



JustAutomotive recruitment

Just Automotive Recruitment Risk Management Procedure

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Responsibilities:

All employees are responsible for working safely and for following reasonable directions in respect of the WHS Risk Management Procedure whilst working at Just Automotive Recruitment.

Managers / Supervisors are responsible for:

- Informing employees & others about the requirement to actively participate in risk management strategies and to follow risk management policies and procedures whilst working at Just Automotive Recruitment.
- Ensuring that all people are adequately trained in how to participate in risk management activities in the workplace.
- Maintaining records required by WHS legislation relating to risk management.

At Just Automotive Recruitment the Managing Director is responsible for ensuring that:

- There is an effective Risk Management Procedure and associated mechanisms in place and that they meet WHS and Worker's Compensation legislative requirements.
- All employees are trained and familiar with, have access to, and participate in Risk Management policies, procedures and activities while working at Just Automotive Recruitment.
- Those other persons who are impacted by WHS at Just Automotive Recruitment, such as clients and visitors, are included in risk management strategies as required.
- Review of the Risk Management Procedure is conducted as required.

PROCEDURE:

Just Automotive Recruitment has implemented a step by step procedure to provide the required system and tools to ensure effective risk management in the workplace.

As follows:

1. Communication – the Consultation and Communication Policy and procedure is in place to enable risk management to be implemented in a systematic and effective manner, involving all people impacted by WHS at Just Automotive Recruitment. Effective consultation and planning is important during every phase of the Risk Management Procedure and associated activities.
2. Hazards are identified and reported via the following:
 - a. Consultation – Weekly team Meetings, briefings, direct discussions
 - b. Workplace inspections
 - c. Audits – internal (photos, observations, checklists, reports)
 - d. Reporting – Incident Forms & Incident Register, Hazard Report Form
 - e. Research – information is gathered and interpreted from State & Local Authorities, Manufacturers, Suppliers, Industry groups, employees
3. Risk Assessment – site and task specific, are conducted as required by suitably trained and experienced employees.
4. Actions Prioritised – once risk levels have been assessed, a list of action priorities is determined.
5. Risk Control – identified hazards are systematically eliminated or reduced by implementing practical control measures. A Hierarchy of Controls as per the relevant Code of Practice guidance is used.
6. Monitor & Review – regular checks are carried out to ensure that suitable control measures have been implemented, that they continue to be adequate, and that no new hazards have been introduced into the workplace either by implemented control actions or by changes to the workplace.
7. Documentation – all risk management activities conducted and the outcome of those activities, in particular, those outlined in this procedure, are fully documented and records maintained.

It is important that employees continue to look for hazards in the workplace at all times, not just during risk management activities. All hazards that cannot be eliminated immediately must be reported to their Manager/ Supervisor using the Hazard Reporting Procedure.

The potential for the introduction of new hazards in the workplace should be considered when planning or changing work tasks, equipment etc. in the workplace.

Just Automotive Recruitment seeks the co-operation, commitment and support of all employees who are involved with the activities of Just Automotive Recruitment in achieving and maintaining a safe working environment.

For further information on Just Automotive Recruitments Risk Management Procedure, please contact donna@justautomotiverecruitment.com.au

References:

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Code of Practice: How to Manage Work Health & Safety Risks in the Workplace

ISO 31000:2009 – Risk Management – Principles and guidelines