Mining and Automotive Skills Alliance

Risk Management Policy and Procedure

Version 1.1

Contents

1. Purpose

The purpose of this policy is to enable the Australian Mining and Automotive Skills Alliance (AUSMASA) risk management activities and procedures to be proactively identified, organised, managed, and maintained.

2. Overview

AUSMASA is committed to minimising the risk that foreseeable hazards pose to our organisation, our operations, our employees, our clients and stakeholders, or the public.

3. Audience

This policy applies to AUSMASA's:

- Board
- Chief Executive Officer (CEO)
- Advisory Committees or Panels
- Sub-committees
- Employees
- Contractors and Sub-contractors
- anyone who has permanent or temporary access to AUSMASA's facilities.

4. Policy

AUSMASA has a duty to provide a safe workplace for its employees, a safe environment for its clients and stakeholders, and a reliable development path for the organisation.

AUSMASA will put procedures in place that will ensure that risks are minimised, and their consequences are averted or mitigated within AUSMASA's scope of control.

At an operational level, AUSMASA will utilise the Australian Standard for Risk Management AS ISO 31000:2018 guidelines and approaches to assist the organisation in effectively managing risk.

The AUSMASA Board and Executive team will review the reported risk outcomes against the current risk management policies and procedures at least twice a year to ensure that AUSMASA's risk management conforms to current standards.

The Board will annually review the reported risk outcomes against the current risk management policies and procedures to ensure that AUSMASA's management of risk conforms to current AS ISO 31000:2018 standards.

5. Procedure

5.1. Responsibilities

It is the responsibility of the Board to ensure that risks of a societal, developmental, or commercial nature are considered in preparing the organisation's strategic plan and relevant policies.

It is also the responsibility of the Board, with the assistance of the CEO and the designated risk management officer or an audit & risk committee, to carry out risk management analyses of the

organisation focused on risks relating to death, injury, property damage or financial loss and to implement appropriate mitigation measures.

It is the responsibility of the CEO to ensure that:

- a risk management officer and/or an audit & risk committee for the organisation is appointed, and a risk management register is established and maintained;
- effective risk management procedures are in place, applicable to all relevant areas of the organisation;
- risk management policies and procedures are reviewed regularly and at least annually;
- recommendations arising out of the risk management process are evaluated and, if necessary, implemented; and
- employees are aware of all applicable risks and familiar with the organisation's risk management procedures.

It is the responsibility of the risk management officer or an audit & risk committee to ensure that:

- risk management analyses are routinely carried out for all relevant areas of the organisation;
- the risk management register is prepared for each relevant category that applies to the organisation;
- the risk management register is reviewed regularly to ensure that no risks have been overlooked or have ceased to be relevant;
- the risk management register is reviewed at least twice a year to ensure that procedures and activities are in place to avert the risk or, if that is not possible, to mitigate its impact;
- currency with Australian Standard for Risk Management guidelines and approaches is maintained;
- copies of an up-to-date risk management register are kept in a central risk management folder.

It is the responsibility of all employees and contractors to ensure that they:

- are familiar with the organisation's risk management procedures;
- are familiar with the risk management register;
- observe the risk management procedures;
- inform their manager if they become aware of any risk not covered by existing procedures.

5.2. Process: Managing Risk

The risk management officer or an audit & risk committee will initiate at least twice per year a review of all areas of the organisation to carry out risk assessment exercises.

Conducting a risk assessment exercise will involve:

- working with each risk owner;
- identifying the risks attached to every element of the organisation and the likelihood of that risk eventuating;
- identifying practices to avert those risks. These practices can be implemented, in progress or planned;
- identifying practices to mitigate the effects of those risks. These practices can be implemented, in progress or planned;

- recording those risks, precautions, and remedies in the form of a risk management register;
- sharing the outcome of the risk management exercise with the AUSMASA Board and Executive team.

The risk management officer or an audit & risk committee shall participate in each risk management exercise to ensure consistency of approach.

5.3. Process: Risk Management Register

The risk management officer or an audit & risk committee will ensure that:

- all employees have access to, and knowledge of the location and contents stored in AUSMASA's central risk management folder;
- regular reviews of the risk management register architecture are conducted, and any modifications or improvements are made to the risk management register in a timely manner;
- the risk management register is reviewed by the organisation at least twice a year, or as required, to ensure that no foreseeable risks have been overlooked;
- each risk identified is allocated to an AUSMASA owner, and the AUSMASA owner understands their accountabilities and deliverables.

6. Related Policies & Documents

- AS ISO 31000:2018 Risk management – Guidelines
- AUSMASA Risk Register (Excel)

7. Definitions

RISK includes both internal hazards (which the organisation can potentially prevent) and external hazards (which may be outside its control) and is defined as the probability that an occasion will arise that presents a hazard or danger to our organisation, our employees, our clients or stakeholders, or the public. It includes, but is not limited to:

- physical hazards
- psychosocial hazards
- legal/contractual hazards
- financial hazards
- reputational hazards.

RISK MANAGEMENT OFFICER refers to the AUSMASA staff member or nominated delegate that has the responsibility of risk management.

AUDIT & RISK COMMITTEE refers to a committee that supports the organisation in managing risk.

8. Document History and Contact Details

Version

Number	1
Version	1.1

Implementation date	24 February 2023
Review date(s)	24 February 2025
Next Review date	24 February 2026

Revision History

Revision date	Summary of amendments	Prepared by	Version
February 2023	Policy Creation	CEO	1.0
October 2023	Branding amendments, and audience amended for appropriateness	Compliance Officer	1.1

Contact details

Owner	AUSMASA Board
Contact officer	Principal Advisor/Manager, Governance & Risk, admin@ausmasa.org.au