

HSE Management System Manual

Risk Management Policy and Responsibilities- PCHSE-033

POLICY- Extract from Palmer's Coaches Risk Management Program

"Palmer's Coaches Pty Ltd" is committed to the protection of Employees, Stakeholders, the environment and employees of the community.

The Palmer's Coaches Pty Ltd Committee shall continuously strive to achieve the highest standards of Risk Management issues in its operations through the promotion of our risk management processes for hazard control and health preservation whilst endeavouring to protect its employees, contractors, general public and the environment.

Risk Management is primarily the responsibility of "Palmer's Coaches Pty Ltd" Management in compliance with legislative obligations; however every person at a Palmer's Coaches Pty Ltd organized activity, regardless of their classification or job, has an individual responsibility. Contractors, agents, visiting Palmer's Coaches Pty Ltd and their employees and consultants are also to comply with "Palmer's Coaches Pty Ltd" Risk Management policies when on Palmer's Coaches Pty Ltd business or at any Palmer's Coaches Pty Ltd work sites and or locations.

In conjunction with this policy, a series of rules, procedures, programs and policy statements on specific individual Risk Management matters have been prepared and issued.

The following areas of responsibility are necessary for the success of the policy:

"Palmer's Coaches Pty Ltd" Management– will actively pursue the goals in the above statement by:

- Establishing and maintaining a Risk Management system which promotes Risk Management, incorporates consultative processes and provides information and training for all employees, stakeholders, contractors and employees of the public;
- Providing and maintaining safe and healthy conditions in accordance with legislative obligations; and
- Regularly reviewing and monitoring Risk Management systems and practices to achieve continual improvement.

Management – have supervisory responsibilities and are required to ensure that:

- Information, instruction and training for employees under their control is provided to increase an awareness and understanding of hazards and safe practices;
- Work and site conditions under their control are maintained to the standards laid down by the relevant regulatory organisations and the management;
- Initiatives and corrective measures are taken to maintain this policy within their control.

Revision History

Revision History					
Document Ref:	Risk Management Policy- PCHSE-033	Revision:	02	Approval Date:	01/03/2015
Document Owner:	Palmer's Coaches – Safety & Compliance Manager	Approved by:	Palmer's Coaches – Managing Director		
This document cannot be modified without the approval of the Palmer's Coaches – Safety & Compliance Manager					

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Palmer's Coaches Pty Ltd Employees and Sub-Contractors– all have a responsibility and are required to:

- Observing all Risk Management rules and where required, using personal protective clothing and equipment as required under the guidelines;
- Eliminating or reporting to their Coach/Team Leader, any hazards or unsafe practices or conditions which come to their attention;
- Ensure that by their actions or omissions, they do not wilfully cause themselves or another person harm or to be involved in an accident.

General public- all have a responsibility and are required to

- Observe and follow instructions of all warning signs and of any “Palmer's Coaches Pty Ltd” employee and or contractor.

Risk Management Plan

“Palmer's Coaches Pty Ltd” Risk Management Plan provides the methodology that will be applied to identifying, analysing, evaluating, and treating risk at all organised activities. This approach is based on the Australian Risk Management Standard (AS/NZS 4360:2004).

The key objectives of the plan are to:

- To identify those risks to the organisation that has an impact on the Palmer's Coaches Pty Ltd operations, finances and health and safety of its contractors, employees and/or stakeholders.
- To analyse the likelihood and consequences of those risks on the Palmer's Coaches Pty Ltd operations, finances and health and safety of its contractors, employees and/or stakeholders.
- To determine and assess the importance and priority of each risk identified.
- To treat each risk from a range of treatment options.
- Implement appropriate risk management plans according to the priority attached to each identified risk.

Scope:

This document provides a guide for managing risks. This document has been applied to a very wide range of activities, decisions or operations of any activity of Palmer's Coaches Pty Ltd.

This document specifies the elements of the risk management process. The design and implementation of the risk management system will be influenced by the varying needs of Palmer's Coaches Pty Ltd or organisation providing a service.

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This process will be applied at all stages in the life of any activity, function, project, product or asset. The maximum benefit will be obtained by applying the risk management process from start to finish. Often a number of observations are carried out at different times, and from strategic and operational levels.

This process described here applies to the management of both potential gains and potential losses.

Objective:

The objective of this document is to provide guidance to enable our employees to achieve-

- A more confident and rigorous basis for decision making and planning;
- Better identification of opportunities and threats;
- Gaining value from uncertainty and variability;
- Pro-active measures rather than re-active management;
- More effective allocation and use of resources;
- Improved incident management and reduction in loss and cost of risks, including insurance premiums;
- Improve internal and external stakeholders confidence and trust;
- Improve compliance with relevant legislations; and
- Better committee governance.

Policy review process;

Palmer's Coaches will review this policy every year unless any changes are required or if any issues arise during that period or changes to information supplied.

Next Policy Review; 1st January 2019 unless otherwise required.

Rick Palmer

Rick Palmer
Managing Director
01/01/2018

Bruce Adams

Bruce Adams
General Manager
01/01/2018

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