

JOINT SOP

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| Title | Dynamic Risk Assessment |
| Purpose | <p>Document the practice of continuous Dynamic Risk Assessment (DRA) as a component of all operational activities, including emergency response and training, to ensure responder safety is maintained.</p> <p>DRA formalises existing practices where operational personnel rapidly assess and control risk to themselves and others in order to decide on appropriate actions and tasks.</p> |
| Scope | <p>This Joint Standard Operating Procedure applies to all emergency response activities (response and training) undertaken by responder agency personnel.</p> <p>DRA is the continuous assessment and control of risk in rapidly changing circumstances. DRA is an intuitive thought process, and is typically not recorded.</p> |
| Applicable Agencies | <p>This procedure applies to the following agency personnel;</p> <ul style="list-style-type: none"> • CFA • DELWP • MFB • VICSES |
| Content | <p>Identify the steps in the procedure and the related page number(s). Include any schedules.</p> <p>The procedural contents of this SOP are:</p> <ul style="list-style-type: none"> • Step 1: Evaluate the situation, tasks and persons at risk • Step 2: Select systems of work • Step 3: Assess chosen system of work • Step 4: Decide: Are the risk proportional to the benefits? • Step 5: Modify: Can additional control measures be introduced? • Step 6: Proceed with task • Schedule 1: DRA process diagram • Schedule 2: DRA Aide Memoire |
| Responsibilities | <p>Agency Chief Officer Responsible for ensuring that appropriate accountabilities are allocated to agency personnel regarding the management of operational risks.</p> <p>Incident Controller Responsible for the determination of the overall strategy, incident response and the safety of all emergency responders.</p> |

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| | Responder Agency personnel Responsibility and duty of care to fulfil their duties in accordance with OH&S Act 2004 and associated operational procedures. All emergency responders need to undertake DRA in the course of fulfilling their duties, and accept responsibility for their own safety and that of their colleagues. |
| Definitions | Dynamic Risk Assessment A continuous assessment and control of risk in the rapidly changing circumstances of an operational incident and training. |

PROCEDURE

The DRA process involves the following steps used as a guide to the identification, assessment and control of risks;

1. Evaluate the Situation, Tasks and Persons at Risk

- 1.1 Consider what information and tools are available (e.g. emergency call information, SMEACS briefing, WATCHOUT and LACES, pre-plans or familiarity with the structure/ environmental conditions).
- 1.2 Identify the hazards in carrying out objective/tasks and what risks are associated with these hazards that could affect emergency service personnel, the public and the environment.
- 1.3 Evaluate the level of risk by considering the likelihood and consequence of an adverse event.
- 1.4 Determine what resources are available (e.g. personnel, appliances, equipment or specialist advice).
- 1.5 Communicate with crew members, supervisor, Incident Controller, Safety Officer or specialist personnel, as appropriate.

2. Select Systems of Work

- 2.1 Consider the possible systems of work and choose the most appropriate for the situation. Begin with established procedures that have been considered in pre-planning and training.
- 2.2 Ensure that personnel are competent (skills and ability) to carry out the tasks that they have been allocated.

3. Assess the Chosen Systems of Work

- 3.1 Assess the chosen systems of work and determine the associated level of risk. The acceptable level of risk will depend on a range of factors including (but not limited to):
 - The potential risk to emergency responders and the community (i.e. does the system of work maintain responder safety?)
 - Information on whether there are lives at risk that can be saved
 - The real value of the asset involved (building, equipment and the environment)

- The likely cost (financial/social/community) arising from the incident or the potential escalation of the incident
- The level of risk - the likelihood and consequence of an adverse event occurring.

4. Decide: Are the risks proportional to the benefits?

- 4.1 Remember responder safety is paramount.
- 4.2 Determine whether the risks of the tasks are proportional to the benefits. Assess whether the benefit gained from carrying out the tasks outweigh the possible consequences if the risks are realised.
- 4.3 If the answer is **YES** (benefits outweigh the risks), go to Step 6 (Proceed with task)
- 4.4 If the answer is **NO** (risks outweigh the benefits), go to Step 5 (Decide).

