



# NEW ZEALAND DANCE FESTIVAL TRUST

## - PROUDLY PRESENTING TEMPO DANCE FESTIVAL

### HEALTH AND SAFETY POLICY

New Zealand Dance Festival Trust (NZDFT)

- strives for continuous improvement in maintaining a safe and healthy environment for all artists, our team, audience members and visitors to our premises
- nurtures a culture where we take personal responsibility for the health, safety and wellness of ourselves and others.

Although NZDFT is not a PCBU, NZDFT is committed to:

#### 1. Safe work practices and leadership

- Leading and facilitating a safe and healthy culture in NZDFT for all work and activities
- Actively supporting and promoting industry good practice for health and safety
- Working in partnership with clients to ensure industry good practice standards are maintained, whilst preserving creativity and artistic integrity.

#### 2. A safe and healthy environment

- Maintaining a safe and healthy environment for all team members, our artists, our audiences and our visitors
- Ensuring the identification of risks to health and safety within NZDFT controlled environments e.g. the Tempo office and venues, and actively managing these to be as low a risk of harm as is reasonably practicable
- Ensuring adequate procedures and training are in place to deal with emergencies.

#### 3. Active governance and management

- Ensuring that governance and management decisions actively consider any impact on the health, safety and welfare of workers and patrons
- Ensuring the provision of necessary resources to achieve safe venues and workplaces, and safe activities and work practices within them
- Establishing regular processes for continual improvements in health and safety performance.

#### 4. Individual health and safety

- Ensuring that all team members at NZDFT carry out their tasks and activities in a way that is safe for themselves and those around them
- Ensuring all workers are equipped with the necessary information, training, supervision and equipment to fulfil their health and safety responsibilities
- Empowering individuals with the right and authority to speak up on any safety concerns and to have input into decisions affecting health and safety.

We are guided by the Health and Safety at Work Act 2015 and the good practice guidelines of the New Zealand performance industry.



# NEW ZEALAND DANCE FESTIVAL TRUST

## - PROUDLY PRESENTING TEMPO DANCE FESTIVAL

### HEALTH AND SAFETY FRAMEWORK

#### 2.1 GENERAL

NZDFT has an obligation to identify hazards in places under its control (“workplaces”) and to manage the risks associated with these. It also has legal duties to ensure that the controls put in place to manage risks are fit for purpose, adequate for the nature of the work, are being applied correctly and are working as intended to reduce the risk of harm occurring.

The purpose of the framework is to provide a structure for the management of hazards and associated risks in NZDFT workplaces so that the risk of occurrence and/or the severity of harm caused is managed to be as low as is reasonably practical and NZDFT meets its responsibilities with regard to risk management.

#### 2.2. RISK MANAGEMENT PROCESSES

##### a. Risk identification, risk assessments and risk control

- i. All NZDFT workplaces and activities must be systematically assessed for hazards that could give rise to risks to health and safety and these risks must either be eliminated or managed to reduce the risk of harm occurring.
- ii. Hazard identification will consider such areas as
  - Energy sources and utility hazards
  - Work environment hazards
  - Task / activity hazards
  - Equipment, appliances hazards
  - Plant, machinery and tool hazards
  - Hazardous substances
  - Physical structures
  - Props hazards
  - Health hazards and wellbeing hazards
  - Emergency hazards
  - Audience hazards
  - Ergonomics
  - General environmental hazards
  - Hazards identified through the hazard and accident/incident reporting chart.
- iii. Once identified the risks should be assessed and managed using the Risk Register.

**Responsibilities:** Chief health and safety officer (FAM)



**Monitoring:** Chief health and safety officer and NZDFT Board

**b. Risk registers**

- i. Risk registers (refer “Risk register” template) will be maintained for the following NZDFT workplaces:
  - The Tempo office and administration areas – office, boardroom.
  - Hired venue areas – theatres, dressing rooms, Green room, workshops, storage areas, stage lifts, basement, etc.
- ii. Risk registers will document significant hazards and risks in the physical workplace, and those arising from the type of activities team members engage in in the course of doing their work. They will also document what controls are in place to mitigate these risks to be as low a risk as is reasonably practicable, and what monitoring will occur to ensure the effectiveness of the controls.
- iii. NZDFT risk registers will be reviewed annually. This review will be facilitated by the chief health and safety officer and where possible will include input from the artistic director and team members in that area.

