



Policy and Procedure for Hazard Identification and Reporting

Date Approved: 21/07/2025

Next Review: 10/02/2028

1 Objective

To ensure that all staff are aware of the responsibility to report a physical or psychosocial hazard which may have the potential to result in injury or harm to the health of a person.

This procedure applies to all employees, contractors, students, and visitors at Central Regional TAFE (the College) and outlines the steps for reporting such risks.

2 Policy

The College is bound by law under section 19 of the [Work Health and Safety Act 2020](#) and the [Work Health and Safety \(General\) regulations 2022](#).

A person conducting a business or undertaking (PCBU) must ensure, so far as is reasonably practicable, the health and safety of:

- a) workers engaged, or caused to be engaged, by the person; and
- b) workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking

and section 28 of the Act - Duties of workers

While at work, a worker must:

- a) take reasonable care for the worker's own health and safety; and
- b) take reasonable care that the worker's acts or omissions do not adversely affect the health and safety of other persons; and
- c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

For reporting an incident, refer to [Policy and Procedure for Incident and Injury Reporting](#).

For reporting Psychosocial Hazards refer to Skytrust.

3 Procedures

3.1. Hazard Occurs or is Identified

- Enter Hazard into SkyTrust OHES Reporting Portal or, if Skytrust is not accessible at the time - complete a Hazard Report Form.
- If safe to do so, implement immediate corrective action to minimise and/or eliminate the risk to personnel, property, equipment, process or liability.
- The hazard is required to be entered into Skytrust immediately after the hazard has been identified and or made safe. If in the case access to Skytrust is not accessible such as "Offline Circumstances" identified under 'Definitions' then the Hazard Report Form can be completed to ensure accurate record of the events and actions taken at the time.
- If the risk is resolved immediately, it is requested that the risk is still entered into the online maintenance system (Mex Op's) and submitted with the word "RESOLVED"

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with a record of the Mex Op's number in the Skytrust entry and the Skytrust Hazard Number in the Mex Op's entry.

- If the hazard is facilities related and is rated as a Low to Moderate risk hazard, the hazard should be reported through the online maintenance system (Mex Op's), using the relevant fields and risk ratings with a record of the Mex Op's number in the Skytrust entry and the Skytrust Hazard Number in the Mex Op's entry.
- Low or Moderate risks with an estimated rectification requiring the Department of Housing and Works involvement to resolve are to be reported through the online maintenance system (Mex Op's), using the relevant fields and risk ratings with a record of the Mex Op's number in the Skytrust entry and the Skytrust Hazard Number in the Mex Op's entry.
- Significant risk hazards that do not require immediate action, are to be reported through Skytrust by entering a new hazard report.
- High risk hazards should immediately be reported to your Line Manager, the WHS Team and to Facilities for immediate action/rectification. A Hazard Report should be entered in Skytrust immediately after.
- If the hazard is recorded on the Hazard Report Form this is required to be entered into Skytrust within 24 hours by either the person involved, Line Manager or Health and Safety Rep and the completed form is to be sent to WHS@crtafe.wa.edu to be attached.

Responsibilities

- Person reporting hazard

Document

- <https://skytrust.co/app/Safety/Hazards/Add/HazardNew.asp>
- Refer to SkyTrust User Training Guide 014 – Recording a Hazard
- Hazard Report Form
- Hierarchy of Controls

3.2. Entering Hazards into the SkyTrust OHES Reporting Portal

- All hazard identified regardless of level of risk are to be entered into the Skytrust OHES Reporting System as soon as possible after identifying or taking immediate action to reduce the level of risk. This should be entered the person who was involved or identified the hazard. If in the case access to Skytrust is not accessible such as "Offline Circumstances" identified under 'Definitions' then the Hazard Report Form can be completed to ensure accurate record of the events and actions taken at the time.
- Where this is not possible, it is the responsibility of the person who identified the hazard to advise the Line Manager and WHS Team of the person/area/activity to have the hazard entered in a timely manner.
- If the hazard is recorded on the Hazard report Form this is required to be entered into Skytrust within 24 hours by either the person involved, Line Manager or Health and Safety Rep and the completed form is to be sent to WHS@crtafe.wa.edu to be attached.

