

PM-Partners group

Risk Management Policy

1. Purpose

PM-Partners group (the “Company”) is committed to providing a safe and healthy work environment in which all workplace participants are treated fairly, with dignity and respect.

This policy outlines the Company’s commitment to a safe workplace and is aimed at ensuring, so far as it reasonably can, that workplace participants are not subjected to any form of injury or illness as a result of being at work. It also details the legal responsibilities of the Company and workplace participants in relation to preventing injury/illness in the workplace.

2. Scope

The Risk Management Program is applicable to all workplace participants.

3. Definitions

- » Company – includes all subsidiaries that are owned or controlled, directly or indirectly, by PM-Partners group.
- » Workplace Participants – PM-Partners group employees including members of the Board of Directors, independent contractors, casual staff and agency staff.
- » Human Resources (HR) – for local application the HR Manager will take responsibility. For regional workplace participants the Head Of or Service Delivery Manager will take responsibility.

4. Responsibility and Authority

Role	Responsible	Accountable	Consult	Inform
Workplace Participants	✓	✓		
HR Manager	✓	✓	✓	✓
Regional Head Of	✓	✓	✓	✓
Manager/Supervisor	✓	✓	✓	✓

5. Policy

This policy covers all employees of the Company (whether full-time, part-time or casual) and all persons performing work at the direction of, in connection with, or on behalf of the Company (for example contractors, subcontractors, agents, consultants, and temporary staff) (collectively “workplace participants”).

PM-Partners group recognises the importance and preventative steps in dealing with workplace hazards.

Risk Management is a four tiered approach and is adopted throughout PM-Partners group in all locations.

5.1. Legal responsibilities

Everyone at the workplace has a legal responsibility to prevent injury/illness from occurring.

Under the Work Health and Safety Acts in all states the Company has the primary duty to eliminate or minimise, as far as reasonably practicable, the risks to health and safety in the workplace. This duty includes the implementation of strategies to prevent workplace injuries/illness. This policy will assist the Company in complying with its legal responsibilities.

Workplace participants are also required under the Legislation to take reasonable care for their own health and safety, as well as that of others at the Company's workplace. They must also comply with any reasonable instruction given by the Company. Compliance with this policy will assist workplace participants in meeting their legal responsibilities.

If workplace participants fail to adhere to the legislation this may result in Criminal proceedings. The Work Health and Safety Acts in all states indicate that if a workplace participant is found guilty of committing discriminatory conduct, a penalty may be issued.

5.2. Definitions

Risk Management is the identification, assessment, and prioritisation of risks followed by coordinated and economical application of resources to minimise, monitor, and control the probability and/or impact of the events. It is a 4 step process that involves identification of a hazard, assessment and then control of the risk and finally a process to review the effectiveness of any controls put in place.

Hazard means a situation or thing that has the potential to harm a person. Hazards at work may include: noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace.

Risk is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.

Risk control means taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.

Hierarchy of risk control refers to the ways of controlling risks where they are ranked from the highest level of protection and reliability to the lowest. The workplace health and safety requires employers to work through this hierarchy when managing risks.

5.3. Responsibilities

Managers have the responsibility to:

- » Apply this policy in relation to the identified hazard when identified.
- » Assess the risk of potential injury/illness workplace participants, visitors and/or damage to property.
- » Determine through a consultative mechanism appropriate ways to manage the risk in the workplace working through the hierarchy of control.
- » Implement the control methods.
- » Monitor and review the control methods.
- » Ensure all documentation in relation to the hazard is completed and submitted to the HR Manager via the Risk Register.

- » Ensure all relevant workplace participants are made aware of any changes to the work process as a result implemented controls.

Supervisors have the responsibility to:

- » Advise their manager of identified hazards.
- » Assist their manager to assess the risk of potential injury/illness to workplace participants, visitors and/or damage to property.
- » Assist in consulting with relevant workplace participants and/or Health and Safety Representatives on appropriate ways to manage the risk in the workplace.
- » Assist in the monitoring and review of the control methods.
- » Ensure all relevant workplace participants are made aware of any changes to the work process as a result implemented controls.

All workplace participants have the responsibility to:

- » Notify their manager and/or supervisor of any identified hazards.
- » Participate in any consultation process to assist with controlling risks.
- » Apply any new procedures or processes as a result of a control method.

Health and Safety Representatives have the responsibility to:

- » Assist the manager/supervisor in assessing the risks of potential injury/illness to workplace participants, visitors and/or damage to property.
- » Assist the manager/supervisor in the consultation process to determine the appropriate ways to manage the risk in the workplace working through the hierarchy of control.
- » Undertake the scheduled workplace inspections and report to the relevant manager any issues identified.