**Responsibility:** Chief health and safety officer

**Monitoring:** Chief health and safety officer and NZDFT Board

**c. Monitoring and reviewing of risk controls**

- i. NZDFT must check that the risk controls they use are fit for purpose, adequate for the nature of the work, are being applied correctly and are working as intended to reduce the risk of harm occurring.
- ii. Where controls are not effective they will either be changed to more effective ones, or additional controls put in place to reduce the risk to an acceptable level.
- iii. Control measures for significant risks listed on a risk register should be reviewed annually to ensure that the methods used are the most up-to-date and effective for the risks present and that they are still relevant.
- iv. Controls that require monitoring may be added to the weekly/daily workplace checklists as required or, depending on the seriousness of the hazard and the controls that are in place to manage it, a separate monitoring schedule may be applied. The schedule for monitoring any significant hazards should be documented and signed off by the chief health and safety officer.

**Responsibility:** Chief health and safety officer

**Monitoring:** Chief health and safety officer.

**d. Reporting new hazards and risks**

- i. Where a hazard arises for which there are no existing controls or procedures in place, or where existing controls or procedures are inadequate, immediate

- action must be taken, preferably in consultation with the Chief health and safety officer or where not immediately available, the Artistic Director, the Technical Production Manager or the Stage Manager (in descending order of preference) (“supervisor”) to avoid harm, and the risk and actions taken then recorded on a Quick Report form for delivery to the Chief health and safety officer.
- ii. If an identified hazard poses an immediate, serious threat to safety, where possible these will be eliminated directly or the area around the hazard cordoned off to prevent access to the hazard until it can be dealt with safely.
  - iii. Where elimination isn’t possible, then the hazard will be assessed and controlled as required.
  - iv. The “Quick report form” is a tool for documenting the identification of a new hazard by a team member, the initial assessment of the hazard and actions taken to address it by NZDFT.
  - v. It is the responsibility of the supervisor in a workplace to ensure that the “Quick report form” is filled in when a hazard is reported to them, although any team member may fill this in and submit the form directly.
  - vi. It is the responsibility of the relevant team manager to ensure that an initial assessment takes place when a hazard is reported, that the hazard and associated risks are adequately dealt with, and that the entire process is reported to the Chief health and safety officer.
  - vii. Identified new hazards and risks will be part of team reports to the NZDFT team meeting, with significant new hazards and risks added to the Risk register.
  - viii. Even if eliminated the hazard should be reported along with the elimination process.

**Responsibility:** Chief health and safety officer

**Monitoring:** Chief health and safety officer and NZDFT Board.

#### e. HSWA regulations

- i. HSWA (General Risk and Workplace Management) Regulations 2016 and Health and Safety in Employment Regulations 1995 apply to the management of particular risks and hazards. These regulations must be adhered to when developing controls for these risks and hazards.
- ii. Included in these regulations are the following particular risks and hazards relevant to the type of work engaged in by NZDFT:
  - Working at heights of more than 3 meters
  - Working under raised objects
  - Falling objects
  - Scaffolding
  - Woodworking and abrasive grinding machinery
  - Noise

- Hazardous atmospheres with potential for fire or explosion
  - Ignition sources
  - Containers of liquids
  - Substances hazardous to health
  - Loose but enclosed materials
  - Duties to young persons (under 16 years old).
- iii. Details regarding the required controls for these hazards can be found on the WorkSafe NZ website.
- iv. The above list of regulations pertaining to the type of work engaged in by NZDFT should be checked and updated annually from information from the WorkSafe NZ website.

**Responsibilities:** NZFT Technical Production Manager

**Monitoring:** Chief health and safety officer

**f. Notification of “particular hazardous works”**

- i. WorkSafe NZ must be notified at least 24 hours before the start of the work for particular hazardous work. These works include the following work which may be relevant to NZDFT:
- Work in which a risk arises that a person may fall 5 meters or more (other than maintenance and repair work of a routine nature, or work carried out from a ladder only)
  - Erection or dismantling of scaffolding higher than 5 meters
  - Lifting a mass of 500kg or more a vertical distance of 5 meters or more (other than by crane, forklift or excavator)
  - Work in which any explosive is used or in which any explosive is kept on site
  - Work in which anyone breathes air that is or has been compressed or a respiratory medium other than air.
- ii. Details with regard to all notifiable works are available on the WorkSafe NZ website.
- iii. Notification will be done via the WorkSafe website Notifiable work link.