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Responsibilities

- Person reporting hazard

Document

- <https://skytrust.co/app/Safety/Hazards/Add/HazardNew.asp>
- Refer to SkyTrust User Training Guide 014 – Recording a Hazard
- Hazard Report Form

3.3. Hazard Investigation

- The WHS Team will review the hazard entry submitted in Skytrust and contact those who require further consultation if required including the relevant Line Manager, Person Involved and a Health and Safety Representative.
- Any photos taken of the hazard can be attached to the hazard report on Skytrust or sent to WHS@crtafe.wa.edu to be attached.
- If required, the WHS Team will assign corrective actions required to rectify the hazard and reduce the risk to the relevant person or team with an actionable time frame based on the level of risk.
- If in case a Risk Assessment is required to further assess a hazard the Risk Assessment module on Skytrust is required to be used, in case that Skytrust is not available or inaccessible then the WHS Risk Assessment Template form is required to be completed and entered into Skytrust within 24 hours with a copy sent to WHS@crtafe.wa.edu.au.
- Depending on the severity of the hazard and its immediate risk the WHS Team may distribute an alert or bulletin to highlight the hazard in order to bring awareness to reduce immediate risk until the hazard can be rectified.

Responsibilities

- Line Manager

Document

- <https://skytrust.co/app/Safety/Hazards/Add/HazardNew.asp>
- Refer to SkyTrust User Training Guide 014 – Recording a Hazard
- WHS Risk Assessment Template

3.4. Corrective and Preventative Actions

- The WHS Team will create any corrective actions required to rectify the hazard and reduce the risk to the relevant person or team with an actionable time frame based on the level of risk.
- This will generally be achieved by implementing the recommendations arising from the review of the hazard.
- The WHS Team will monitor and review the actions assigned within Skytrust against the Hazard and will close both the action and hazard out once the WHS Team are satisfied that hazard has been rectified and the risk has been reduced, and the required people will be notified by Skytrust once this has been closed.

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- Depending on the severity of the hazard and its immediate risk the WHS Team may distribute a bulletin to highlight the hazard in order to bring awareness to reduce immediate risk until the hazard can be rectified.

Responsibilities

- Line Manager
- WHS Consultant

Document

- <https://skytrust.co/app/Safety/Hazards/Add/HazardNew.asp>
- Refer to SkyTrust User Training Guide 014 – Recording a Hazard

The SkyTrust Risk Assessment Matrix used to assess the risk rating is as follows:

Risk Analysis		
Step 1 – Consider Consequences	Step 2 – Consider Likelihood	Step 3 – Calculate Risk Score
What are the consequences of the hazard occurring? Consider what is the most probable consequence (below) with respect to this work hazard. WHS example: Catastrophic – Injury or injuries resulting in single or multiple fatalities Major –extensive significant injury or clinical support resulting in extensive lost time or permanent incapacitation/ disability Moderate – Medical treatment or clinical support required and/or hospital admission with > 10 days incapacity (LTI) Minor – Medical Treatment or mental health first aid with no hospital admission required and < 10 days incapacity. Negligible – None or First aid treatment only. No medical treatment	What is the likelihood (below) of the hazard consequence in Step 1 occurring. Almost Certain – More than once per year/s expected to occur in most circumstances Likely – At least once per year/ Will probably occur in most circumstances Possible – At least once in 3 years/ Might occur at some time Unlikely – At least once in 10 years/ Could occur at some time Very Unlikely – Less than once in 15 years/ May occur only in exceptional circumstances	- Take Step 1 rating and select correct column - Take Step 2 rating and select correct row - Use the risk score where the two ratings cross on the Risk Assessment Matrix on the next page. Risk Score = Consequence × Likelihood Low 1-6 Medium 7-14 High 15-22 Extreme 23-25

3.5. SkyTrust Risk Assessment Matrix

CONSEQUENCE							
		Negligible	Minor	Moderate	Major	Catastrophic	
		Negligible Injury - First aid treatment (FAI)	Minor Injury - Injury requiring medical treatment (MTI)	Moderate Injury - Injury requiring extensive medical treatment and lost time (LTI)	Major Injury - Injury resulting in permanent incapacitation/disability	Catastrophic Injury - Injuries resulting in single or multiple fatalities	WHS
		Negligible -no disruption to business operations	Minor impact - would disrupt business operations less than one day	Significant impact - would disrupt business operations for less than one week	Major impact - would disrupt business operations for less than one month	Catastrophic impact - would lead to business shut down	BUSINESS
		Negligible or no environmental /impact	Minor environmental impact. Contained incident with existing resources	Significant environment impact. Requires allocation of specialist resources to rectify	Major/extensive environmental impact requiring significant resources to rectify & regulatory reporting	Catastrophic environmental damage & biodiversity degradation resulting in fines and significant resources to rectify	ENVIRONMENT
		Negligible financial loss < = \$5k	Notable financial loss \$5k - \$50k	Substantial financial loss \$50k - \$500k	Significant financial loss \$1m+	Extensive financial loss \$5m+	FINANCIAL
		Insignificant/Negligible - Negligible impact on work/daily living - no first aid intervention	Minor impact on work/daily living. Injury or illness requiring mental health first aid. (FAI).	Moderate impact on work/daily living. Injury or illness requiring medical treatment (MTI) and/or clinical support (EAP)	Major impact on work/daily living. Injury or illness leading to Lost Time (LTI) ongoing/extensive clinical support	Catastrophic impact on work daily living. Injury or illness leading to death or permanent injury/illness	PSYCHOSOCIAL
LIKELIHOOD	Almost Certain	11 Medium	16 High	20 High	23 Extreme	25 Extreme	LEVELS
	Likely	7 Medium	12 Medium	17 High	21 High	24 Extreme	LOW
	Possible	4 Low	8 Medium	13 Medium	18 High	22 High	MEDIUM
	Unlikely	2 Low	5 Low	9 Medium	14 Medium	19 High	HIGH
	Very Unlikely	1 Low	3 Low	6 Low	10 Medium	15 High	EXTREME

