AUSTRALIAN RISK SERVICES

CAPABILITY STATEMENT

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Who we are and what we do…

Australian Risk Services provide the following services:

- Safety and risk management training
- Computer safety and risk management inductions
- Safety risk assessments
- Safety and environmental auditing
- Safety behavioral culture surveys and assessments
- Safety video production
- Environmental management systems
- Property risk assessments
- Event risk management
- Self-insurance
- Quality management

Australian Risk Services is a multidisciplinary firm of Occupational Health and Safety (OHS), environmental consulting, project risk and strategic commercial risk management.

Australian Risk Services has over 15 years of experience and has completed numerous risk management and OHS projects during that time.

Australian Risk Services methodology provides a comprehensive approach to consistent decision making. Organisational systems are considered as well as the formulation of technical risk control strategies. This methodology provides a framework for the development of risk management systems, preventive actions and contingency plans within an integrated economic perspective.

It needs to be remembered that risk management is equally about managing vulnerabilities, as it is the risk of not achieving a beneficial opportunity/outcome. For example, not having sufficient Information Technology Resources to enable a telephone call centre to identify customer needs and delegate that customer to the right customer service unit automatically. Australian Risk Services assists clients focusing on the “upside and downside” of business risk.

Our goal is to maximise the wealth of clients through strategically managing their risks and maximising their competitive edge by staying one step ahead of their opposition.

Contents

This document represents an overview of the capabilities, services and track record of Australian Risk Services

Our capabilities and services

Computer safety inductions

Australian Risk Services provides clients with tailored computerised induction programs for employees, contractors and visitors.

The interactive multimedia program is competency based and can be set up on a stand alone Personal Computer or can be licensed to be on a company's intranet covering as many sites as you desire.

Our interactive program involves video production, voice over story board and detailed graphics, photos and maps in depicting the circumstances of your site. The time saved in man hours spent on inductions is retuned very quickly and consequently your investment is returned to you in a short period of time.

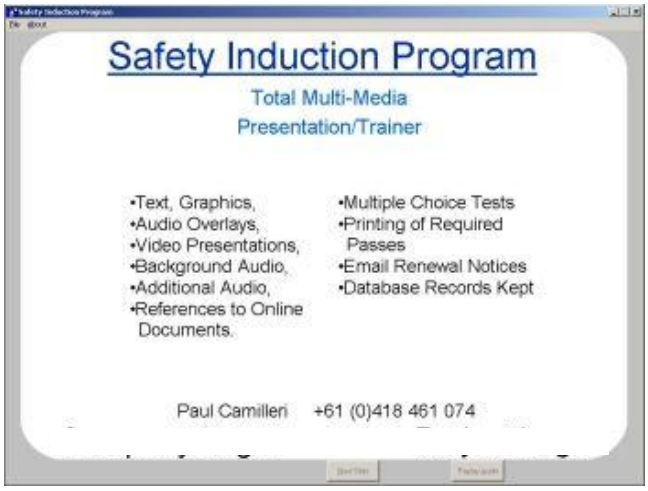
The induction program prints relevant site passes to people completing inductions and stores their details in a database notifying the client and contractors via email when they are required for re-induction. We maintain and update computer induction programs to keep up with organisational changes.

All inductions are competency based before passes are given.

The Safety Induction Program is an interactive multi-media presentation that includes text, graphics, audio, and video to present information to the user. At various points in the presentation, the user is required to participate in the presentation (eg. acknowledging policies, completing tests, and other things).

