

Risk Management Procedure

SAMPLE

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Risk Management Procedure

1. Purpose

The purpose of this Risk Management Procedure is to provide a systematic approach for identifying, assessing, controlling and reviewing risks to the health and safety of workers and others at [Company Name]. This procedure supports [Company Name]'s commitment to eliminating risks to work health and safety (WHS) so far as is reasonably practicable, and where risks cannot be eliminated, to minimise them as far as is reasonably practicable.

This procedure aims to:

- Ensure hazards are identified in a timely, consistent and proactive manner.
- Ensure risks are assessed using a clear and transparent methodology.
- Ensure appropriate control measures are implemented, monitored and reviewed.
- Clarify responsibilities for risk management across all levels of [Company Name].
- Support compliance with relevant WHS legislation, codes of practice and Australian Standards.

2. Scope

This procedure applies to:

- All workers of [Company Name], including employees, contractors, labour hire workers, apprentices, trainees, volunteers and work experience students.
- All workplaces controlled by [Company Name], including offices, depots, workshops, warehouses, vehicles, client sites and remote or isolated work locations.
- All work activities undertaken by or on behalf of [Company Name], including planning, design, procurement, construction, maintenance, operations, events, and decommissioning.

This procedure covers:

- Routine and non-routine tasks.
- Changes to plant, substances, structures, systems of work and work environments.
- New projects, contracts and tenders.
- Emergency situations and foreseeable abnormal events.

3. References and Legislative Context

This procedure is to be read in conjunction with the following (as applicable in the relevant jurisdiction):

- Work Health and Safety Act.

- Work Health and Safety Regulation.
- Safe Work Australia Model Code of Practice: How to Manage Work Health and Safety Risks.
- Safe Work Australia Model Code of Practice: Work Health and Safety Consultation, Cooperation and Coordination.
- Relevant industry-specific codes of practice.
- Applicable Australian Standards (e.g. AS/NZS ISO 31000 Risk Management – Guidelines; AS 3745 Planning for emergencies in facilities).
- [Company Name] WHS Policy.
- [Company Name] Incident Management Procedure.
- [Company Name] Consultation and Communication Procedure.

4. Definitions

For the purpose of this procedure:

- **Hazard** – A situation or thing that has the potential to harm a person, including injury or illness. Hazards can include physical, psychosocial, chemical, biological, ergonomic and environmental factors.
- **Risk** – The possibility that harm (death, injury or illness) might occur when exposed to a hazard, combined with the severity of that harm.
- **Risk Management** – The process of identifying hazards, assessing and controlling risk, and reviewing control measures to ensure they remain effective.
- **Reasonably Practicable** – That which is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account and weighing up relevant matters such as the likelihood of the hazard or risk occurring, the degree of harm, what the person knows or ought reasonably to know, the availability and suitability of ways to eliminate or minimise the risk, and the cost associated with those ways.
- **Control Measure** – An action taken to eliminate a health and safety risk or, if that is not reasonably practicable, to minimise the risk so far as is reasonably practicable.
- **Hierarchy of Control** – A ranking of risk control measures from the most effective to the least effective: elimination, substitution, isolation, engineering controls, administrative controls and personal protective equipment (PPE).
- **PCBU** – Person Conducting a Business or Undertaking, as defined in WHS legislation.
- **Officer** – A person who makes, or participates in making, decisions that affect the whole or a substantial part of [Company Name].
- **Worker** – Any person who carries out work in any capacity for [Company Name], including employees, contractors, subcontractors, labour hire workers, apprentices, trainees, volunteers and work experience students.

- **Risk Assessment** – The process of evaluating the likelihood and consequence of injury or illness arising from exposure to a hazard.
- **Risk Register** – A documented record of identified hazards, assessed risks and the control measures implemented to manage those risks.

5. Responsibilities

5.1 Officers

Officers of [Company Name] must exercise due diligence to ensure that [Company Name] complies with its duties under WHS legislation in relation to risk management. This includes taking reasonable steps to:

- Acquire and keep up-to-date knowledge of WHS matters, including current risk management practices.
- Understand the nature of the operations of [Company Name] and the hazards and risks associated with those operations.
- Ensure appropriate resources and procedures are available and used to eliminate or minimise WHS risks.
- Ensure processes are in place for receiving, considering and responding to information about WHS incidents, hazards and risks.
- Ensure processes are in place for complying with any duty or obligation under WHS legislation, including consultation, training and reporting.

5.2 Senior Management

Senior managers are responsible for:

- Implementing and maintaining this Risk Management Procedure in their areas of control.
- Ensuring risk management is integrated into business planning, decision-making and change management processes.
- Approving and reviewing risk assessments for high-risk activities and critical hazards.
- Ensuring adequate resources (people, time, budget, tools and training) are allocated for effective risk management.
- Monitoring the effectiveness of risk controls and ensuring corrective actions are completed.

5.3 Managers and Supervisors

Managers and supervisors must:

- Apply this procedure to all tasks and activities under their control.
- Lead and participate in hazard identification and risk assessment processes.
- Ensure workers are consulted about hazards, risks and control measures.