

<b>JOINT SOP</b>	
<b>Title</b>	Dynamic Risk Assessment
<b>Version</b>	version 6.0
<b>Purpose</b>	This Joint Standard Operating Procedure (JSOP) outlines the requirement for and process of Dynamic Risk Assessment (DRA) as a fundamental component of ensuring emergency responder and the safety of others during response activity and training.
<b>Scope</b>	<p>This JSOP applies during all emergency response or training activities and may occur in conjunction with a formal risk assessment or when no formal risk assessment has been undertaken.</p> <p>DRA should only be used as the sole process for risk management in contexts where the incident or training scenario presents dynamic risks. Where an incident or training scenario allows for proper and documented planning this must occur in addition to DRA being utilised by emergency personnel as continuous and supplementary outcome.</p>
<b>Applicable Agencies</b>	<p>This procedure applies to the following agency personnel;</p> <ul style="list-style-type: none"> <li>• CFA</li> <li>• DEECA (FFMVic)</li> <li>• EMV</li> <li>• FRV</li> <li>• VICSES</li> </ul> <p>Other agencies may use this JSOP as applicable.</p>
<b>Content</b>	<p>The procedural contents of this JSOP are:</p> <ul style="list-style-type: none"> <li>• Step 1: Evaluate the situation, tasks and persons at risk</li> <li>• Step 2: Select systems of work</li> <li>• Step 3: Assess chosen system of work</li> <li>• Step 4: Decide: Are the risk proportional to the benefits?</li> <li>• Step 5: Modify: Can additional control measures be introduced?</li> <li>• Step 6: Proceed with task</li> <li>• Schedule 1: DRA process diagram</li> <li>• Schedule 2: DRA Aide Memoire</li> </ul>
<b>Responsibilities</b>	<p><b>Agency Commissioner/Chief Officer</b> Responsible for ensuring that agency personnel are trained and competent to undertake and apply DRA in all operational and training contexts.</p>

	<p><b>Incident Controller</b> Responsible for communicating the requirement to emergency responders under their command to apply DRA the escalation of identified risks via established chains of command and the management of risk at all levels of the incident.</p> <p><b>Responder Agency personnel</b> All emergency responders are required to undertake DRA while fulfilling their duties when there are unforeseen hazards and risks.</p>
<b>Definitions</b>	<p>Common Emergency Management terms and definitions can be found in EM-COP under Library &gt; Definitions.</p> <p>Within this document, the following definitions apply:</p> <p><b>Dynamic Risk Assessment</b> The continuous process of identification, assessment and control of risk in the rapidly changing circumstances of an operational incident or training scenario.</p>

PROCEDURE

The DRA process involves the following six steps to identify, assess and control 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-Q briefing, WATCHOUT and LACES, AV specific Special Patient (SPPT) database, pre-plans or familiarity with the structure/ environmental conditions).
- 1.2 Identify the hazards and risks 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 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, and the capability and limitations of these resources under the operational environment).
- 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 (this may include skills, qualifications, training or experience or a combination of all three) to undertake future tasks prior to performing them.

### 3. Assess the Chosen Systems of Work

3.1 Assess the chosen systems of work and determine the acceptable risk. An acceptable risk will depend on a range of factors including (but not limited to):

- Agency procedures and training
- 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 likelihood and consequence of an adverse event occurring.
- Time required for the response and any forecast changes that may result in the situation deteriorating

3.2 Consult with crews that are affected by the identified risk on matters which will affect their health and safety and the suitability and availability of the controls to eliminate or minimise risk

### 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 based on the suitability and availability of controls. 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 (Modify).

### 5. Modify: Can additional control measures be introduced?

5.1 When deciding if additional measures can be introduced, consider the following hierarchy of risk controls: - one or more hierarchy of controls can be used to control a hazard:

- Elimination – e.g. remove hazards if possible.
- 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, and return to Step 1 (Evaluate)

## 6. Proceed with task

6.1 Proceed with the tasking after communicating with all personnel on agreed safety measures and procedures;

- Both individual and team goals are understood
- Responsibilities have been clearly allocated
- Safety measures and procedures are clearly understood
- Consider appointing a Safety Officer

6.2 Continuously monitor the risks, return to Step 1 if there is a change to the situation

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### SAFETY

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Protection and preservation of life and relief of suffering is paramount. This includes:

- Safety of emergency response personnel; and
- Safety of community members including those most at risk in emergencies both residents and visitors/tourists.