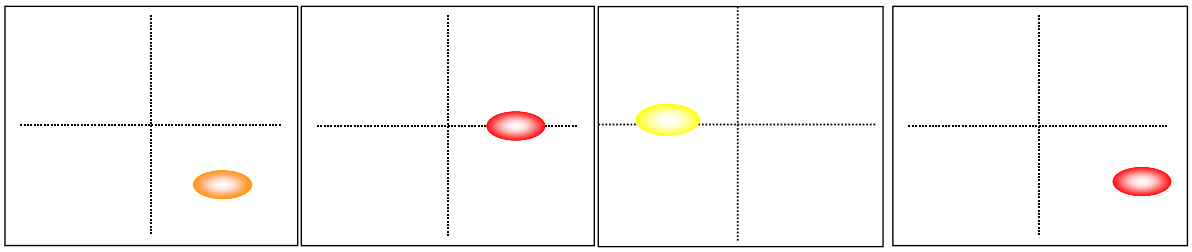
The user will be required to move through the presentation by clicking the buttons at the bottom of the window. Where there is audio and/or video associated with the slide, the buttons will not become available until the user has heard the material. The user can review material by using the Prev Doc button, Replay Audio, and Replay Video.

Where a user is required to acknowledge policies, the Next Doc button is not available until they do so. Please read the policies before pressing the acknowledge button.



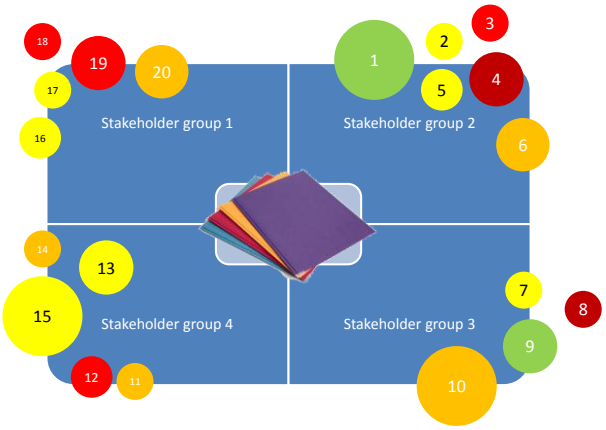
Risk assessments

Australian Risk Services have an in-house developed risk assessment methodology, designed for identifying and measuring occupational, health and safety and environmental risks. The Australian Risk Services methodology allows to graphically map the most significant risks using the bubble charts.. Example risk assessment results are below:



This methodology is consistent with the international best practice, including the ISO 31000:2009, national and state regulations and codes of practice, including Model OHS Legislation.

An example of a draft risk profile is presented below, it allows clear mapping of identified risks across the stakeholder groups:



Australian Risk Services conducts risk assessments for the following activities:

Confined Spaces

Confined spaces can be fatal

Each year in Australia, people are killed in a wide range of confined spaces, from storage vessels, to complex industrial equipment. Many of these fatalities occur when attempting to rescue another person in a confined space. Additionally, people can be seriously injured from other hazards found within confined spaces.

What do the regulations require of employers?

If you are an employer, the regulations require you to manage and control risks that are associated with confined spaces.

Hazard identification:

First, you must properly identify confined spaces by applying the definition. Then, in consultation with a health and safety representative or external risk management provider, you must identify the hazards that are associated with entering and working in such spaces.

Risk assessment:

Next, you must assess the risks to workers who might have to enter the space. This means you need to determine whether there is any risk, i.e., injury or illness, associated with each of the hazards identified. What is more, you must record and retain the assessment.

Australian Risk Services assist companies in performing confined spaces risk assessments using our expertise and experience.

Plant Regulations

This code of practice provides practical guidance on how people can meet the requirements of the Model Work Health and Safety Regulations. The aim of the Regulations is to protect people against the risks plant and associated systems of work can pose to their health or safety at work.

Plant is defined in the Regulations to cover items such lifts, cranes, pressure equipment, machinery, hoists, powered mobile plant, amusement structures, lasers, turbines, explosive-powered tools, scaffolds and temporary access equipment. The regulations do not cover ships, boats, aircraft, road and rail vehicles, hand-held plant, which relies exclusively on manual power for its operations. This code of practice only deals with the types of plant covered by the Regulations.