5.4. Risk Management Approach

5.4.1 When will PM-Partners group apply a Risk Management Approach

Managing work health and safety risks is an ongoing process that is triggered when any changes affect the work activities. PM-Partners group will work through the steps when:

- » Starting a new business or purchasing a business.
- » Changing work practices, procedures or the work environment.
- » Purchasing new or used equipment or using new substances.
- » Planning to improve productivity or reduce costs.
- » New information about workplace risks becomes available.
- » Responding to workplace incidents (even if they have caused no injury).
- » Responding to concerns raised by workplace participants, health and safety representatives or others at the workplace.
- » Required by the WHS regulations for specific hazards.

It is also important to use the risk management approach when designing and planning products, processes or places used for work, because it is often easier and more effective to eliminate hazards before they are introduced into a workplace by incorporating safety features at the design stage.

Risk Management has been applied to:

- » Manual handling.

Please see these policies for more detail.

5.4.2. Identification

Identifying hazards in the workplace involves finding things and situations that could potentially cause harm to people. Hazards generally arise from the following aspects of work and their interaction:

- » Physical work environment.
- » Equipment, materials and substances used.
- » Work tasks and how they are performed.
- » Work design and management.

PM-Partners group has several ways in which hazards are identified:

- » Hazard/Incident report provided by managers and workplace participants.
- » Workplace inspections performed monthly by Heads Of or HR Manager and quarterly by designated health and safety representatives.
- » Consultation with management and workplace participants
- » Accident investigation after each incident requiring investigation.
- » Workplace audits conducted formally at least biannually.
- » Scheduled inspections of electrical equipment.

Hazard/Incident Report

- » If any workplace participant identifies a safety or health hazard at their workplace and is unable to fix the problem, it must be reported immediately to their Supervisor or directly to the Manager. A Hazard Report Form must be completed as part of this process.
- » The Supervisor/Manager will conduct an investigation of the hazard and determine and apply suitable controls. The Health and Safety representative, where required can assist in the investigation of the hazard.
- » A risk assessment will be conducted to determine the level of risk.
- » Hazards with a high level of risk will be actioned immediately.
- » All hazard reports will be forwarded to the HR Manager who will discuss with the WHS Committee and Heads Of.
- » Where necessary, the hazards identified will be incorporated in the workplace hazard inspection checklist. This is to ensure the corrective action taken is appropriate and effective.
- » Hazards are listed in the site Risk Register located with the HR Manager.

Workplace Inspections

The Health and Safety Representatives or relevant Manager undertakes monthly inspections of each premises. The results are tabled at the Heads Of and/or WHS Committee meetings and resolution of each issue is attempted. Responsibility for resolution is tabled and actioned by the most appropriate manager. For any urgent issues identified that can cause major injury/illness or death, these are reported immediately to a Head Of for immediate action and reported immediately to the HR Manager.

Incidental inspections undertaken everyday by all levels of management and workplace participants form part of this policy and any issues should be resolved as per the usual process.

Consultation

Health and Safety representatives will liaise with workplace participants and their managers on general WHS and welfare issues. These will be documented alongside the inspection and tabled during group meetings. Specific consultation will occur with workplace participants and their managers for new WHS initiatives as they arise.

Accident Investigation

In the event of an injury/illness or a near miss to a workplace participant the Incident form is filled out by the workplace participant with the supervisor/manager with final notation by the Managing Director.

All forms are recorded and accidents that require medical attention are investigated by the relevant direct manager. All other accidents are used to determine areas of concern and a general inspection is undertaken in the area.

The investigation involves:

- » Discussion with the person effected.
- » Discussion with the relevant Manager.
- » Discussion with any witnesses.
- » Review of written procedure vs work practice.

The investigation will lead to identify existing or potential hazards. The ***Investigation Form attached to the Accident/Incident form will be used.***

Workplace Audits

Workplace audits are a systematic approach to identifying workplace hazards and will be conducted biannually either internally or externally by appropriately appointed consultant.

The recommendations will be tabled at executive meetings with a discussion for resolution and allocation of responsibility.

5.4.2. Assessment

To determine the risk or the likelihood of an injury/illness from an identified hazard, an assessment of that hazard will occur.

A risk assessment involves considering what could happen if someone is exposed to a hazard and the likelihood of it happening. A risk assessment helps determine:

- » How severe a risk is.
- » Whether any existing control measures are effective.
- » What action you should take to control the risk.
- » How urgently the action needs to be taken.

A risk assessment can be undertaken with varying degrees of detail depending on the type of hazards and the information, data and resources that you have available.

The following factors will be taken into account when assessing against **current** methods, including **current** controls:

- » Likelihood of the injury/illness occurring.
- » Most realistic consequence/severity of the injury/illness.
- » Frequency/duration of exposure to the hazard.
- » Human factors involved i.e. the age, skill level, physical make-up and training/education of the workplace participant undertaking a task whilst exposed to the hazard.

The hazard will be given a rating either using the matrix attached.

The hazard will be rated and prioritised in relation to other hazards so that appropriate resources can be allocated to manage hazards.

Details of the assessment are documented in the Risk Register and the Incident/Hazard Form.

