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ALLPRO®
ECO-FRIENDLY SOLUTIONS

RISK MANAGAMENT PLAN

March 2023

Contents

INDUCTIONS

Having a WHS Induction process shows a commitment by management at the highest level. It also provides a strong compliance lever under governance obligations of **All-Pro.**

The aim of the **All-Pro** induction process is to ensure that all workers and visitors understand the meaning and requirements in respect of WHS pertaining to our workplace and the policies, guidelines and reporting processes pursuant to the **All-Pro** WHS Management System.

The induction process will also involve a familiarisation with our workplace to highlight work areas, amenities, plant and equipment, stock, manufacturing processes, first aid, emergency procedures, and various reporting processes within your new work environment. Workers will also be guided through the company computer system where company forms and reference materials are stored and you will be introduced to fellow staff, supervisors and managers.

The induction process is always undertaken prior workers commencement of work and it forms part of the staff training process. A record of the induction process signed as acknowledgement by new workers is stored within company records.

The All-Pro inductions process provides an effective means of ensuring new workers:

- Understand Policies and Procedures
- Understand our business culture
- Understand WHS compliance in respect of their role and duties
- Understand performance standards of their job tasks or position
- Have a means of knowledge transfer
- Assist in cultural change
- Integrate easily into our workplace

Information provided in the induction process includes:

- Identification of hazards and risks specific to our workplace
- Control measure for all identified risks in our workplace
- Site specific rules that must be complied with i.e. Wearing Personal Protective Equipment (PPE)
- Safety documents, policies and plans specific to the workplace
- Reporting processes, who to report incidents, near misses and hazards to and how to report them
- Incident, emergency and evacuation procedures
- Site map including entries and exits, loading and unloading areas, location of facilities, first aid and security requirements
- Emergency contact numbers and emergency personnel, first aid officers and emergency controllers

HAZARD & RISK MANAGEMENT PROCEDURE

Scope

- To ensure a safe workplace, to help meet **All-Pro** duty of care obligations, **All-Pro** is committed to risk management, an integral part of managing the business.

- To provide the basic tools for **All-Pro** to effectively manage Work Health, Safety and Welfare in the workplace.

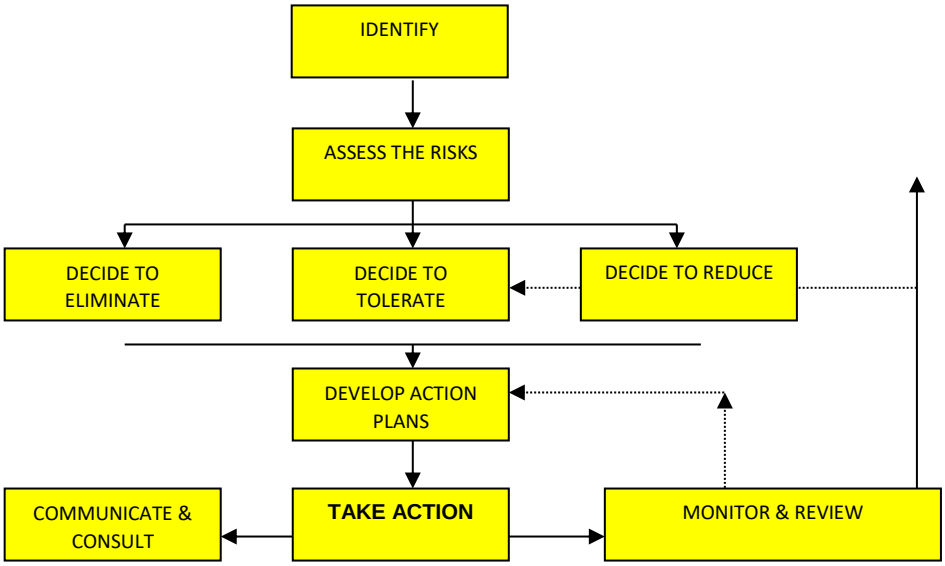
- To give a starting point for the development of **All-Pro** - CORPORATE WHS Management System

- To enable **All-Pro** to identify the hazards, assess their priority and control the risks specific to your workplace.

- To consult and communicate the risks to all employees.

Risk Assessment Process

All-Pro will identify the significant risks associated with its operations and put controls in place to reduce the risks to an acceptable level.



Procedure – Risk Management

Risk Management – The Concept

Risk arises out of the uncertainty of unfortunate consequences arising from a course of action. The concept of risk has two elements: the likelihood of something happening and the consequences if it does happen.

