SOUTH COAST LIFE CHURCH

Risk and Hazard Management Process

Once any risk or hazard is identified in the workplace staff and volunteers should follow the hierarchy of controls:

a) **Eliminate:** Physically remove or control the hazard at the source.
b) **Substitute:** Replace the substance or activity with a less hazardous one.
c) **Engineer:** Separate people from the risk or hazard. Use a barrier or modify the method or equipment used.
d) **Administrate:** Use signage and Policy and Procedure for safe work practices.
e) **PPE:** Use personal protection to keep people safe from hazards.

Note: All staff and volunteers are responsible for hazard and risk identification, response, and reporting.

Hierarchy of Controls

Most effective

Least effective

Elimination — Physically remove the hazard

Substitution — Replace the hazard

Engineering Controls — Isolate people from the hazard

Administrative Controls — Change the way people work

PPE — Protect the worker with Personal Protective Equipment