**Responsibilities:** NZDFT Technical Production Manager

**Monitoring:** Chief health and safety officer.

**g. Plant, machinery, equipment and appliances risks**

- i. NZDFT has a legal duty to ensure any plant, machinery, equipment (including dancefloors) and appliances (including props) in a workplace are without risks to health and safety.
- ii. NZDFT will maintain an asset register for plant, machinery, equipment and appliances. Included in this register will be a list of warrant of fitness and maintenance check requirements.



- iii. Any plant, machinery, equipment and appliances purchased or hired by NZDFT will be assessed for risks. Appropriate controls will be applied to mitigate any risks prior to use. Assessments will include, but not be limited to:
  - Any safer alternative available
  - Any exclusions, or isolation, or engineering controls required (e.g. safety guards, cutoff switches, micro-switches etc. to prevent inappropriate use)
  - Any worker training or supervision required
  - The need for any safe operating procedure guidelines to be written and applied
  - Any additional safety equipment requirements
  - Any personal protective equipment requirements
  - Any emergency or first aid equipment or procedure requirements.
- iv. Where possible, information on risks associated with any plant, machinery, equipment or appliance and its use will be obtained from the manufacturer or supplier and these recommendations included in risk management plans.

**Responsibilities:** Chief health and safety officer

**Monitoring:** Chief health and safety officer and NZDFT Board

#### **h. Hazardous substances and dangerous goods**

- i. Any hazardous substances and dangerous goods brought into NZDFT workplaces will be assessed using NZDFT Hazardous substances and dangerous goods register procedures and will have an associated Safety Data Sheet (SDS) which should be obtained from and supplied by the seller or supplier of the hazardous substance. The Chief health and safety officer or supervisor must ensure that the SDS is present and available to team members.
- ii. Assessments will include, but not be limited to:
  - Hazards and risks relating to use
  - Any training or supervision required for team members
  - The need for any safe operating procedure guidelines to be written and applied
  - Storage requirements
  - Protective equipment requirements
  - Any emergency or first aid equipment or procedure requirements
  - Signage and labelling requirements
  - Disposal requirements
- iii. NZDFT will keep a register of all hazardous substances and dangerous goods stored on site or used in NZDFT's activities ("Hazardous substances and dangerous goods register"). This will include those used in cleaning and as part of shows or events.

**Responsibilities:** NZDFT Chief health and safety officer

**Monitoring:** NZDFT Chief health and safety officer and NZDFT Board

**i. Job task risks**

- i. NZDFT may develop a standard operating procedures (SOPs) for complex workplace activities (i.e. those identified as high risk and/or involving multiple tasks and risks).
- ii. The SOP document will
  - Describe the activities to be performed
  - Break the job into a sequence of steps
  - Identify the risks directly associated with each of the steps
  - Identify additional factors that influence the risk (e.g. environmental factors, fatigue, other people in the workplace)
  - Determine what risk management controls will be in place for each step
  - Identify what resources are required (i.e. equipment, time, personnel, PPE)
  - Identify what qualifications, skills or training are required by those doing the tasks
  - Determine what supervision and monitoring will be in place.

**Responsibility:** NZDFT Chief health and safety officer

**Monitoring:** Chief health and safety officer and NZDFT Board

**j. Personal protective equipment (PPE)**

- i. Where personal protective equipment (PPE) has been identified as a control to minimise the consequences of exposure to a risk, NZDFT must provide this for workers. Team members may provide their own PPE but it must be of the standard required by NZDFT to provide protection relevant to the risk.
- ii. Where PPE is specified as a risk control mechanism, it must be in good working order, of the correct size for the user, clean and hygienic and of the recommended standard required to adequately protect the user from the risk. NZDFT must provide information and training on the correct use.
- iii. Annual assessments will be done on any PPE to ensure that it is relevant to the risks present, in good condition and within its expiry date. Visual checks should be done on all PPE by team members prior to use.