4 Definitions

Contractor – Person engaged by the College to complete a specific task for a monetary payment

Control Measure – Measures that eliminate or reduce WHS risks associated with hazards using the ‘hierarchy of controls’, where elimination of the risk will be the first strategy considered.

Corrective Action – Action taken after an identification of a hazard or an incident to eliminate the hazard reduce the risk of reoccurrence.

Hazard – Anything that has the potential to cause injury or illness to people and/or damage to property or the environment, or a combination of these. The situation could involve a task, chemical or item of equipment/machinery.

Health and Safety Representative – A Health and Safety Representative elected under section 50 of the Work Health and Safety Act 2020.

Hierarchy of Control – A tool used to help minimise the risks to health and safety where it is not reasonably practicable to eliminate the hazard and the associated risk.

High Risk – Any hazard rated between 15 to 25 on the SkyTrust Risk Assessment Matrix.

Incident – An unplanned event that caused a near miss, injury, illness, property damage or other losses (e.g., Financial, time, reputation), environmental impact, community impact, occurrence from an associated hazard or security issue.

Investigation – A process to review an incident in order to identify recommendations and opportunities for improvement to prevent incident reoccurring and improve workplace health and safety.

Level of Risk – A description of the likelihood and consequence of a hazard causing injury, illness or damage to property or the environment determined by using the SkyTrust Risk Assessment Matrix.

Line Manager – A person who directly manages an Area, Section or Department at the College.

Low to Moderate Risk – Any hazard rated 9 or below on the SkyTrust Risk Assessment Matrix

Offline Circumstances – When Skytrust is not available the Incident and Injury Reporting Form can be used in instances including remote travel, in vehicles, when on site for work outside of Central Regional TAFE Campuses (excluding Muresk) and unable to access Skytrust on Phone, Tablet or Computer due to reception.

Person Conducting a Business or Undertaking (PCBU) – Central Regional TAFE or the College.

Significant Risk – Any hazard rated between 10 to 14 on the SkyTrust Risk Assessment Matrix.

Student – A person who is enrolled in an academic course of study and registered in the College’s student management system.

Visitor – A person who visits the College and is not defined as an employer, employee, student or contractor.

Witness – A person or persons who see an incident occur or are called to accident scene immediately after and have verbal communication with involved person.

Worker – A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking including work as an employee, contractor or

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subcontractor or their employee, an employee of a labour hire company, outworker, apprentice or trainee, work experience student, volunteer or person of a described class.

5 References

[Work Health and Safety Act 2020](#)

[Work Health and Safety \(General\) Regulations 2022](#)

SkyTrust

[Student Hazard and Incident Report Form](#)

[Policy and Procedure for Incident and Injury Reporting](#)

6 Documentation

[Hazard Report Form](#)

[WHS Risk Assessment Template](#)

[Hazard Reporting Flowchart](#)

7 Responsibilities

Responsible Director	Director Capability, People and Culture
Responsible Officer for implementation and monitoring	Manager People and Culture
Approved by	Director Capability, People and Culture
Endorsed by	Corporate Executive

8 Revision History

Review date	Amendment details
07/07/2021	Added step at the end of the process to advise the person reporting the Hazard of the outcome or action taken in relation to the identified Hazard
11/11/2022	To outline the process for reporting Facilities related hazards.
10/02/2025	Removal of incident and injury report form unless access to Skytrust is unavailable. Update of processes to enter into Skytrust. Update of terminology from OHS to WHS, update from old legislation to new legislation. Updated definitions and Risk Matrix.