

Safety Risk Management Policy

Our commitment

PK Plumbing and Gasfitting is committed to the implementation of an organisation wide Risk Management Framework that eliminates the risks associated with our operations or minimises them if elimination is not reasonably practicable.

How we will meet our commitment

Risk management is a proactive process that helps us eliminate the risks associated with our operations or minimise them if elimination is not reasonably practicable, through planned, systematic, and coordinated processes regarding risk. Risks can arise at any stage of our operations and must be managed appropriately.

Our objectives are to:

- implement a consistent approach to risk management throughout our organisation
- take all practicable measures to identify, assess and eliminate risks associated with our operations or minimise them if elimination is not reasonably practicable
- enable the timely and accurate reporting of new risks in the workplace
- continuously improve our approach to risk management through regular monitoring, review, analysis and audit

To this end, we have developed a Risk Management Framework that sets out the key stages of the risk management process and the supporting processes.

A full explanation of our Risk Management Framework is provided in the Risk Management Procedure.

All details of risks, control measures and implementation responsibilities are documented in the Risk Register.

Scope

This policy and supporting procedures apply to all workers and other persons at our workplace and all workers while present at another workplace (e.g. a customer's workplace).

Responsibilities

PK Plumbing and Gasfitting has identified the following roles within our organisation with responsibilities for risk management, as:

- the employer/ person conducting a business or undertaking (PCBU)
- managers/supervisors
- workers

A summary of the key responsibilities for each role are listed below.

Employer/PCBU Responsibilities

The Employer or PCBU can be a sole trader, the partners in a partnership, a company, an unincorporated association or a government department. In our organisation this responsibility is accepted by Director, Philip Kenny.

The Employer/PCBU must:

- establish and implement the Risk Management Framework that will enable our risk management objectives to be met
- define and communicate risk management responsibilities and accountabilities to managers and supervisors and other relevant personnel

Manager/Supervisor Responsibilities

Managers and supervisors are workers who have an area of control within the workplace. In our organisation this responsibility is accepted by <insert relevant role/s e.g. Shift Supervisors, Site Managers>.

Managers and supervisors must:

- ensure this Risk Management Policy and the Risk Management Framework are effectively implemented and followed within their area of control
- accept accountability for identifying, assessing and eliminating risks associated with our operations or minimising them if elimination is not reasonably practicable
- accept accountability for the continuous monitoring of known or potential risks and regular review, analysis and audit of risks within their area of control
- resolve or appropriately escalate identified risks promptly

Worker Responsibilities

A worker is any person who carries out work for a PCBU, including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.

Workers must:

- comply with this Risk Management Policy and the Risk Management Framework at all times
- report any risks in our workplace promptly
- report any risks while present at another workplace promptly

Supporting policies and procedures

This policy should be read and followed in conjunction with the:

- Work Health and Safety Policy
- Chain of Responsibility Policy
- Risk Management Procedure
- Drugs and Alcohol Policy
- Fatigue Management Policy and Procedure
- Speed Management Policy and Procedure
- Load Management Policy and Procedure
- Consultation and Communication Policy
- Training and Competency Policy
- Document and Record Control Policy
- Code of Conduct Policy and Employee Misconduct Procedure
- Hazard Observation Procedure
- Incident Management Procedure
- Other relevant measures from the Risk Management Framework

Implementation and evaluation

PK Plumbing and Gasfitting will ensure this Policy is reviewed and evaluated for its effectiveness in delivering policy objectives on an annual basis or earlier in the event of major changes to the legislation or our organisation structure and operations.

External documents

To download a copy of the Model Code of Practice – How to Manage Work Health and Safety Risks, go to <http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/manage-whs-risks-cop>

Australian Standard for Risk Management – Principles and Guidelines AS/NZS ISO 31000:2009, go to www.saiglobal.com

Policy authorised by: Philip Kenny (Director)

Signature:  _____

Policy issue date: 28th February 2020
Policy version number: 2
Policy review due date: February 2021

DO NOT COPY