

Risk Management Policy

Purpose

Skillset Limited is committed to the effective identification, assessment and the controlling of risks at all sites. Skillset Limited aims for long term viability of its business through the adoption of zero personal harm, a positive impact on the environment and avoidance of process interruption.

The physical resources, machinery, equipment and materials used in a workplace must be assessed for the potential for damage to property or incurring harm to a person. The risks to the environment from system failures (chemical spills, waste and fume discharges, equipment breakdown, etc) should also be taken into consideration.

Commencement of Policy

This Policy will commence from 01/05/2017. It replaces all other Risk Management policies of Skillset (whether written or not).

Application of Policy

This Policy applies to workers (employees, agents, contractors (including temporary contractors as otherwise defined under WHS legislation) of Skillset, collectively referred to in this policy as workers.

This Policy is not limited to the workplace or work hours. This Policy extends to all functions and places that are work related. For example, work lunches, conferences, Christmas parties and client functions.

Scope

Risk Assessments must be incorporated into WHS management system in the workplace to meet legislative requirements and to minimise the cost on Skillset Limited human and physical resources.

National legislation requires Skillset Limited to manage specific risks, which may arise in the workplace. A risk management program must be viewed as a package where potential risks, identified risks and systems of work are assessed in totality and not as separate items.

Definitions

For the purpose of this policy:

A workplace includes but is not restricted to all Skillset Limited sites, equipment and motor vehicles.

A hazard is a source of potential harm, work procedure or a situation with a potential to cause loss and or damage.

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Risk is the potential for incurring harm to a person or damage to property. Risk is measured in terms of likelihood and consequences.

Risk Management is the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects.

Risk Assessment is the identification and assessment of hazards or risks at Skillset Limited sites and or in the workplace and evaluating them against pre-determined standards, targets and other criteria e.g. Codes of Practice.

Reasonably practicable means having regard to:

- the severity of the hazard or risk in question;
- the state of knowledge about the hazard or risk and ways to remove or mitigate the hazard or risk;
- the availability and suitability of ways to remove or mitigate that hazard or risk; and the resources required to remove or reduce the hazard or risk.

Risk Control is the implementation of policies, standards, procedures and physical changes to eliminate or minimise adverse risks.

Standards

Continuous improvement should, from the outset, be the responsibility of senior management. Senior management should meet regularly to consider the organisations continuous improvement activities including risk management.

Prior to conducting a risk assessment, management will:

- **Identify** the need for conducting the risk assessment. The legislative requirements for risk assessments to be carried out are outlined in the Risk Management Australian Standard AS ISO 31000-2009 and Skillset Limited's Risk Management and WHS programs. The priority order in which the risk assessments are carried out in the workplace is determined by the site manager or their delegate.
- **Define** the risk assessment aims, scope and limitations (boundaries). The boundaries for a risk assessment on a particular task would differ from those of a risk assessment for a system or process, a physical asset or equipment.
- **Determine** if the risk assessment is to be conducted by an individual or by an assessment team. In some circumstances a risk assessment will need to be conducted by a WHS specialist - contact the Safety Manager for further information.

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Assessment teams may be used to undertake risk assessments and may include representatives from the following groups:

- Risk management / WHS specialists
- Insurance representatives
- Site staff
- Work area supervisors

Whether the risk assessment is carried out by an individual or a team, they must receive appropriate training to provide them with the necessary knowledge and skills to conduct risk identification and assessment activities and to develop the necessary risk controls.

Monitoring, Evaluation and Reporting Requirements

The Site Manager or delegate is responsible for the monitoring and evaluation of the provisions of this policy.

Breach of this Policy

All Workers must comply with this Policy at all times. If a Workers breaches this Policy, they may be subjected to disciplinary action including termination of employment. Agents and contractors (including sub-contractors and temporary contractors) may have their contracts with Skillset terminated or not renewed.

Variations

Skillset reserves the right to vary, replace or terminate this policy from time to time.

Associated Documents

- WHS Policy
- Risk Management Procedure
- Risk Management Program
- Plant Safety Procedure
- Purchasing Procedure
- Safe Use of Ladders Procedure
- Workplace WHS Inspection Procedure

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