

ACT Fire Brigade Policy

Dynamic Risk Assessments

Policy number

OP 03



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1. **AIM**

This Policy is intended to provide a framework which details reasonably practicable steps to minimise exposure to the chance of injury or loss of life at training and operational incidents.

2. **LEGISLATION**

This Policy is pursuant to *Work Safety Act 2008* and AS / NZS ISO 31000:2009 Risk Management – Principles and Guidelines.

3. **APPLICATION**

This Policy applies to the following members of the Brigade:

All ACTFB members

4. POLICY

The Brigade and all its members have a responsibility to manage risk.

ISO 31000:2009 (formerly AS 3600) provides the basis for how we achieve this in a formal way and the *Work Safety Act 2008* places a requirement on members of the Brigade to minimise risk. Neither of these documents can be easily referenced during an evolving operational incident.

In order to have in place a system that works for the Brigade, this policy has been developed to provide a reference that is easily remembered, always understood and can be quickly referenced.

In depth information can be obtained by reviewing the *Work Safety Act 2008*, its regulations and ISO 3100.

Risk is the effect of uncertainty on objectives.

In an industry where the basis principle of our work involves management by objectives, inherently a fire-fighter's role involves risk, hazards and the eventual consequences of our actions.

A person manages risk by taking reasonably practicable steps:

- To identify any risk that might be associated with the exercise of our duties
- To eliminate any risk that might result if our duties are not exercised, and
- If it is not reasonably practicable to eliminate each risk, to minimise each risk.

It is also critical that we inform anyone else who is involved about the possible risks.

To work out what is reasonably practicable, each of the following must be taken into consideration to eliminate or minimise a risk:

- The seriousness of the risk
- The availability and suitability of ways to eliminate or minimise the risk
- What we know about the hazard that creates the risk, and
- The risk itself and ways of eliminating or minimising the risk.

To achieve this in the context of training and operational requirements for the Brigade, two processes have been established for members.

Training exercises

At all training exercises conducted by members of the Brigade, a written risk assessment is to be completed and retained.

For formal training exercises, a risk assessment checklist has been developed and is available on the Intranet. Completed copies of the risk assessment are to be retained by the course coordinator until the completion of the drill or exercise, and then forwarded to Firefighter Development for filing.

For station level drills and exercises, the senior officer present can undertake a risk assessment that is written into Brigade note books as long as it covers the following:

- Steps taken to identify any risk that might be associated with the drill or exercise
- Steps taken to eliminate any risk that might result if our duties are not exercised, and
- Reasonably practicable measures taken to eliminate each risk or to minimise each risk
- Who the risk assessment was communicated to.

Operational incidents

It is impracticable to undertake a formal written risk assessment at operational incidents.

For this reason, dynamic risk assessment will be undertaken by the OIC of an operational incident, and will be communicated by a verbal situation reports (sitrep) via the trunked radio network (TRN).

It is important that informative messages are passed to all responding members at:

- The Initial Stages of an incident
- The Development Stages of an incident
- The Closing Stages of an incident.

Additional information about dynamic risk assessments is attached to this policy for the benefit of members.

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