**Responsibility:** NZDFT Technical Production Manager

**Monitoring:** NZDFT Chief health and safety officer

**k. Show/event specific hazards and risks**

- i. NZDFT must consult and cooperate with venues and other relevant PCBUs regarding all activities with risk, including show and events within venues and must include artists/ other related contractors whenever relevant.
- ii. The process must lead to a coordinated plan for jointly managing risks, including identifying who will act and be responsible, what will be done to prevent or mitigate risk, where those acts will occur and when those acts will



occur. regarding consultation, cooperation and coordination processes for jointly managing risks

**Responsibility:** NZDFT Chief health and safety officer

**Monitoring:** Chief health and safety officer and NZDFT Board

#### **I. Contractor and service provider risk management**

- i. NZDFT must consult, cooperate and coordinate with contractors and service providers in NZDFT workplaces regarding risks to health and safety.
- ii. Risks associated with contractor management will be assessed using the Risk register procedures.
- iii. NZDFT will inform contractors and service providers entering NZDFT workplaces of any significant risks they need to know about in the workplace.
- iv. NZDFT will obtain information from contractors and service providers prior to work commencing with regard to the risks associated with the work they will be doing and will assist the contractor/service provider with managing both public and NZDFT team member exposure to these.

#### **m. Exposure and health monitoring**

- i. If, as part of the risk assessment process NZDFT identifies risks to team member health as a result of exposure to substances (e.g. dust, allergens, chemicals) or work conditions (e.g. music noise exposures), then a specific regime will be developed in accordance with HSWA regulations to monitor the workplace exposure levels and/or worker health.

**Responsibility:** NZDFT Chief health and safety officer

**Monitoring:** NZDFT Chief health and safety officer and NZDFT Board

#### **n. Communication**

Communication of risk management procedures, specific risks, and controls will be via the following:

- i. Inductions for all new workers engaged directly by NZDFT
- ii. Toolbox briefings for all team members, the relevant venue personnel and any relevant artists prior to pack-ins and pack-outs commencing. These may include:
  - Discussion of the work plan for the tasks to be performed that day
  - Any risks associated with the work to be performed, and how these will be addressed
  - Risks associated with the venue or equipment to be used
  - Reiteration of safety protocols and expectations
  - Any requirements for PPE
  - Opportunity for team members, venue personnel and artists to raise any concerns and give input on risk management.

- iii. Pre-shift briefings for front of house team members and venue front of house staff. These may include:
  - Specific risks associated with the venue layout for a show / performance.
  - Specific risks associated with the show or performance for patrons/ audience members, FOH team members and/or venue FOH staff
  - Specific risks associated with patrons/ audience members for an event
  - Any amendments to emergency or evacuation procedures
  - Reiteration of safety protocols and expectations
  - Any requirements for PPE
  - Opportunity for workers to raise any concerns and give input on risk management.
- iv. Team meetings for all teams will include health and safety on the agenda with all new significant hazards and risks in relevant workplaces discussed with them.
- v. Production meetings with venue staff will discuss the risks associated with particular shows or events and the management and monitoring of these.
- vi. Signs and hazards boards may be used, in addition to the above communications, to alert visitors and the public to the dangers present for particular jobs and activities.

**Responsibility:** NZDFT Chief health and safety officer

**Monitoring:** NZDFT Chief health and safety officer and NZDFT Board

## 2.3. RESOURCES

### a. Documentation

The following documents are part of the NZDFT risk management processes and procedures

- i. Risk register
- ii. Quick report form
- iii. Notifiable events register
- iv. Asset register
- v. Safety data sheet
- vi. Hazardous substances and dangerous goods register
- vii. Hazards and accident/incident reporting chart
- viii. Visitor register
- ix. Visitor and team member briefing checklist.

### b. Physical resources

The following resources may be used for NZDFT hazard and risk management:

- i. High visibility vests
- ii. First aid kit.



### **c. References for risk controls and management**

- WorkSafe NZ website
- Standards NZ website
- MSDS New Zealand website (for chemical and material hazards)
- ETNZ – “A guide to safe working practices in the New Zealand theatre and entertainment industry”.
- ETNZ – “A guide to safe rigging practices for the entertainment industry in New Zealand”
- User manuals for plant, machinery, equipment and appliances
- Safety data sheets – from sellers and hirers

### **d. Monitoring**

Monitoring of risk controls will occur where any risk rating is medium, high or critical and elimination of the hazard is not practicable. This is to ensure that the stated controls are being applied correctly, and are working as intended to reduce the risk of harm occurring.



## NEW ZEALAND DANCE FESTIVAL TRUST

- PROUDLY PRESENTING TEMPO DANCE FESTIVAL

### HEALTH AND SAFETY at WORK 2015

#### 1. Health and Safety at Work Act 2015 Definitions

The HSw uses a number of important definitions, which have an impact on the way that the Act is interpreted, and therefore, the systems that are in place to manage Health & Safety. Key definitions are detailed in the Sections that follow.