5. Modify: Can additional control measures be introduced?

- 5.1 When deciding if additional measure can be introduced, consider the following hierarchy of risk controls:
 - Elimination – e.g. remove or minimise the remaining or additional hazards, as far as is reasonably practicable.
 - Substitution – e.g. use additional specialist resources (e.g. aerial appliance, swift water technician, urban search and rescue team).
 - Engineering Controls – e.g. specialist equipment / tools.
 - Administrative Controls – e.g. appoint a Safety Officer or establish an Incident Management Team (IMT).
 - Personal Protective Equipment (PPE) – e.g. use additional PPE (e.g. safety glasses, harnesses, hearing protection, P2 masks).
- 5.2 If the answer is **YES**, introduce the identified risk controls and return to Step 3 (Assess).
- 5.3 If the answer is **NO**, **do not proceed** with task, consider viable alternatives and return to Step 1 (Evaluate)

6. Proceed with task

- 6.1 Proceed with the tasks ensuring that responder safety is maintained through:
 - Both individual and team goals being understood
 - Responsibilities have been clearly allocated
 - Safety measures and procedures are clearly understood
 - Consider appointing a safety officer.
- 6.2 Continuously monitor, return to Step 1 (Evaluate) if there is a change to situation, task or persons at risk. Sub heading – First level

SAFETY

Emergency Personnel need to ensure that the protection and preservation of life is maintained at all times.

In the application of this JSOP there the following safety considerations apply:

- When assessing risk, responder safety is paramount

REFERENCE

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| Related Documents | Emergency Management Act 1986 and 2013 Occupational Health and Safety Act 2004 State Emergency Response Plan 8 July 2014 (EMMV Part 3) SOP J3.14 Control of Class 1 Emergencies SOP J8.01 – OH&S Incident Response – Class 1 Emergencies DRA Training diagram Agency training documents AIIMS 4 th Edition |
| Environment | Nil |

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REVIEW

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| Date Issue | 5 June 2017 |
| Date Effective | 1 July 2017 |
| Date to be Reviewed | September 2020 |
| Date to Cease | |

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AUTHORITY

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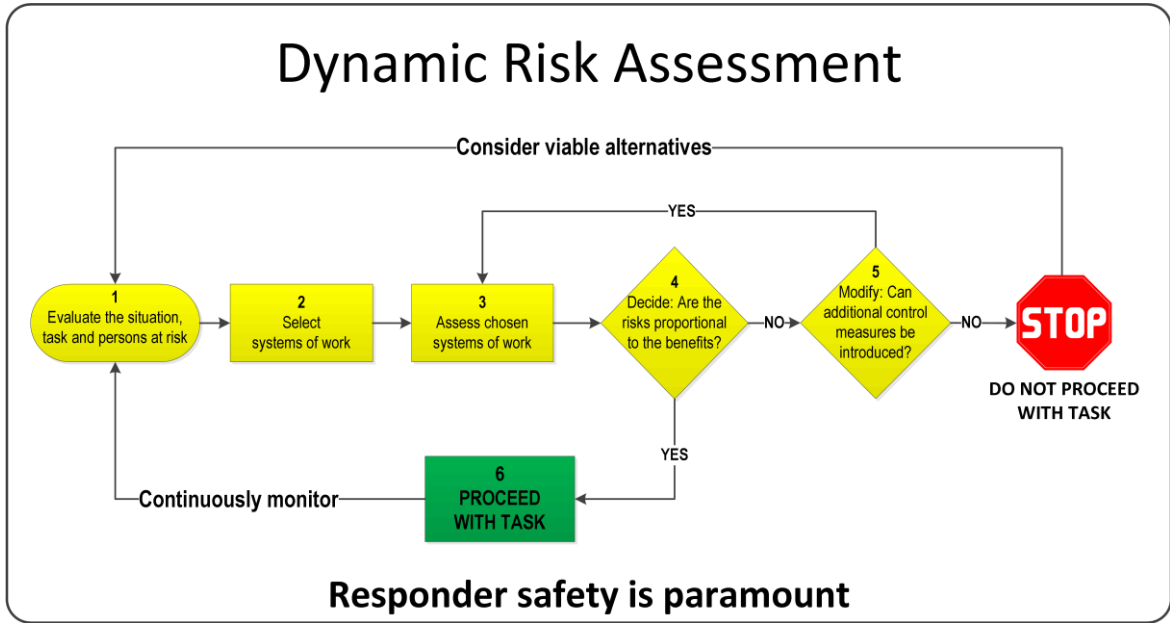
The Emergency Management Commissioner has issued this SOP under section 50 of the Emergency Management Act 2013.

| Approved | Signature | Date |
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| Craig Lapsley Emergency Management Commissioner | | |
| Endorsed | Signature | Date |
| Steve Warrington Chief Officer, CFA | | |
| Stephanie Rotarangi Chief Fire Officer, FFM Vic – DELWP | | |
| Paul Stacchino Acting Chief Officer, MFB | | |
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Schedule 1

Dynamic Risk Assessment

Dynamic Risk Assessment



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Schedule 2

Aide Memoir – Dynamic Risk Assessment

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