The regulations require the identification of hazards, assessment of risks and control of risks posed by plant and associated systems of work. The regulations apply to designers, manufacturers, importers and suppliers of plant, employers and self-employed persons. The code explains what these processes mean and how they can be performed by designers and employers.

Manual Handling

Manual handling covers a wide range of activities including lifting, pushing, pulling, holding, throwing and carrying. It includes repetitive tasks such as packing, typing, assembling, cleaning and sorting, using hand-tools, and operating machinery and equipment. Because most jobs involve some form of manual handling, most workers are at risk of manual handling injury. Of course, not all manual handling tasks are hazardous. But it is significant that around a quarter of all workplace injuries are caused by manual handling.

What kind of injuries can result from manual handling?

Unsafe manual handling may cause a variety of injuries and conditions including:

- Muscle sprains and strains
- Injuries to muscles, ligaments, intervertebral disks and other structures in the back
- Injuries to soft tissues such as nerves, ligaments and tendons in the wrists, arms, shoulders, neck or legs
- Abdominal hernias
- Chronic pain

Some of these conditions are known as repetitive strain injury (RSI), occupational overuse syndrome (OOS), cumulative trauma disorder (CTD) and work-related musculoskeletal disorder (WRMSD). In the Model Work Health and Safety Regulations, all of these conditions are referred to as musculoskeletal disorders (MSD). The regulations define MSD as an injury, illness or disease that arises in whole or in part from manual handling in the workplace, whether occurring suddenly or over a prolonged period of time.

You should consider this service if you are:

- An employer, because it will help you work out which manual handling tasks in your workplace could cause MSD, and show you how to control the risk.
- A designer, manufacturer, importer or supplier of plant for use in workplaces because it will help you ensure that users of your product are not exposed to the risk of MSD.

Hazardous Substances

The purpose of the Hazardous Substances Code of Practice is to help manufacturers, importers and suppliers of hazardous substances and employers using those substances, to meet the requirements of the Model Work Health and Safety Regulations, so as to protect people at work against risks to health from using hazardous substances.

You should consider this service if you are:

- Manufacturer of hazardous substances
- Supplier of hazardous substances
- Occupiers of premises where dangerous goods are stored and handled
- Health and safety representatives, employees and anyone else who has an interest in the risks to people or property posed by hazardous substances.

Hazardous substances are substances that have the potential to harm human health. They may be solid, liquids or gases; they may be pure substances or mixtures. When used in the workplace, these substances often generate vapours, fumes, dusts and mists. A wide range of industrial, laboratory and agricultural chemicals are classified as hazardous.

Noise Risk Assessment

A noise assessment may be simple or quite complex, depending on the type of workplace, the number of workers and the information already available regarding noise exposure levels. The detail and accuracy needed will depend on individual circumstances.

When should a noise assessment be done?

Employers should carry out noise assessments when workers and others may be exposed to risks from noise levels above LAeq,8h 85 dB(A) and/or LC, peak 140 dB(C), i.e. excessive noise. If noise exposure is marginally below LAeq,8h 85 dB(A) the noise levels should be reassessed whenever any changes that may increase noise exposure are made.

What is the aim of a noise assessment?

Noise assessments vary depending on the severity of the risks at the workplace. The general aim of a noise assessment is to:

- identify all persons likely to be exposed to excessive noise. Generally, this will involve the evaluation of LAeq,8h and measurements of peak noise levels where relevant;
- obtain information on noise sources and associated work practices. This information will help decide what measures should be taken to reduce noise levels;
- check the effectiveness of measures taken to reduce noise exposure or the risks from noise exposure. If a base-line has been established in a more comprehensive assessment and there has been no change at the workplace it may be possible to restrict future surveys. These surveys would measure noise levels at a few defined positions and under a restricted range of working or loading conditions of the equipment involved;
- help choose appropriate personal hearing protectors for persons exposed to risks from excessive noise; and
- define hearing protection areas at work.

