

## **Risk Management Planning and Risk Control Plans**

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Golden Brown risk management planning consists of the following:

- Individual risk assessments and controls initiated for plant, equipment, process, hazardous substances and dangerous goods, noise, manual handling, environmental risks [aspects and impacts] and any site workplace hazard identified by an employee, employer, H&S Representative or contractor or regulatory body such as WorkSafe, EPA etc.,
- Site requirements for managing risk as determined by the client, and
- An overall risk control plan that takes into account the summary of all other risks and controls identified through the various risk processes and manages these in a systematic way with scheduled actions, outcomes and review processes.

### **When Does This Policy Apply?**

Risk control plans are a requirement for worksites where the client requests a plan. They manage the planning and overall management of the worksite to ensure that the workplace is at all times safe to work, environmentally controlled and meets all relevant regulatory and Australian standards. Golden Brown need to work with the client in developing the risk control plan.

Risk control plans are a live document that require constant review and update.

### **Authorities and Responsibilities**

All personnel associated within any site have responsibilities regarding risk management.

### **Site Supervisors are responsible for and accountable to ensure:**

- The risk control plan is kept current according to the schedule of activities on the control plan and site schedule
- Risk assessments, with appropriate controls, are undertaken as and when required
- Risk assessments are reviewed in consultation with employees at appropriate intervals
- Adequate supervision of all employees and contractors
- All employees and contractors have and maintain the appropriate knowledge and skills regarding identification of hazards and the availability and review of risk assessments and controls
- Timely and appropriate action when incidents occur or unsafe process, plant or equipment is identified
- All plant and equipment is maintained in safe condition and according to Australian Standards
- All employees and contractors comply with appropriate with Safety and Environmental Acts, Regulations & Codes of Practice and Plant Regulations & Codes of Practice

**All other employees are responsible for and accountable to ensure:**

- They comply with policies and procedures
- Report any hazards and participate in their assessment and controls

**Documents and Records**

Records of all activities in relation to the risk control plan including inspections, audits and other activities must be kept on site for the purposes of audit.

**Site Risk Control Plans**

A site risk control plan shall be developed in consultation with the client and the OH&S Representatives. The proforma for risk control plans shall be used.

Once completed, the plan shall be signed off by the Area Manager and client as required.

**Keeping the Risk Control Plan Up To Date**

The risk control plan should be used to plan and schedule the ongoing management of the site in relation to keeping up to date with safety, environmental and Australian standards in relation to workplace standards.

The Risk Control Plan is the document that determines what has to be done, the frequency of events and the persons responsible for undertaking them.