*Hazard* – Includes a person's behaviour where that behaviour has the potential to Legislation, Standards and Codes

*Notifiable Event* - Means any of the following events that arise from work:

- The death of a person
- A notifiable injury or illness
- A notifiable incident.

*Notifiable incident* – Means an unplanned or uncontrolled incident that exposes anyone to a serious risk to that person's health or safety arising from **immediate or imminent** exposure to:

- Escape/spillage/leakage of a substance
- Implosion/explosion/fire
- Escape of gas/steam
- Escape of a pressurised substance
- Electric shock
- Fall/release from height of any plant/substance/thing
- Collapse/overturning/failure/malfunction/damage of plant that must be authorised for use under Regulation
- Collapse of a structure
- Collapse/failure of excavation/shoring supports
- Inrush of water/mud/gas in underground workings
- Interruption of main ventilation in underground excavation
- Collision between 2 vessels, vessel capsize or inrush of water into vessel
- Any other incident declared so by Regulation.

*Notifiable injury or illness* – Means:

- Any of the following that require immediate treatment
  - Amputation
  - Serious head injury
  - Serious eye injury
  - Serious burn
  - Separation of skin from tissue eg degloving
  - Spinal injury
  - Loss of bodily function
  - Serious lacerations
- An injury/ illness that requires hospitalisation
- An injury/illness that requires medical treatment within 48 hours of exposure to a substance
- Any serious infection to which carrying out work is a significant contributing factor
- Any other injury/illness declared so by Regulation.

*PCBU* – Means a person conducting a business or undertaking, alone or with others, whether or not for profit. It does not include an employee/ worker, a volunteer association, a home occupier who employs someone to do residential work or a statutory officer who is a worker.

*Reasonably practicable* – Means that which is at a particular time reasonably able to be done to ensure health and safety. It takes into account and weighs up all relevant matters including:

- the likelihood of the hazard/ risk occurring
- the degree of harm that might result
- what the person knows or ought reasonably to have known about the hazard/ risk and ways of eliminating/ minimising the risk
- the availability/ suitability of ways to eliminate/ minimise the risk and
- the cost associated with those ways.

*Worker* – Means an individual who carries out work, including an employee, a contractor, an outworker or homeworker, an apprentice/ trainee, a person gaining work experience or a volunteer worker.

*Workplace* – Means a place where work is or is customarily carried out and includes any place a worker goes while at work.

There are many other Acts, Regulations, Standards and Codes which govern Health & Safety requirements.

Detailed below are some examples:

### 1.1 Acts

- Building Act 1991
- Electricity Act 1992
- Gas Act 1992
- WorkSafe New Zealand Act 2013
- Dangerous Goods Act 1974
- Disabled Persons Community Welfare Act 1975
- Hazardous Substances & New Organisms Act 1996

### 1.2 Regulations

- Food Hygiene Regulations 1974
- Asbestos Regulations 1983
- Fire Safety and Evacuation of Buildings Regulations 1992

### 1.3 Standards, Codes & Guides

Examples include:

- AS/NZS 4804 OHS Management Systems – General Guidelines on Principles, Systems and Supporting Techniques
- NZS 6101: Classification of Hazardous Areas
- AS/NZS 1319: Safety Signs for Occupational Environment
- Occupational Overuse Syndrome \_ Guidelines for Prevention & Management (OSH)
- Approved Code of Practice for the Safe Use of Visual Display Units (OSH)
- Manual Handling – Guidelines for the Workplace (OSH)



# NEW ZEALAND DANCE FESTIVAL TRUST

- PROUDLY PRESENTING TEMPO DANCE FESTIVAL

## RISK ASSESSMENT AND MANAGEMENT PROCESS

### 1. Identification of risks

All NZDFT workplaces and activities must be assessed for hazards/ risks to health and safety.

### 2. Risk analysis

Each identified risk must be assessed based on the “likelihood” of the risk occurring and the “consequence(s)” of the risk occurring. Use the keys below to help you with the analysis. Record the answers on the Risk Register.