While it is not possible to have a totally risk-free environment, it is possible to avoid, reduce, eliminate or transfer some of the risks. *Risk Management* is the systematic application of management policies, procedures and practices to manage risks to an acceptable level. It is a multifaceted process with many aspects carried out by multi-disciplinary teams.

Risk Management – The Principles

Risk Management is an integral part of any management process – not an optional extra. Employees in leadership positions within **All-Pro** are accountable for ensuring that the Risk Management process is applied to all operations, projects, and products of the company. All employees need to manage risk as a routine part of work.

Managing Risk Requires Rigorous Thinking

Risk Management is not guesswork. It requires the application of logical and systematic processes as outlined in the accompanying **All-Pro** Hazard and Risk Management procedure. It also requires flexibility in thinking. For example, instead of taking action to control a risk, it may be possible – and preferable – to change a work practice to eliminate the risk altogether.

Managing Risk is Proactive as Well as Reactive

Risk Management is as much about identifying and taking opportunities to improve performance as it is about taking action to eliminate or reduce the chances of any incident being repeated.

Managing Risk Means Balancing Costs and Benefits

If achieving a risk-free environment is impossible, we need to decide what level of risk is acceptable. In some cases, the cost of measures to reduce risk may be high but the benefits insufficient to justify the cost. In other cases, the cost may be high – and justified – because the level of risk is unacceptable.

Managing Risk Means Having Competent Safe People

All-Pro personnel will be trained to carry out risk assessments, using a variety of assessment tools in accordance with the **All-Pro** Procedure. External agencies may also be employed to undertake risk assessments where it is considered necessary.

All employees will be educated and encouraged to carry out an informal risk assessment before they undertake any work. If identified risks are considered unacceptable, work will not proceed until appropriate control measures are in place.

Risk Management – The process

All-Pro will identify the significant risks associated within its operations and put controls in place to reduce the risks to an acceptable level. All company employees and contractors will be involved in the Risk Management process at a level of complexity appropriate to their role.

Applying The Process:

To effectively apply this process **All-Pro** will carry out at least four levels of risk assessment within its operations.

1. A Risk Management Plan

A *Risk Management Plan* determines core operational risks through a broad-brush risk assessment process complying with WHS requirements. A cross sectional team reviews all major processes, with the aim to rank risks related to safety, production, property and environment.

The output (source information) will provide listings of risks, in priority order for subsequent detailed review of hazard control, action planning and follow-up activities to provide a focused Risk Management action plan that may cover:

- specific projects which may impact on safety of personnel, production, property and the environment
- operational processes, sub-processes, critical tasks and activities
- design, installation, commissioning, operation, maintenance and decommissioning
- All formal documented risk assessments and subsequent action plans will be subject to annual internal and external audits.

2. Plant & Process Assessments

A team of people involved in the process and led by a facilitator generally conducts these. The tool most commonly used for this assessment is the Safe Work Method Statement (SWMS).

3. On The Job Risk Assessments

An “on the job” risk assessment will be conducted before carrying out non-routine activities, but may be used before any routine activity commences.

This assessment process has added value if also done as part of planning work by management. The tool used for this process can be either the Safe Work Method Statement (SWMS) or Job Safety Analysis (JSA).

4. Post incident analysis

Post Incident Analysis will be carried out to prevent reoccurrence of undesired events, normally using risk assessment processes built into the Incident Management System.

Risk Management – The Goals

The goals of risk management at **All-Pro** are:

- a safer workplace, with zero workplace injuries and occupational diseases;
- minimal adverse impact from our operations on the environment;
- minimal disruption to operations, asset damage or material wastage
- better decision-making as a result of awareness of key risk exposures;
- lower insurance premiums; and
- Reduced need for, and reduced costs associated with human and environmental rehabilitation.

Risk Management – Implementing Action Plans

Once controls are identified, a documented action plan must be done. This must indicate:

- the controls being put in place
- the accountability to implement the controls
- when they will be put in place

Action Plans must regularly be reviewed and updated to ensure the actions are completed.

Definitions

Hazard
A hazard is a potential source of serious harm to a person, property, quality or environment.

Probability
Probability is the likelihood of the event occurring.

Risk
The probability of an incident and the “Maximum Reasonable Consequence” should it occur.

Risk Analysis
The systematic process of developing an understanding of what can occur, the potential consequences, the probability of outcome and associated prevention and risk controls.

