

## **RISK MANAGEMENT POLICY**

### **POLICY STATEMENT**

Dulverton Waste Management (DWM) is actively committed to risk management and endeavours to ensure that the environment and facilities provided for the clients, contractors and employees are safe, with minimum risk and the necessary practices and procedures are implemented to control such risks.

DWM recognises that risk management is an essential tool for sound strategic and financial planning and the ongoing physical operations of the organisation. By this commitment to risk management, DWM aims to:

- Ensure that risk management is paramount in all DWM areas and workplaces and that a safe environment is created for the community and DWM employees;
- Provide quality facilities that can be used safely and securely by all stakeholders;
- Reduce the cost of insurance premiums;
- To provide cost effective strategies for the identification, prevention and control of losses and their consequences for all of DWM's activities;
- Establish accountabilities for the control of high risk areas;
- Maintain the necessary budgetary levels to enable the effective management of risks related to DWM's physical assets;
- Promote, support and provide appropriate training and information to all employees on risk management and risk reduction techniques;
- Provide appropriate information to all contractors on risk management and risk reduction techniques;
- Set performance standards and regularly review practices and procedures.

The above objectives will be achieved by commitment to managing risks in accordance with the Australian/New Zealand Standard ISO 31000:2009 *Risk Management*. This involves logically and systematically identifying, analysing, assessing, treating, monitoring and communicating risk exposures associated with

any activity, function or process in a way that enables DWM to minimise losses that are likely to adversely impact on DWM's operations.

Specifically, this includes (but is not limited to), the following areas of potential losses;

- Personnel (Occupational Health and Safety)
- Plant and Property
- Liability (including Public Liability and Professional Indemnity)
- Financial
- Business interruption
- Health – potential loss of community health
- Environmental degradation
- DWM's reputation and standing in the community, with all levels of government, and with respect to regulatory and other bodies/organisations.

## **RESPONSIBILITIES**

The Board, management, employees and contractors **all** have a joint responsibility of making Risk Management a high priority as they undertake their daily tasks in the operations of DWM.

### **Board**

- Actively practise risk management in accordance with this policy.
- Authorise the appropriate budgetary provision for the maintenance of this policy.
- Monitor adherence to this policy.

### **Chief Executive Officer**

- Recognise and adopt Risk Management as a key function of the organisation.
- Maintain overall responsibility for the effective management of all types of risks related to this policy across DWM's operations.
- To encourage an organisational culture which creates safe, healthy and risk free work and operational environments.
- Endeavour to manage risks in accordance with the Australian/New Zealand Standard ISO 31000:2009 *Risk Management* and DWM's policies and procedures.
- Review DWM's insurances annually to enable the most appropriate insurance arrangements to be applied.

- Develop and implement work systems that embrace risk management principles to ensure that DWM's loss exposures are managed within available financial resources for each aspect of operations under their control and/or direction.
- Monitor and audit practices and processes to ensure appropriateness to current conditions and practices.
- Provide staff with adequate training.
- Provide information expediently when requested to provide assistance in the investigation of a risk management issue or claim that has been made against DWM's insurances.
- Investigate information provided by employees, contractors or residents who are reporting a hazard or incident.

### **Employees, Contractors and Sub Contractors**

- Familiarise themselves with DWM's *Risk Management Policy*, principles and procedures.
- Employ risk management principles and practices to ensure that loss control and prevention is a priority in day-to-day duties and functions.
- Report any hazard or incidents as soon as possible that may have a potential risk exposure to DWM, employees, contractors or the public to their supervisor.
- Assist positively with investigations related to incidents that have occurred as a result of a hazard or incident.
- Take notice of and implement recommendations of risk management audits conducted in the workplace.

### **PERFORMANCE REVIEW**

This policy will be reviewed every two (2) years. DWM will ensure that there are ongoing reviews of its management system to ensure its continued suitability and effectiveness in satisfying the requirements of AS/NZS ISO 31000:2009 *Risk Management*.

#### **Reference**

APPROVED BY DWM BOARD:	29 <sup>th</sup> September 2009	Minute No. 14/2-09 - Audit
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ADMINISTERED BY:	Chief Executive Officer	