FV-45 | Hazard Management Policy and Procedure

APPROVED BY THE COMMITTEE
Reviewed November 2026

Scope

All Fishcare workplaces, activities, travel and regional operations.

Purpose and responsibilities

Identify hazards before harm occurs and eliminate risks so far as reasonably practicable, otherwise reduce them so far as reasonably practicable. The EO maintains the register; facilitators assess local tasks; the Committee resources significant controls. Consult employees and HSRs where applicable and include volunteers and affected participants.

Identify and assess

Use the Activity Risk Assessment before each event, and assess travel, setup, pack-down, administrative and remote work as relevant. Identify physical, chemical, biological, manual handling, electrical, vehicle, water, weather and psychosocial hazards. Child abuse risks need explicit safeguarding controls as well as general safety assessment. Consider who may be exposed, including children, people with disability and inexperienced volunteers.

Record how harm could occur, existing controls, likelihood and consequence before and after controls, further actions, owner and due date. Use the approved matrix consistently; a numerical score does not excuse a statutory duty or permit proceeding with an uncontrolled serious risk. Anyone may report a hazard and stop immediate unsafe activity without retaliation.

Control and authorise

Prefer elimination, then substitution, isolation or engineering controls, followed by administrative measures and suitable PPE. Combine measures where needed. Do not rely only on warnings or telling participants to be careful. Allocate competent people, adequate staffing, safe equipment, appropriate first aid and reliable communications. Confirm the activity is within approval and insurance scope.

Use a maximum 5:1 participant-to-volunteer ratio as the organisational upper limit for ordinary clinics, with more adults where age, needs, weather, location or task requires. Carers/teachers count as Fishcare volunteers only if actually inducted and assigned that role; agree their separate supervision responsibilities. The ratio is not a universal legal standard and does not authorise lone delivery or isolated one-to-one contact.

The facilitator signs only when controls are implemented and residual risk acceptable under approved operating rules. Escalate unresolved significant risks

to the EO; do not start until resolved. A late change to site, numbers, needs or conditions requires reassessment and a new go/no-go decision.

Review and records

Monitor controls during delivery, communicate changes and stop if conditions deteriorate. Record hazards, decisions, inspections and action completion. Review after incidents, near misses, feedback, changed law or work and at least annually for recurring activities. Report serious risks promptly to the EO and Committee. Share learning without unnecessary personal information and verify that agreed controls actually work.

References and review

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Occupational Health and Safety Act 2004 (Vic): incident notification
https://www.worksafe.vic.gov.au/notifiable-incidents-under-occupational-health-and-safety-act-2004

OHS (Psychological Health) Regulations 2025 (Vic)
https://www.worksafe.vic.gov.au/psychological-health-regulations-frequently-asked-questions

Victorian Child Safe Standards; Child Wellbeing and Safety Act 2005 (Vic)
https://www.vic.gov.au/child-safe-standards