Risk Assessment
The process used to determine risk management priorities. The process involves comparing the level of risk with predetermined standards, target risk levels or other criteria.

Risk Management
The systematic application of management policies, procedures and practices to manage risks to an acceptable level.

Risk Management Plan
A plan, which initially identifies all main processes and core risks so that a detailed review of hazard control, action planning and follow-up activities can be organised.

Procedure – Hazard Identification

This procedure explains the instruction and provides personnel with a fundamental knowledge of the process of hazard identification, evaluation and control.

The first step in a comprehensive hazard control program is to identify and evaluate workplace hazards. These hazards are associated with people, materials or the physical environment.

Hazards may be identified through, but not limited to, the following processes:

- Formal Risk Assessments;
- Formal hazard studies/investigations;
- Accident/Incident investigation;
- Job Hazard Analysis;
- Toolbox and prestart meetings, Step Back, Take 5's or other methods designed to facilitate hazard identification;
- Verbal or email notification of hazards by individual employees, contractors, sub-contractors or visitors;
- Customer site procedures, inductions and Safe Work Method Statements;
- Visual inspections of the workplace;
- Assessment of new plant, equipment, processes and substances prior to introduction
- New information that affects safety and health assessments such new legislation, regulations or standards, or customer procedures;
- Reports from external persons/bodies such as WorkSafe, circulars from professional organisations and WHS Consultants;
- Reviews of contractor proposed work methods and work practices; or
- Supplier product specifications and reviews.
- Incidents (near misses)

All Hazards not previously identified will be subject to a Risk Assessment.

Hazard Categories

Hazard categories will include, but may not be limited to, the following:

Physical hazards, including:

- mechanical risks from machinery
- exposure to noise and vibration,
- inadequate lighting
- fire and explosion
- electricity
- heat
- cold
- poor housekeeping

Hazardous substances, including:

- flammable solvents

- corrosives and poisons
- hazards relating to chemicals can arise from;
- ingestion
- contact or inhalation of vapours
- contact or inhalation of mists

Ergonomic hazards, concerned with the interaction of the person and machine and may concentrate on:

- manual handling
- tools and equipment
- work stations
- work process
- the workplace as a whole
- inadequate design considerations for both tools and equipment design can lead to injury

Activities and tasks which may lead to injury, including but not limited to:

- Lifting or lowering loads;
- Carrying, stacking, pushing, pulling, rolling, sliding and wheeling of loads;
- Operating levers and other mechanical devices;
- Maintaining an unbalanced posture while performing these tasks

Psychological hazards include:

- work schedule arrangements and shift work
- workload
- dealing with conflict, public
- harassment
- discrimination and
- low level constant noise

Assessment Of Risk

Risk assessment involves analysing the inherent risk and taking into consideration the components of likelihood and consequence. The residual risk is determined by considering the likelihood and consequence following implementation of risk control options.

The level of risk associated with individual hazards is assessed against two criteria:

- the probability that the identified situation will occur; and

Level	Description of Consequence
Insignificant (C1)	Near Hit with NO injury, but potential to cause injury Environmental incident with potential to damage the environment but with NO actual damage
Minor (C2)	Minor Injury requiring first aid treatment, cuts/bruises (no stitches required), minor burns Minor Environmental release. Impact immediately managed or contained
Moderate (C3)	Medical Treatment Injury recovery is likely, broken bones, stitches, burns requiring medical attention Environmental release with moderate detrimental effects requiring remedial action, reportable to authorities
Major (C4)	Lost Time Injury, hospitalisation, permanent disability, serious internal and/or head injuries Environmental non-permanent impact with major detrimental effects
Catastrophic (C5)	Fatality or permanent disability to ten or more people Environmental permanent & significant impact in significant areas

- the likely outcome should that situation occur.

