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# RISK MANAGEMENT POLICY

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At **Airland Logistics** we demand a safe, disciplined and reliable workplace for our staff.

We act on our responsibilities to identify and remove potential and recognised risk. In order to manage Health Safety and Environment (HSE) effectively, we have developed a policy to ensure that a systematic risk management process is implemented in order to manage HSE risks and hazards in the workplace. **Airland** is committed to complying with HSE laws and the standards to which our global organisation subscribes.

## **Purpose**

This policy is intended to set out **Airland's** approach in the identification and management of HSE risks and hazards and is indicative of our approach to business.

## **Scope**

This policy applies to all **Airland** employees, visitors, consultants, contractors, employees of contractors and consultants, persons employed through labour hire agencies and volunteers.

## **Policy**

HSE Risk Management is a systematic approach to managing workplace hazards so as to reduce or eliminate the HSE risk posed to employees, visitors, consultants, contractors, employees of contractors, persons employed through labour hire agencies and volunteers.

A hazard is defined as a source of potential harm to a person's health, safety and welfare in the workplace. Risk is the potential chance of harm from an identified hazard. It is measured in terms of the likelihood of exposure to the hazard and the resulting consequences.

## **HSE Risk Management Process**

The HSE Risk Management Process is a three stage approach adopted by **Airland** to control and/or eliminate workplace hazards and their associated risks.

### **1. Identification of Hazards/Risks**

The identification of hazards and risks can be undertaken in the following manner:

#### **a) Proactive Identification**

Identifying foreseeable HSE hazards/risks which might cause harm and completing risk assessments and reporting back to the HSE Committee/s.

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## b) Incident and Hazard Reporting

An incident report must be completed whenever there is a work-related accident, injury, illness or near miss, in accordance with **Airland's** Incident Reporting Policy. Investigation of such events includes a review of written safety procedures and current work practices and involves discussions with:

- The injured/ill employee, contractor or visitor;
- The employee's supervisor or manager; and
- Any witnesses.

Incident and hazard reporting assists **Airland** to identify existing or potential hazards and the adequacy of existing control methods. It also assists in developing potential controls.

## c) Workplace Inspection Programs

**Airland** will undertake regular inspections of each area of the workplace. Workplace Inspection Reports will be completed following an inspection and be compiled and reviewed by the HSE Team as part of **Airlands** ongoing HSE audit regime.

## d) Workplace Risk Audits

Workplace risk audits are a systematic approach to identifying workplace hazards and will usually be conducted annually. The recommendations flowing from these audits will be reviewed by the Safety, Quality, Risk and Environment Committee and by **Airland** management.

## e) Safe Design and Purchasing

Before any design and/or purchasing decision, **Airland** will:

- Consider the HSE risks associated with the design, procurement, construction, installation, operation maintenance and decommissioning of the product/s or processes throughout the lifecycle of those product/s or processes; and
- Take steps to make sure that these risks are eliminated or reduced.

## f) Consultation

**Airland** understands and accepts its obligation to consult with employees, managers and contractors, as well as all other persons with obligations under HSE laws.

The **Airland** Safety, Quality, Risk and Environment Committee and HSE Committees will provide employees with a reasonable opportunity to provide input when identifying or assessing hazards or risks to health or safety; and making decisions about:

- Measures to be taken to control those risks;
- Adequacy of facilities for the welfare of employees;
- Procedures for resolving HSE issues in the workplace;
- Monitoring of employees' health;
- Providing information and training to employees;
- Any proposed changes to a workplace that may affect employees' health or safety.

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## 2. Assessment of Hazards and Risks

**Airland** will assess those hazards identified to determine the HSE risks. The following factors will be taken into account:

- The likelihood of the hazard or risk;
- The degree of harm;
- The frequency/duration of exposure to the hazard;
- The most realistic consequence/severity of the hazard or risk; and
- Any human factors involved, for example the age, skill level, physical makeup and training/education of the employee undertaking a task whilst exposed to the hazard.

## 3. Control of Hazards and Risks

When assessment and prioritisation of the identified hazards has been completed, **Airland** will work to eliminate or manage and control each hazard.

**Airland** recognises that elimination of hazards and risks is the best result, but where this is not reasonably practicable, we will look to minimise risk by preventing or reducing the exposure to hazards and risks so far as is reasonably practicable.

When determining what is reasonably practicable, we will have regard to factors such as:

- What **Airland** knows, or ought to reasonably know, about:
  - the hazard or the risk; and
  - ways of eliminating or minimising the hazard or risk,
- The availability and suitability of ways to eliminate or minimise the hazard or risk; and
- The cost associated with available ways of eliminating or minimising the hazard or risk.

**Airland** must consider control strategies in the order of the following hierarchy of controls:

- Elimination through job design;
- Substitution by replacing materials, equipment or processes;
- Engineering by controls, mechanical aids, barriers, ventilation or insulation;
- Administrative through job rotation, changing work tasks, procedures and training;
- Personal Protective Equipment (PPE) to reduce potential exposure.

Employees, consultants and contractors are responsible for:

- Participating in risk management processes;
- Performing their work in a safe manner;
- Taking reasonable care that their acts do not adversely affect the health and safety of themselves or others.

The **Airland** Safety, Quality, Risk and Environment Committee is responsible for:

- Monitoring and reviewing on an ongoing basis, the HSE Risk Management process. The Committee is comprised of management and employee representatives.



**Jan Jensen**  
Group CEO  
Airland Logistics  
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