

DOB ENTERPRISES PTY LTD

DOB Risk Management Policy
IMS-527-00-POL

Revision History

Date	Rev	Modified By	Changes Made, Review History	Reviewed by	Approved by
19.02.18	0	Sunette Opperman	Creation	S Rupert	S Rupert



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Objective:

To embed principles of effective risk management into existing practices at all levels of the organisation.

Scope:

This policy applies to all workers of DOB Enterprises Pty Ltd T/A MBC Recruitment, MBC Nursing, Macquarie Labour Hire and Watchout Training and Traffic Control (DOB), irrespective of their employment arrangement. This policy covers all people engaged to undertake tasks at DOB workplaces/locations including independent contractors, work experience students, trainees, apprentices, and volunteers.

Policy:

Risk is inherent in all DOB functions. All DOB personnel are responsible for managing the risks that relate to their particular area of work.

The following structure for risk management will apply.

- Where specific regulations require certain controls:
 - DOB will ensure compliance with those matters, in consultation with relevant persons (including Duty Holders/Contractors);
- Hazard Identification:
 - Identify reasonably foreseeable hazards that may pose risks to health and safety;
- Evaluate risks where required:
 - Compare estimated levels of risk against pre-established criteria (including a risk matrix) and consider the balance between potential benefits and adverse outcomes;
- Manage risk:
 - Elimination of risk being the first option investigated and instigated for a control action;
 - Where the risk cannot be eliminated, minimise the risk so far as is reasonably practicable;
- Implement risk controls:
 - Secondary to elimination, selection of controls will follow a hierarchy:
 - Substitution with less hazardous options;
 - Isolate people from the hazards;
 - Use of engineering controls;
 - Where risk remains:
 - Implement administrative controls;
 - Where risk remains:
 - Use of PPE;
 - Use any one or a combination of these controls as appropriate;
- All controls must be fit for purpose, suitable for the nature and duration of task and installed set-up, and used correctly;
- Review risk controls whenever:
 - Control is no longer effective;
 - Before any change likely to introduce new or different hazards that current controls will not adequately address;
 - A further hazard or risk is identified;
 - Results of consultation indicate a review is needed where requested by workers or Health and Safety Representative.
- A Risk Register and Risk reviews will be maintained by DOB Director, IMSRS and WHS manager.



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