Level	Likelihood / Probability
Negligible (L1)	The event will occur only in exceptionally rare circumstances
Unlikely (L2)	The event may occur at some time but is unlikely to do so
Possible (L3)	The event could occur
Likely (L4)	The event will occur in most circumstances and is likely to do so
Almost certain (L5)	The event will almost certainly occur

Risk is identified using the following ranking system:

Likelihood / Probability	Consequence				
	Low (C1)	Minor (C2)	Moderate (C3)	Major (C4)	Critical (C5)
Rare (L1)	L2	L3	L4	M5	M6
Unlikely (L2)	L3	L4	M5	M6	H7
Possible (L3)	L4	M5	M6	H7	H8
Likely (L4)	M5	M6	H7	H8	E9
Almost certain (L5)	M6	H7	H8	E9	E10

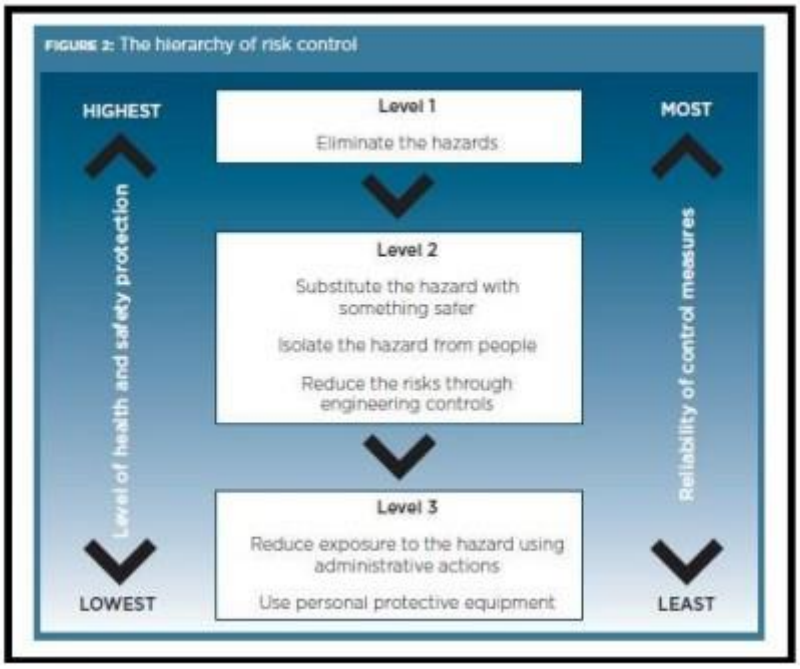
Risk Score	Risk Rating	Required Action
2-4	Low risk	Manage and Monitor by routine internal procedures.
5-6	Moderate risk	Specific monitoring or procedures to be implemented. Management responsibility to be specified and strategies implemented as part of day-to-day activities.
7-8	High risk	Immediate action to be implemented by Operations Manager and HSEQ Manager. GM to be notified
9-10	Extreme risk	Immediate action to be implemented; this level of risk needs detailed research and planning by Operations Manager and HSE Q manager. GM must be notified.

Hierarchy Of Controls

The Organisation will comply with the relevant Work Health & Safety Acts, Work Health & Safety Regulation, Codes of Practice and Australian Standards for the management of risks and hazards in the workplace.

The hierarchy of risk control when implementing any risk control measures starting at level 1 and if not possible uses a combination of the remaining control methods:

The ways of controlling risks are ranked from the highest level of protection and reliability to the lowest as shown in Figure 2. This ranking is known as the hierarchy of risk control. The WHS Regulations require duty holders to work through this hierarchy when managing risk under the WHS Regulations.



The Organisation will always aim to eliminate a hazard, which is the most effective control. If this is not reasonably practicable, you should minimise the risk by working through the other alternatives in the hierarchy.

Level 1 Control Measures

The most effective control measure involves eliminating the hazard and associated risk. The best way to do this is by, firstly, not introducing the hazard in the workplace. For example, you can eliminate the risk of a fall from height by doing the work at ground level.

Eliminating hazards is often cheaper and more practical to achieve at the design or planning stage of a product, process or place used for work. In these early phases there is greater scope to design out hazards or incorporate risk control measures that are compatible with the original design and functional requirements. For example, a noisy machine could be designed and built to produce as little noise as possible which is more effective than providing workers with personal hearing protectors.

You can also eliminate risks by removing the hazard completely, for example, by removing trip hazards on the floor or disposing unwanted chemicals.

It may not be possible to eliminate a hazard if doing so means that you cannot make the end product or deliver the service. If you cannot eliminate the hazard, then eliminate as many of the risks associated with the hazard as possible.

Level 2 Control Measures

If it is not reasonably practicable to eliminate the hazards and associated risks, you should minimise the risks using one or more of the following approaches:

Substitute the hazard with something safer

For instance, replace solvent based paints with water-based ones.

Isolate the hazard from people

This involves physically separating the source of harm from people by distance or using barriers. For instance, install guard rails around exposed edges and holes in floors, use remote control systems to operate machinery, store chemicals in a fume cabinet.