Australian Risk Services work closely with a Certified Occupational Hygienist (COH) as per the requirements of the Australian Institute of Occupational Hygienists, who is skilled in the following areas:

- Identification and assessment/monitoring of workplace hazards;
- Development of best practice atmospheric contaminant monitoring programs including statistical analysis of results;
- Making recommendations to reduce or eliminate the impact of workplace hazards;
- Conducting noise surveys;
- Managing and creating occupational hygiene databases;
- Development of hazardous substance registers;
- Identification and assessment of confined spaces;
- Development and delivery of information sessions to work crews

Dangerous Goods

The purpose of this Code of Practice is to help manufacturers and suppliers of dangerous goods and occupiers storing and handling these dangerous goods, to meet the requirement of the Model Work Health and Safety Regulations, so as to provide for the safe storage and handling of dangerous goods.

You should consider this service if you are:

- Manufacturer of dangerous goods
- Supplier of dangerous goods
- Occupiers of premises where dangerous goods are stored and handled
- Health and safety representatives, employees and anyone else who has an interest in the risks to people or property posed by dangerous goods.

We work closely with our clients to ensure that staff is adequately involved in risk assessments and that they understand the process and requirements of law when conducting risk assessments.

Working at heights

In the last three years 23 people died at work as a result of a fall and many more people were severely injured.

WorkSafe Victoria has been producing guidance for employers to help them prevent falls happening, but something more had to be done to stop the deaths and injuries.

New regulations are being introduced that will affect the way you and your employees work at height.

Find the fall hazard

Identify any job your workers do, or may do, where there is any chance at all of a fall of more than 2 metres. The regulations call this identifying a fall hazard.

Assess the risks

Once fall hazards are identified you have to decide how likely it is that someone will fall.

Once the employer has identified all the tasks where there is any chance at all of a fall, the employer has to work out how likely it is that a fall could happen. The risk assessment needs to be performed.

Risk Assessment allows appropriate control measures to be developed. Once hazards have been identified, they should be assessed in terms of their potential to do harm.

To assess risk, consideration should be given to the:

- likelihood that harm will occur and
- severity of the harm should it occur

Australian Risk Services can assist your company in performing working at heights risk assessments.

Fix the problem

With the information you've gathered you then have to put in place risk control measures.

Monitor and review the effectiveness of the control measures

Regular monitoring to ensure the control measures that have been implemented have performed as intended.

Safety and risk management training

Time and time again, companies discover the hard way that safety and environmental training is good business. It is essential part of effective plant operations. But too often, training is not given the attention it deserves.

Because our training packages are written by working parties with years of experience, the quality and technical depth of these training resources is unmatched by the other commercial material. And because we provide training courses in-house, you save time and money.

A course delivered in-house costs less than other training methods. It is more convenient and more effective. It costs less because you don't have to send staff away on courses, it is convenient because you can hold courses when and where you want them; and it is effective because you can tailor the training to the exact needs of your personnel.

The training packages use an "active participation" method of training. Under the trainer's guidance, small groups of trainees discuss real case histories and important points, so that you can be sure everyone understands the training. Any lack of understanding quickly becomes apparent in the discussion sessions, so it is possible to identify this and remedy it.

Australian Risk Services provide a wide range of safety and risk management training, including:

Course name	Duration	Brief outline

Accident investigation (recently updated)	2 day	• Understand the key steps in an accident investigation.
		• Identify the critical information that is required to complete your company Accident Report and the Corrective & Preventative Action report.
		• Plan and conduct an accident investigation.
		• Analyse the data gathered during the investigations.
		• Apply incident investigation tools:
		  ○ Incident Cause Analysis Method (ICAM)
		  ○ Energy flow and barriers
		  ○ Events and conditions charting
		  ○ Failure mode tree
		  ○ Human error analysis
		  ○ Change analysis
		• Develop and evaluate corrective measures.
		• Participate in a number of case studies and examples