### REFERENCE

#### Related Documents

[Emergency Management Act 2013](#)

[Occupational Health and Safety Act 2004](#)

[Victorian State Emergency Management Plan](#)

[JSOP 08.01 OH&S Incident Reporting and Investigation - Major Emergencies](#)

AIIMS 4<sup>th</sup> Edition

### REVIEW

#### Date Issue

11 July 2024

#### Date Effective

22 August 2024

#### Date to be Reviewed

August 2027

#### Date to Cease

N/A

## AUTHORITY

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

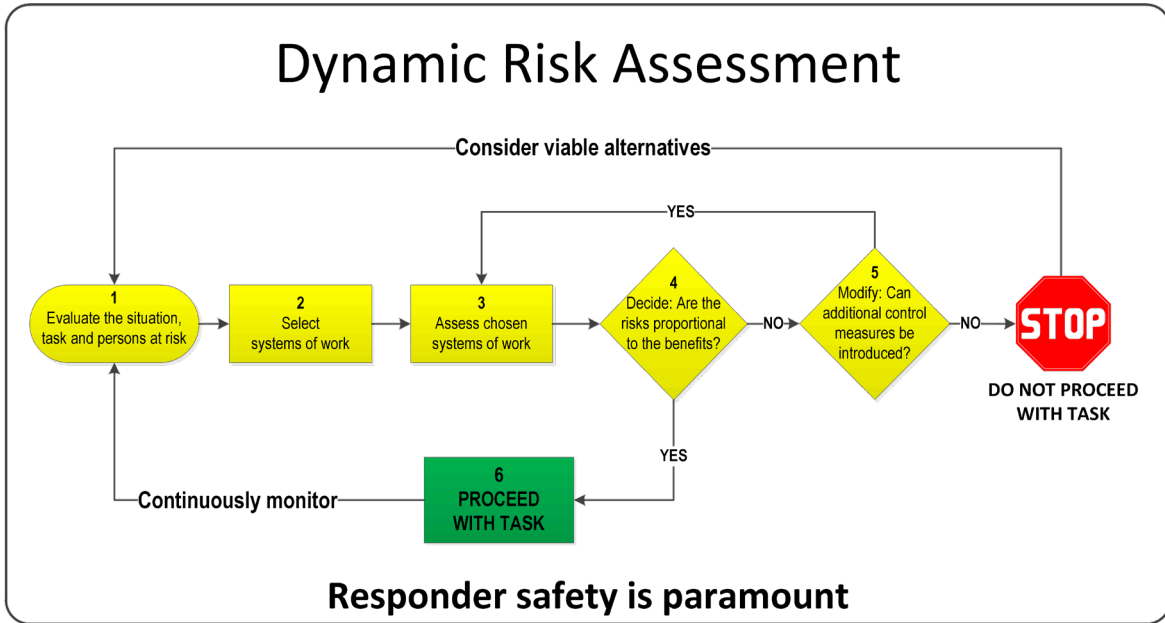
Approved	Signature	Date
Rick Nugent Emergency Management Commissioner	Signed Copy Kept on File at the SCC	11 July 2024
Endorsed	Signature	Date
Jason Heffernan Chief Officer, CFA	Signed Copy Kept on File at the SCC	11 July 2024
Chris Hardman Chief Fire Officer, DEECA (FFMVic)	Signed Copy Kept on File at the SCC	11 July 2024
Gavin Freeman Commissioner, FRV	Signed Copy Kept on File at the SCC	11 July 2024
Tim Wiebusch Chief Officer Operations, VICSES	Signed Copy Kept on File at the SCC	11 July 2024

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# Schedule 1

## Dynamic Risk Assessment



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# Schedule 2

## Aide Memoire – Dynamic Risk Assessment



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