

**SAFETY MANAGEMENT PROCEDURE
FOR RISK MANAGEMENT**

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1. APPROVAL

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This procedure is reviewed to ensure its continuing relevance to the business and that it describes. A record of contextual additions or omissions is given below.			
Amendment Record			
Version	Date	Context	Summary of Amendments
1.0	Insert Date	For the systematic identification and assessment of hazards	Original
The latest revision of this procedure is on Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.			
Document Title:	Risk Management		Rev: 1.0
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2. PURPOSE

The purpose of this procedure is to ensure the systematic identification and assessment of hazards and risks associated with the workplace and work practice is consistent, relevant and applicable to all **Insert Your Company** activities.

This includes work done by contractors or subcontractors whilst completing works on behalf of **Insert Your Company**.

3. SCOPE

This procedure provides guidelines for the establishment and implementation of risk management processes, including the identification, analysis, evaluation, treatment, communication and ongoing monitoring of risks that have the potential to cause harm to:

- People – employees, contractors, customers, visitors and the general public.
- Facilities and equipment.
- The environment.
- The reputation of the company.

This procedure applies prior to the commencement of work, including the tender and change management processes.

4. TERMS AND DEFINITIONS

Term	Definition
Audit	A systematic, independent and documented process for obtaining evidence of conformity to a set of standards and evaluating it to determine the extent of compliance.
Continuous Improvement	A recurring activity to enhance performance.
Corrective Action	Action to eliminate and control the cause of an identified non-conformance to the HSEQ management system.
Hazard	Is anything or any action, substance or process in the work environment that has the potential to cause an injury, illness or harm.
Process	A set of interrelated or interacting activities which uses inputs to deliver outputs.
Risk	The likelihood of a negative effect.
Risk Assessment	The overall process of risk identification, risk analysis and risk evaluation.
Risk Based Thinking	Planning Insert Your Company objectives and actions with consideration to the known risks and their potential effects.