



If you have any questions about this procedures sheet contact Auckland Council Stormwater

## 1. WHEN SHOULD I CARRY OUT A RISK ASSESSMENT?

When you are evaluating risk as part of a stormwater project...

**This Best Management Practice (BMP) should be used:**

- Initially at the Tender stage for a Contract, and throughout the Contract.
- In conjunction with the BMP 'Site Specific Safety Plans'.
- Whenever conditions change on site including the introduction of new or changed activities, plant and equipment.
- If the methodology for completing a task changes.

## 2. WHAT IS THE AIM OF A RISK ASSESSMENT?

To provide a consistent and simple methodology for the establishment and implementation of the risk management process when planning for and carrying out physical works.

## 3. WHY CARRY OUT RISK MANAGEMENT?

Risk Management is a logical and systematic method of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risks associated with any activity, function or process in a way that will enable any organisation to minimise their losses and maximise their opportunities.

## 4. DEFINITIONS

**Risk:** The chance of something happening that will have an impact on objectives. It is measured in terms of Consequences and Likelihood.

**Risk Analysis:** A systematic use of available information to determine how often specified events may occur and the magnitude of their consequences.

**Risk Control:** That part of Risk Management which involves the implementation of policies, standards, procedures and physical changes to eliminate, isolate or minimise adverse risks.

**Residual Risk:** The remaining levels of risk after risk control measures have been undertaken.

## 5. RISK MANAGEMENT PROCESS

### Forward Planning

- Study the project plans, scope of works and any site specific information (e.g. geotechnical or contamination reports) to determine the type and level of risk relating to hazards that may have the potential to cause harm to people, equipment or the environment. It is worth remembering that change may itself introduce new risks that need to be identified, assessed, treated and monitored.



Note: This is an illustration only.

**Example** – if one procedure is substituted for another, do employees know of the change and its impact, do they accept the change and is it actually implemented? How will the effected persons be consulted with?

- Complete a 'Risk Register' that identifies all of the risks, establishes the level of risk (i.e. Likelihood x Consequence), identifies what controls will be put in place, and identifies what the residual risk will be after the controls are implemented.

Note: The information on the Risk Register can be easily transferred to the Task Analysis. See the BMP for 'Site Specific Safety Plans'.

#### **Safe Practices and Controls**

Control measures should be considered and implemented in the following order:

- 1) **ELIMINATION** of the hazard or preventing the risk.
- 2) **ISOLATION** of the hazard that is creating risk to employees and others.
- 3) **ENGINEERING CONTROLS** which minimise the risk by engineering means.

- 4) **MINIMISATION** by implementing safe work practices or using Personal Protective Equipment.

#### **6. USEFUL LINKS AND INFORMATION**

- Auckland Council Stormwater BMP 'Site Specific Safety Plans'.
- **AS/NZS 4360:2004** - Risk Management.
- **ISO31000: 2009** - Risk Management — Principles and Guidelines.

*Disclaimer: All care and diligence has been used in extracting, analysing and compiling this information which is to be used as a guideline only. Auckland Council gives no warranty that the information provided in this BMP is without error or omission. The user is required to ensure they follow any legislative and best practice requirements.*

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[www.aucklandcouncil.govt.nz/stormwater](http://www.aucklandcouncil.govt.nz/stormwater)

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