Hazard identification	0.5 day	• Risk management context
		• Methods for identifying hazards in the workplace
		• Review checklists for identifying following hazards:
		  ○ Chemicals and Harmful Substances
		  ○ Electricity
		  ○ Manual handling – lifting
		  ○ Slips and trips
		  ○ Working at heights
		  ○ New and young workers
		  ○ Plant and equipment

Confined spaces	1 day	▪ To eliminate or, where this is not practicable, minimize the need to enter confined spaces; ▪ To provide for the health and safety of all persons who need to enter or work in confined spaces by preventing exposure to hazards which may otherwise be experienced when working in a confined space, and thereby prevent collapse, injury, illness or death arising from exposure to those hazards; ▪ Practical guidance on how persons can meet the requirements of the Model Work Health and Safety Regulations. The aim of the regulations is to protect people against the risks entry and work in confined spaces can pose to their

Course name	Duration	Brief outline
		health and safety at work; ▪ Be aware of responsibilities of employers, employees and others; ▪ Be aware of hazard identification and risk assessment processes; ▪ Be aware of risk control; ▪ Be aware of information, instruction, supervision and training; ▪ Be aware of monitoring; and ▪ Be aware of record keeping
Contractor management	1 day	▪ Understand your health & safety legal obligations to contractors ▪ Consider relevant health & safety issues when selecting and engaging contractors ▪ Evaluate contractor's OHS capabilities and systems ▪ Establish specific safety requirements for contractors ▪ Develop policies and procedures to manage contractors ▪ Evaluate and monitor the performance of contractors in relation to health and safety
Dangerous goods	0.5 day	▪ Understand major requirements of Dangerous Goods legislation ▪ Awareness of particular requirements in relation to Manufacturing facilities ▪ Apply knowledge gained from the session with particular regard to: ○ Classification of dangerous goods ○ Assessment Factor Calculation ○ Generation of Manifest
Environmental and ISO 14001	1 day	▪ Global environmental issues, the legislative framework, and EMS ▪ Example cases of organisations that have been prosecuted ▪ Due Diligence as a defence ▪ Your companies environmental impacts and the management response to date ▪ How to more efficiently use energy and improve waste management based on site audit results ▪ Conduct a waste stream assessment of Company operations ▪ What is required for your company to progressively develop and implement SHE management system based on ISO 14001
Ergonomics	0.5 day	▪ Participants should be able to recognise manual handling risks in tasks, and in consultation, decide the best way to minimise them ▪ Provide the definition of manual handling ▪ Explain the manual handling regulation ▪ Apply the principles in the Code of Practice for identifying hazards & assessing risks in their workplace ▪ Discuss and apply the process for controlling manual handling risks
Executive briefing (recently updated)	0.5 day	▪ Understand history of safety and health & environmental performance ▪ Understand key aspects of the Model OHS Legislation ▪ Gain skills in effective SHE Management. ▪ Became aware of legal obligations & compliance strategies, AS4804, ISO 1400, AS 4801 and SafetyMap (optional). ▪ Understand hazard identification and risk assessment. ▪ Understand risk management principles and processes
Fire warden	0.5 day	▪ FIRE ○ How fires start ○ Prevention ○ Never fight a fire ○ Fire fighting equipment ○ Different kinds of extinguishers ○ Selection of fire equipment ○ Instructions on the use of portable fire extinguisher and hose reel equipment 6 ▪ FIGHTING A FIRE ○ PASS method ○ Appropriate use of extinguishers ○ Inappropriate use of extinguishers

