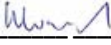
 <b>Sell &amp; Parker Work Health &amp; Safety System:</b> <b>Risk Management Procedure</b>	<b>No. WHS-PRO-001</b>
	<b>Authorised By:</b> <u>Morgan Parker</u>
	<b>Date:</b> <u>1<sup>st</sup> July 2019</u>
	<b>Signature:</b>  Director, Sell & Parker Pty Ltd



# Risk Management Procedure



**Sell & Parker Work Health & Safety System:  
Risk Management Procedure**

**No. WHS-PRO-001**

**Authorised By: Morgan Parker**

**Date: 1<sup>st</sup> July 2019**

**Signature: [Signature]**

**Director, Sell & Parker Pty Ltd**

<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
<b>INTRODUCTION</b>	<b>3</b>
<b>SCOPE</b>	<b>3</b>
<b>DEFINITIONS</b>	<b>3</b>
<b>REQUIREMENTS</b>	<b>4</b>
<b>GENERAL</b>	<b>4</b>
<b>HEALTH AND SAFETY REGISTERS</b>	<b>4</b>
<b>CHEMICALS &amp; MATERIALS</b>	<b>4</b>
<b>NEW EQUIPMENT/PLANT</b>	<b>5</b>
<b>NEW SITE – DUE DILIGENCE</b>	<b>5</b>
<b>CONTROLS</b>	<b>5</b>
<b>REFERENCES</b>	<b>6</b>
<b>ATTACHMENTS</b>	<b>6</b>
<b>REVISION HISTORY</b>	<b>6</b>



**Sell & Parker Work Health & Safety System:  
Risk Management Procedure**

No. WHS-PRO-001

Authorised By: Morgan Parker

Date: 1<sup>st</sup> July 2019

Signature:

Director, Sell & Parker Pty Ltd

## 1. INTRODUCTION

The purpose of this document is to define the processes to be followed, responsibilities, competencies, requirements and authorities to ensure the identification and assessment of hazards related to health and safety and their associated risks.

## 2. SCOPE

The requirements of this procedure apply to all activities carried out by Sell and Parker, its suppliers of goods and services including contactors and sub-contractors on company sites and project sites.

## 3. DEFINITIONS

### Hazard:

A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

### Hazard Identification:

The process of identifying all situations or events that could give rise to the potential for injury, illness or damage to plant or property.

### Risk:

The chance of something happening that will have an impact upon objectives. It is measured in terms of likelihood, consequence and frequency.

### Risk Assessment:

The overall process of risk identification, risk analysis and risk evaluation.

### ALARP:

The risk is "as low as reasonably practicable".

### JSA:

Job Safety Analysis breaks jobs down into steps to identify specific hazards, associated risks and the control measure/s to be implemented to prevent and/or minimise any adverse outcomes.

### Yard Manager

Is the Manager who has direct responsibility for the yard.



**Sell & Parker Work Health & Safety System:  
Risk Management Procedure**

No. WHS-PRO-001

Authorised By: Morgan Parker

Date: 1<sup>st</sup> July 2019

Signature:

Director, Sell & Parker Pty Ltd

## 4. REQUIREMENTS

### 4.1 GENERAL

Sell and Parker ensures hazards are identified are assessed based on severity and likelihood and the associated risks covering legislative requirements.

Attachment 1 provides an overview of the key processes which will be followed to identify hazards, assess associated risks and ensure controls are implemented to ensure risk is as low as reasonably practicable.

### 4.2 HEALTH AND SAFETY REGISTERS

The Yard Manager at each Sell and Parker site shall ensure a Health & Safety Hazard Register is prepared, in conjunction with the Group WHS & Workers Compensation Manager, using attachment 2.

The register shall reference relevant controls, including SOPs, procedures and risk assessments as relevant to the identified hazards.

The Yard Manager shall ensure the Health & Safety Hazard Register is updated annually as a minimum and ongoing as changes are implemented e.g. new activities, new/modified plant, controls, and materials.

The site can use the Health & Safety Register to assist when conducting a JSA, refer to WHS-PRO-002, for a specific job at that yard as the hazard register identifies all hazard based regulations as relevant for the state/territory.

### 4.3 CHEMICALS & MATERIALS

Prior to the introduction of a new chemical or material a JSA is required and the Safety Data Sheet (SDS) from the supplier is assessed.

Doc #:	WHS-PRO-001	Version:	1.1	Reviewed Date:	July 2019	Page:	Page 4 of 6
--------	-------------	----------	-----	----------------	-----------	-------	-------------



**Sell & Parker Work Health & Safety System:  
Risk Management Procedure**

No. WHS-PRO-001

Authorised By: Morgan Parker

Date: 1<sup>st</sup> July 2019

Signature:

Director, Sell & Parker Pty Ltd

#### 4.4 NEW EQUIPMENT/PLANT

Identification and assessment of health and safety risks shall be completed as part of an approval process.

This process ensures that potential hazards and impacts are identified and controls put in place prior to purchase of plant and site modifications.

JSAs, refer to WHS-PRO-002, shall also be completed as part of the installation of equipment and implementation of changed operations.

#### 4.5 NEW SITE – DUE DILIGENCE

As part of the purchase of a new Sell and Parker site a due diligence assessment should be conducted for Health and Safety, see attachment 3, to ensure compliance to the relevant legislation.

#### 4.6 CONTROLS

The chart below relates to the JSA and the hierarchy of controls when assessing hazards and associated risks.

- Eliminate the hazard
- Substitute the hazard with a control that gives rise to a lesser risk
- Isolating the hazard from the person put at risk
- Engineering controls – minimise the risk by engineering means.
- Administrative Means – minimise the risk by adopting safe work practices or providing appropriate information, instruction and training
- Personal Protective Equipment (PPE)



**Sell & Parker Work Health & Safety System:  
Risk Management Procedure**

**No. WHS-PRO-001**

**Authorised By: Morgan Parker**

**Date: 1<sup>st</sup> July 2019**

**Signature: [Signature]**

**Director, Sell & Parker Pty Ltd**

## 5. REFERENCES

- **Legislation:**
  - Work Health and Safety Act 2011 (NSW).
  - Work Health and Safety Regulations 2017 (NSW).
  - Work Health and Safety (National Uniform Legislation) Act 2011 (NT)
  - Work Health and Safety (National Uniform Legislation) Regulations (NT)
  - Work Health and Safety Act 2011 (QLD).
  - Work Health and Safety Regulations 2011 (QLD).
  - Occupational Safety and Health Act 1984 (WA)
  - Occupational Safety and Health Regulations 1996 (WA)
- **Codes of Practice – Safe Work Australia (2011)**
  - Managing the Risk of Plant in the Workplace - Safe Work Australia (2011).
  - How to Manage Work Health and Safety Risks - Safe Work Australia (2011).
  - WHS Consultation, Cooperation & Coordination - Safe Work Australia (2011).
- **Australian Standards**
  - AS/NZS ISO 31000-2009: Risk Management Principles and Guidelines

## 6. ATTACHMENTS

1. Overview
2. Health and Safety Hazard Register Template
3. New Site Due Diligence Checklist

## 7. REVISION HISTORY

Rev. No	Rev. Date	Revision Description	Author	Approved By
1.0	October 2015	New Procedure	Mark Hutchings	Morgan Parker
1.1	DRART	Annual Review of Procedure completed	Mark Hutchings	Morgan Parker
1.2	July	Updates References	Ben Haack	Morgan Parker