

## 11. How did you establish, implement, maintain and evaluate procedures for effectively identifying hazards?

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BizOps through working with a Safety Training Officer, along with the Occupational Health and Safety Act 1984, established these guidelines set out to provide a safe working environment for all its workers in accordance with its legislative obligation. Prompt attention to unhealthy or dangerous situations is a demonstration of this commitment. All workers have a responsibility for work health and safety in the workplace.

BizOps have nominated a risk management policy committee that will oversee most facets of this. The committee will be responsible for:

- Ensuring Biz Ops is complying with any legal requirements
- Ensuring risks are effectively managed
- Maintaining business operations
- Identifying significant operational risks
- Monitoring the management of strategic and operational risks
- Directing risk management processes
- Receiving and analysing risk management reports and informing the BizOps board
- Making recommendations to the BizOps board regarding risk management.

The managing directors will be responsible for the following:

- Making recommendations to the committee on risk management policies and procedures
- Reviewing risk management incidents as they occur
- Providing support and advice to the committee on risk management issues affecting their areas in relation to identifying, analysing, evaluating and treating risks
- Establishing and administering a BizOps risk register
- Implementing risk management training.

BizOps has a comprehensive range of strategies and programs available to staff to support their health, safety and wellbeing and the return to work of ill or injured staff, including ensuring training and instruction is provided to staff commensurate with their roles and responsibilities to enable them to comply with this policy. We are also committed to regular consultation about WHS with staff and their representatives and, where necessary, with contractors and suppliers of equipment and services, to ensure that workplace health and safety management is of the highest standard.

Regular WHS audits shall be conducted to identify potential hazards. These audits are to take place at least annually, with additional audits to be scheduled if there are office/site restructures. The results of the audit shall form the basis of the WHS strategy.

Actions arising from the audit shall be recorded in the audit file and reported to the Managing director: Business operations.