



JustAutomotive recruitment

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| Just Automotive Recruitment Risk Management Policy | | |
| Updated Date: 30/06/2021 | Version: 003 | Issuer: D Robinson |
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INTRODUCTION

Risk is inherent in all workplaces. All Just Automotive Recruitment employees are responsible for managing the risks that relate to their particular area of work. Risks should be managed in a way that derives the best outcomes for Just Automotive Recruitment and its stakeholders.

POLICY

The following structure for risk management will apply:

- Where specific Regulations require certain controls, Just Automotive Recruitment will ensure compliance with those matters

In consultation with relevant persons

- *Hazard Identification:* identify reasonably foreseeable hazards that may pose risks to health and safety
- *Risk Management:* Where risk cannot be eliminated, it will be minimised so far as is reasonably practicable
- *Risk Evaluation:* Compare estimated levels of risk against pre-established criteria (such as a risk matrix) and consider the balance between potential benefits and adverse outcomes
- *Implement Risk Controls:* Selection of controls will follow a hierarchy:
 - Substitution with less hazardous options
 - Isolate persons from the hazards
 - Use of engineering controls
- Where risk still remains:
 - Implement administrative controls
 - Use Personal Protective Equipment

- Any one or combination of these controls will be used as appropriate.
- All controls must be fit for purpose, suitable for the nature and duration of task and installed, set-up and used correctly
- Risk controls will be reviewed whenever:
 - Control is no longer effective
- Before any change likely to introduce new or different hazards that current controls will not adequately address:
 - A new hazard or risk is identified
 - Results of consultation indicate a review is needed
 - Where requested by employees

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 Policy, please contact donna@justautomotiverecruitment.com.au

References:

WHS Accident Compensation Legislation
WHS Act and Regulations 2011