Use engineering controls

An engineering control is a control measure that is physical in nature, including a mechanical device or process. For instance, use mechanical devices such as trolleys or hoists to move heavy loads, place guards around moving parts of machinery, install residual current devices (electrical safety switches), set work rates on a production line to reduce fatigue.

Level 3 Control Measures

These control measures do not control the hazard at the source. They rely on human behaviour and supervision, and used on their own, tend to be least effective in minimising risks. Two approaches to reduce risk in this way are:

Use administrative controls

Administrative controls are work methods or procedures that are designed to minimise exposure to a hazard. For instance, develop procedures on how to operate machinery safely, limit exposure time to a hazardous task, use signs to warn people of a hazard.

Use personal protective equipment (PPE)

Examples of PPE include ear muffs, respirators, face masks, hard hats, gloves, aprons and protective eyewear. PPE limits exposure to the harmful effects of a hazard but only if workers wear and use the PPE correctly.

Administrative controls and PPE should only be used:

- when there are no other practical control measures available (as a last resort)
- as an interim measure until a more effective way of controlling the risk can be used, or
- to supplement higher level control measures (as a back-up).

Review Of Control Measures

All-Pro will review and, as necessary revise control measures implemented under the Work Health & Safety Regulation 2011 and relevant Codes of Practice so as to maintain, so far as reasonably practicable, a work environment that is without risks to health and safety.

As part of the review process regular inspections will be conducted and recorded for reporting to all relevant persons

All-Pro will review and as necessary revise a control measure if;

- the control measure does not control the risk it was implemented to control so far as reasonably practicable when;
- the results of monitoring indicate the measure does not control the risk
- a notifiable incident occurs because of the risk
- before a change at the workplace that is likely to give rise to a new or different risk to health and safety
- a new relevant hazard is identified
- through consultation that a review is necessary
- the WHSR or workers requests a review
- the work environment changes and the controls in place may no longer be applicable to the risk or hazard

Documentation

All-Pro will identify the potential hazards of the proposed work activities, assesses the risks involved and develops controls measures to eliminate, or minimize, the risks. The risk management process is carried out in consultation with employees. Risk Assessments are generically identified as EF26.

Work Method Statements

The use of Safe Work Method Statements will be undertaken by all **All-Pro** personnel and contractors, to enable the necessary planning on how to safely perform each task.

Where contractors are undertaking work for **All-Pro**, their SWMS shall be reviewed by the relevant **All-Pro** Contractor Manager and signed off.

Regular site reviews and audits shall be undertaken on all active SWMS to identify any deficiencies in the control measures to address the management of any hazard identified.

All persons working on the SWMS shall read and sign the SWMS to indicate their acceptance and understanding of hazards and controls implemented.

Safe Work Procedure

Scope

- To provide a step by step description of the safest way to do a particular job.
- To provide the basis for training
- To provide a point of reference:
  - as a reminder;
  - as confirmation;
  - for reference when compliance becomes an issue;

Procedures

Each person is responsible to take steps so as he/she becomes thoroughly acquainted with the provision of the relevant Legislation, Australian Standards and, Code of Practice and this Risk Management Plan, in so far as they relate to the person's job and to duly observe these provisions.

Site Work Health and Safety rules will be displayed at all work sites, any person coming onto site must read and comply with these rules, and a record of compliance will be kept.

A person shall not perform any act without possessing the relevant skills and knowledge required to ensure the person's own health and Occupational Health and Safety and the health and Occupational Health and Safety of others which may be affected by that act. This rule does not preclude a person from performing such an act while under the direct supervision of a person who does possess the relevant skills and knowledge, or during training.

Any person, before using any piece of mobile or portable equipment or system of equipment, shall first conduct an inspection of the equipment to ensure that it complies with the **All-Pro** WHS Procedures and it is safe to be used for the intended job.

Planned Task Observations

All-Pro will ensure that people always work safely by evaluating work behaviour patterns against written safe work practices or SWMS.