Severity	Likelihood			
	A Very likely	B Likely	C Unlikely	D Very Unlikely
1. Catastrophic	High (1A)	High (1B)	High (1C)	Medium (1D)
2. Major	High (2A)	High (2B)	Medium (2C)	Medium (2D)
3. Moderate	High (3A)	Medium (3B)	Medium (3C)	Low (3D)
4. Minor	Medium (4A)	Medium (4B)	Low (4C)	Low (4D)

Table 1 – Risk Assessment Matrix

	Severity	Description
1.	Catastrophic	Death or permanent disability/illness. Severe property & business loss (e.g. explosion). Severe environmental damage (e.g. contaminants release).
2.	Major	Long-term illness or serious injury. Loss of business capability for greater than 1 day. Major property or environmental damage.
3.	Moderate	Medical treatment or several days off work. Property damage resulting in some loss of business capability. Contaminant release contained without outside assistance
4.	Minor	First aid treatment. Minor property damage. On site contaminant release immediately contained.

Table 2 – Severity

	Severity	Description
A	Very Likely	Considering how often people are exposed to the hazard, the chosen severity would be expected to occur most times

B	Likely	Considering how often people are exposed to the hazard, the chosen severity would be expected to occur often .
C	Unlikely	Considering how often people are exposed to the hazard, the chosen severity would be expected to occur sometimes .
D	Very Unlikely	Considering how often people are exposed to the hazard, the chosen severity would hardly ever occur.

5.4.4. Control

Upon assessment and prioritisation of the identified hazards. Each hazard will be controlled as far as is reasonably practicable. PM-Partners group recognises that elimination is the best result, where this is not practicable, minimisation of risk will be considered.

Controls will be allocated responsibility, timeframes and practicable resources. They will be reviewed monthly at the National WHS Committee meetings to determine progress.

<u>Level 1</u> (best) <i>Eliminate the risk</i>	Eliminate	The best way to correct a safety problem is to eliminate the hazard (e.g. replace faulty wiring, or remove/relocate equipment/ machinery). If the hazard cannot be eliminated, then consider the options below.
<u>Level 2</u> <i>Minimise the risk</i>	Substitute	Replace the hazardous substance, machine or tasks with a safe one.
(as above)	Engineer	Modify the tools or equipment, enclose the equipment, put guards in place
<u>Level 3</u> <i>Develop other control measures</i>	Administration	Develop and implement safe procedures and training for hazardous jobs
(as above)	Personal Protective Equipment	Personal protective equipment (e.g. safety glasses, footwear and hearing protection) are important but should be used only when other measures are not practicable.

5.4.5. Resolution Hierarchy

High requires HR Manager and Director Sign off

Medium requires HR Manager and Head Of Sign off

Low requires Team Leader or Head Of Sign off (the day to day supervisor for the area)

5.4.6. Remove and Rectify and Report

The individual reporting or seeing a hazard, where practicable and safe to do so will personally take immediate steps to remove the hazard or put in place controls which prevent the hazard from causing potential injury or damage e.g. shut down equipment, tag or barricade an area.

Any individual who puts in place a control method will report the hazard to the immediate supervisor in charge and/or Manager describing clearly what has been done to remove or control the hazard. This is to be reported as soon as possible after the action taken. The supervisor will review the report, immediate actions taken and any recommendations made with the individual and take any other actions he/she deems appropriate. Before leaving the workplace after the shift, the supervisor will contact the relevant manager and advise of the hazard and actions taken.

All actions taken or recommended must have clear completion in writing, and sign off on the Hazard Report Form which can be readily accessed and audited.

5.4.7. Review

Prudent risk management requires regular reviews of control methods implemented to ensure that risks continue to be controlled/managed.

PM-Partners group will review control methods through the following methods:

- » During the regular workplace inspections undertaken by HSR or management.
- » During workplace audits.
- » During specific reviews of risks when controls are implemented that require a unique review due to the nature of the risk.

5.4.8. Documenting Risk Management Processes

Hazards and risk assessment will be initially documented on the relevant forms where sign off by the direct manager. The forms will then be logged in the Risk Register as a summary of details so that relevant reporting and tracking can take place.

6. Breach of Policy

The Company takes very seriously its commitment to providing a safe and healthy work environment, free from injury/illness. All workplace participants are required to comply with this policy.

If a workplace participant breaches this policy, they may be subject to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with the Company terminated or not renewed.

7. More Information

If a workplace participant is unsure about any matter covered by this policy, or requires more information about WHS Consultation they should seek the assistance of their manager, or of Human Resources Manager Australia. They may also wish to seek external advice from the relevant regulatory authority, such as WorkCover/WorkSafe/SafeWork.

8. Review

This procedure will be reviewed annually, through consultation with workplace participants and health and safety representatives, or when legislative requirements change, or in the event of a serious occurrence involving a manual handling task.

9. Variations

The Company reserves the right to vary, replace or terminate this policy.