

RISK MANAGEMENT POLICY

INTENTION

Medihire & Sales adopts a risk management approach to workplace health and safety. It involves identifying hazardous situations in the work environment and assessing the associated risks; then taking action to eliminate or minimise the possible consequences of these situations.

DEFINITION

RISK: A Risk is the likelihood of a hazard resulting in injury, harm or disease.

MANAGEMENT: The process of dealing with or controlling things or people.

POLICY STATEMENTS

- Medihire & Sales accepts responsibility for ensuring the health and safety of their Employees, Volunteers and visitors while working in an authorised workplace.
- **An Authorised workplace** refers to the place where the employee is based to perform work at the direction of Medihire & Sales.
- All employees have an obligation to comply with Medihire & Sales workplace health and safety policies, procedures, and instructions to ensure a safe workplace. This means that employees are required to take corrective action to guard against hazards at work or report those hazards which cannot be immediately corrected.
- The Safety Officer must ensure that the functional areas of Medihire & Sales under their control comply with the *Work Health and Safety Legislation*, all applicable standards, and Medihire & Sales policies and procedures. In carrying out these obligations, the Safety Officer is expected to establish processes for regular risk assessments and self-audits within the workplace.
- The Safety Officer has an obligation to ensure as far as practicable the workplace health and safety of all employees and others under their control by preventing or minimising their exposure to risk. To meet this obligation, risk assessments and self-audits within work areas are undertaken regularly.
- All individuals have an obligation to guard against or protect others from any hazards or incidents as soon as they are recognised. If the hazards or incidents cannot be rectified immediately, the person must report the hazards or incidents to the Safety Officer or the Directors.
- Refer to Medihire & Sales's Workplace Health and Safety Policy for more details on workplace health and safety obligations.

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PROCEDURES

- Risk assessment is a systematic examination of any activity, location or operational system in order to control hazards and manage risk. A risk assessment enables an individual to:
 - ✓ identify hazards;
 - ✓ understand the likelihood and potential consequences of the hazards (i.e. the risk);
 - ✓ review the current or planned approaches to controlling the risks; and
 - ✓ add new control measures where required.

- Risk Assessment is an ongoing process and should be carried out by the Safety Officer particularly when changes to equipment, layout or procedures occur in a work area. A risk assessment of a work area is synonymous with a safety audit.

- The process of risk assessment involves 8 basic steps:
 - ✓ Step 1: Decide who should be involved
 - ✓ Step 2: Identify hazards
 - ✓ Step 3: Analyse consequences (potential injury, property damage, etc)
 - ✓ Step 4: Assess risk (probability, frequency, severity of injury or loss)
 - ✓ Step 5: Determine action (methods of removing or reducing risk)
 - ✓ Step 6: Implement controls (redesign, removal, new methods, audit)
 - ✓ Step 7: Evaluate controls
 - ✓ Step 8: Keep a record of the assessment and review regularly

- Actions resulting from risk assessments should follow the hierarchy of control, a systematic approach to selecting control measures. It involves the selection of the most appropriate control measures for the particular hazard. The following group of control measures are available:
 - ✓ Elimination
 - ✓ Substitution
 - ✓ Redesign
 - ✓ Administrative
 - ✓ Personal protective equipment

- When a control measure is being chosen, it is important to begin at the top of the list and work down until the most appropriate control measure is selected. The nearer to the top of the list a control measure is, the more effective it will be.

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DELEGATIONS

Management Team

Ensure that Medihire & Sales complies with the relevant Work Health and Safety Legislation and all applicable standards and policies.

- ✓ Establish processes for regular risk assessments of work areas.
- ✓ Undertake risk assessments of work areas.
- ✓ Complete a Hazard Identification and Risk Assessment Tool where a risk or hazard has been identified.
- ✓ Follow up on all completed Hazard Identification and Risk Assessment Tools.
- ✓ Maintain the Work Health and Safety Register
- ✓ Report any identified hazards or risks to the Safety Officer.

REFERENCES

- Work Health and Safety Act (Model WHS Act)
- Work Health & Safety Regulation 2019

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