Hazardous jobs are being done safely by:

- appraising the work environment in a way which constantly alerts to actual or potential risk
- building teams to evaluate and improve safe work practices
- assessing the effectiveness of written safe work practices or SWMS

Make the workplace safer by:

- encouraging operators to continually evaluate and improve safe work practices or SWMS

- inducing a desire and drive in the workplace for safe work
- assigning tasks and general responsibilities for keeping work safe

Support safe work by:

- reviewing each written procedure at regular intervals (Min 2 years)
- ensuring new employees understand and follow safe work practices

Correct deviations by:

- reviewing and improving procedures or SWMS
- providing training

Work Place Inspection Procedure

Scope

Applies to carrying out operating inspections and compliance inspections within our workplace at **All-Pro.**

Procedures

Overview

We will undertake the following regular workplace inspections:

- Operating Inspections (Operating site, operating plant, construction work and industrial work inspections), we will inspect the operating areas of our sites, plant, construction and industrial work before commencing work and periodically whilst work is being carried out.
- Compliance Inspections: we will periodically inspect all workplaces, including the areas and plant, irrespective of whether or not work is being carried out at the time of the inspection.

Other inspections that need to be carried out but are not detailed in this standard are:

- Safe Behaviour Observations (SBOs)
- Maintenance inspections of plant and equipment
- Walk around inspections of various vehicles
- Environmental inspections

Areas to be inspected:

All-Pro workplaces will be inspected, this includes:

- All site areas, plant, construction work and industrial work
- All other indoor areas (such as plant, workshops, office buildings, storerooms and sheds)

From time to time we may inspect areas outside **All-Pro** workplaces if a risk assessment shows that a risk exists—for example, we may inspect roadways coming into a construction site.

Frequency of inspections

The frequency of inspections will be determined by:

- The risks associated with the area's geography and environment, whether man-made or natural
- The risks associated with the work that is being carried out in the area
- The risks associated with any work that might be carried out in the area in the future.
- Any identified potential environmental impacts.

Operating inspections

Operating inspections include not only the operating site and operating plant but also construction work and industrial work inspections.

Frequency of operating inspections

All-Pro will inspect operating site areas and operating plant workplaces:

- prior to commencing work to ensure the workplace is safe
- periodically during work, based on an assessment of the safety and environmental risks in the work processes and hazards in the workplace. That is, there will be an ongoing monitoring and supervising of the workplace and work processes.

Assigning accountability for inspection areas

The Managers will assign people with appropriate competencies to carry out inspections.

The Manager will carry out inspections in an operating site as required by the WHS requirements.

Documenting operating inspections

All-Pro will maintain records of site and plant operating inspections and ensure that any matters of concern are rectified and, if appropriate, reported to the next shift coming into the workplace.

- for site areas, the forms to be completed.
- For plant, the forms to be completed and saved will also be located in the equipment files

Upon completion, the record of an inspection must be printed and signed by the person making the record. The results must be displayed for employees and contractors to read.

Implementing Change

Implementation must cover:

- Only competent people to carry out the change required
- All Change must be made according to plan to ensure no new unplanned changes are introduced
- All actions from the risk review processes, including any studies called for, have been satisfactorily completed and all outcomes included
- A final 'acceptance check' of the changes made before normal use of the facilities resumes. This will include:

  - Ensuring all actions from the review process, including any studies called for, have been satisfactorily completed and all outcomes dealt with
  - Ensuring that any physical change has not introduced any further risks
  - Comparing the actual impact of the change against the intended impact
  - Identifying the reasons for any deviation, and intended controls for the deviation.
  - Revision of drawings, operating procedures, maintenance requirements, emergency procedures and any other relevant documentation
  - Appropriate training for people who will be affected by the change.

Legal Compliance

Responsibility

The Directors ensure that staff comply with the requirements set forth in the permit conditions and laws and regulations associated with the operations of the Organisation.

The Management Representative monitors compliance with the permit conditions and laws and regulations and reports any non-compliance to management.

Staff are responsible for knowing and complying with the laws and regulations pertinent to their individual areas of responsibility as well as the requirements of the Organisation's Management System.

Method

The Management Representative shall, on an annual basis, assess the business processes to ensure their regulatory compliance. The results of this review shall be recorded in the Compliance Log.

The results of this report will be sent to the Management Review Meeting for its update and action.

Managers & Supervisors are responsible for correcting all deficiencies identified through either internal or external inspections, internal audits, hazard identification processes, risk management processes or as a result of new or modified regulations and permit conditions.

CONCLUSION

For Risk Management to be effective it needs to be promoted at all levels and integrated into the culture and day to day operations at **All-Pro.**

Adherence to all processes and procedures pursuant to Risk Management ensures compliance and provides for a safe place of work for all employees.

Risk Management compliance embraces the safety culture at **All-Pro** promoted the cycle of continual improvement within our organization.