#### a. Likelihood key

Level		Description guide
A	Highly unlikely	The possible risk could only occur in exceptional circumstances
B	Unlikely	The possible risk is not expected to occur but has been known to occur before in this industry
C	Possible	The possible risk may occur or is known to occur from time-to-time in this industry
D	Likely	The possible risk will probably occur during a festival/show season (including pack-in and pack-out) or is known to often occur in this industry
E	Highly likely	The possible risk is expected to occur during a festival/ show season (including pack-in and pack-out)

#### b. Consequence key

Level		Description guide
1	Insignificant	No injury or harm No property damage No disruption to programme/ activity
2	Minor	First aid required +/-or minor property damage – easily repaired/ replaced with minimal costs

		No perceived disruption to programme/ activity
3	Moderate	Medical treatment required / ACC claim likely +/-or moderate property damage – repairable but with financial +/- or time costs +/-or temporary disruption to programme/ activity (several hours) +/-or minor damage to reputation – media/ ticket sales
4	Major	Hospitalisation/ over “three days off” injury/ on-going medical treatment required +/-or major property damage – large financial/time costs +/-or severe disruption/ cancellation of programme/ activity for one day +/-or moderate loss of reputation – media; significant loss of ticket sales
5	Severe	Fatality, permanent disability or multiple major level injuries/ harm +/-or very serious property damage – very large financial &/ or time costs +/-or severe disruption/ cancellation of programme/ activity (multiple days) +/-or major loss of reputation – intensive media coverage; significant loss of ticket sales across multiple events in a festival/ multiple festivals; loss of sponsors

### c. Evaluation of risks/ risk matrix

RISK MATRIX	Consequence				
Likelihood	Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
Highly unlikely A	VL	L	M	M	H
Unlikely B	VL	L	M	M	H
Possible C	L	M	M	H	C
Likely D	L	M	H	H	C
Highly likely E	M	M	H	C	C

### Key to risk matrix

Risk rating	Risk tolerance	Risk management guidelines
<b>C Critical</b>	Intolerable	<ul style="list-style-type: none"> <li>• Critical risks are unacceptable</li> <li>• Chief health and safety officer and Board must be informed</li> <li>• Activity must not proceed without controls to lower risk, CHS officer approval and structured supervision</li> <li>• Controls are required to eliminate risk if possible. If not possible, risk must be minimized</li> <li>• Monitoring of controls is required</li> </ul>
<b>H High</b>	Unacceptable	<ul style="list-style-type: none"> <li>• High risks are to be avoided</li> <li>• CHS officer and Board must be informed of risk</li> <li>• Activity must not proceed without CHS approval and structured supervision</li> <li>• Controls are required to eliminate risk if possible. If not possible, risk must be minimized</li> <li>• Monitoring of controls is required</li> </ul>
<b>M Medium</b>	Acceptable with controls in place	<ul style="list-style-type: none"> <li>• Medium risks need to be managed</li> <li>• Relevant supervisor must be informed of risk</li> <li>• Controls required to eliminate risk if possible. If not possible, risk must be minimized</li> <li>• Monitoring of controls is required</li> </ul>

<b>L</b> <b>Low</b>	<b>Acceptable</b>	<ul style="list-style-type: none"> <li>• Risk levels are generally acceptable</li> <li>• Risks are managed by routine planning and industry good practice</li> <li>• Risks are monitored to ensure risk doesn't increase with additional external influences (fatigue, illness, injury, environmental conditions etc)</li> </ul>
<b>VL</b> <b>Very low</b>	<b>Acceptable</b>	<ul style="list-style-type: none"> <li>• Risk levels are generally acceptable</li> <li>• No specific management of risk is required</li> </ul>

#### d. Control of risks

Hierarchy of control	
<b>Level 1</b>	<ul style="list-style-type: none"> <li>• Eliminate risk altogether</li> </ul>
<b>Level 2</b>	<ul style="list-style-type: none"> <li>• Substitute with something less risky</li> <li>• Isolate/ physically prevent contact</li> <li>• Reduce with physical/mechanical controls</li> </ul>
<b>Level 3</b>	<ul style="list-style-type: none"> <li>• Reduce with administrative controls eg processes, instructions, signs, spotters (for any residual risk once levels 1 and 2 are applied)</li> </ul>
<b>Level 4</b>	<ul style="list-style-type: none"> <li>• Personal protective equipment (for any residual risks once other levels are applied)</li> </ul>

#### e. Reassessment

Where a risk is initially assessed as critical or high, then once controls have been selected to manage it, reassess the risk for residual risk. Where needed, put in place additional actions and controls to manage these. Repeat as needed until risk is acceptable.

#### f. Monitoring

The risk controls must be monitored where any risk rating is medium, high or critical and eliminating the risk isn't reasonably practicable. The monitoring should ensure that the controls are being applied correctly and are working as intended to reduce the risk of harm occurring.