injured.

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**What could the hazard be classified as?**

**Answer:**

Likely to cause an injury

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**What controls or elimination methods would you put in place so the risk of a hazard occurring in the future is fixed?**

**Answer:**

Tag the drill to warn workers it is defective and not to use it until it is fixed. Train the new worker how to use a drill properly.

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**What methods would you put in place to continue to monitor the situation?**

**Answer:**

Monitor the situation to make sure the drill is fixed before it is used again and test the new worker to see if they have learnt how to use a drill.

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2. Choose a hazard you have identified. Answer the following questions to document the workplace procedures for choosing the most appropriate course of action for the control of the risk.

**Describe the hazard.**

**Answer:**

The will depend on the hazard identified.

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**What are the workplace controls to eliminate/minimise risk?**

**Answer:**

The answers will vary but may include the use of tags or tape, an incident report, maintenance request if it involves equipment.

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**What are the possible options for the solutions?**

**Answer:**

This will depend on the risk identified.

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**How will the solution impact on safety?**

**Answer:**

The safety procedures should be used to identify the impact on safety.

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**How would you analyse and test the options?**

**Answer:**

The answer will depend on the hazard identified.

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**What are the resource requirements?**

**Answer:**

The answer will depend on the hazard identified.

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SAMPLE ONLY  
INCOMPLETE  
DOCUMENT



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