Course name	Duration	Brief outline
		○ Personal hazards ▪ FIRE WARDENS ○ Warden identification ○ Primary roles and responsibilities ○ Chief Warden ○ Deputy Chief Warden ○ Communications officer ○ Floor or area wardens ○ Wardens ○ Fire procedure guidelines ○ Life safety ○ Call the fire brigade ○ Evacuation ○ Fight the fire
Fatigue management	0.5 day	▪ About fatigue and how it affects workers ○ Fatigue explained ○ How the body clock works ○ The need for sleep ○ How to identify fatigue ○ Symptoms ○ Why recognising fatigue is important? ▪ Legislation and responsibilities ▪ Managing fatigue in a workplace ▪ Shift work ▪ Driver Fatigue Management Plans ▪ Monitoring and review process ▪ Record keeping
Hazardous substances	0.5 day	▪ Understand major requirements of Model Work Health and Safety Regulations. ▪ Conduct hazardous substances risk assessments. ▪ Develop adequate controls for hazardous substances in the workplace.
Lock out and isolation	0.5 day	▪ The basic principles of isolation ▪ Shutting down ○ Unwanted energy sources ○ Hazard categories ○ Isolating energy sources ○ Stored energy ▪ Lock out devices ▪ Tagging out ○ Group LO/TO ○ Group lockout box / cabinet ▪ Shift or personnel changes ▪ Removing guarding ▪ Testing isolation ▪ Prior to restart
Lock out and isolation **(designed for Oil and Gas industry, new)**	2 days	▪ On completion of this module you will have an understanding of the following principles: ○ Process equipment isolation requirements ○ What is an effective isolation ○ The isolation valve hierarchy ○ What are unsuitable isolation valves ○ Electrical and radioactive source isolations ○ Mechanical isolations ○ Risk assessment to apply the isolation hierarchy ○ Potentially hazardous situations when isolating ○ Gas main fire isolations ○ Alternative means of isolations
Manual handling	0.5 day	▪ Recognise that a systematic approach can prevent or reduce manual handling injuries

Course name	Duration	Brief outline

		▪ Skills and Knowledge to:
		▪ Identify risk factors in your workplace.
		▪ Control hazards.
		▪ Review Guidelines for correct:
		  ○ Lifting.
		  ○ Carrying.
		  ○ Pushing & Pulling
		  ○ Seated posture movements

Plant risk assessment **(recently updated)**	2 days	▪ The legal framework, including the new Model Work Health and Safety Legislation
		▪ Duty of care
		▪ What is plant?
		▪ Plant licensing, registration and notification
		▪ Purchasing new plant
		▪ Decommissioning plant
		▪ Operator competency and training
		▪ Plant hazard assessment
		  ○ Identifying the hazards
		  ○ Risk ranking and score
		  ○ Control of hazards
		  ○ Guarding
		  ○ Maintenance and repair
		  ○ Verifying the process
		  ○ Monitoring and review
		▪ Practical exercises and case studies

Risk assessment (all risk areas) **(recently updated)**	2 days	▪ The legal framework, including the new Model Work Health and Safety Legislation
		▪ Covering all major safety areas:
		  ○ Plant
		  ○ Manual handling and ergonomics
		  ○ Hazardous Substances and Dangerous Goods
		  ○ Working at heights
		  ○ Confined spaces
		  ○ Noise
		▪ Risk assessment techniques and templates
		▪ Guide to developing safety operating procedures
		▪ Practical exercises and case studies

Enterprise risk management **(recently updated)**	1 day	▪ Cover the benefits of risk management ▪ Describe key elements of risk management ▪ Understand hazard and risk identification principles and techniques. ▪ Identify organisational factors that influence the success of risk analysis. ▪ Understand risk analysis methodology, including application of AS/NZS 4360:2004 and ISO 31000:20009 ▪ Apply specific tools to analyse risk. ▪ Assess risk analysis requirements and support sources. ▪ Discuss integration of risk management into strategy setting, decision making and planning ▪ Establishing organisational risk profile ▪ Discuss risk reporting and monitoring
Safety committee	1 day	▪ Understand statutory and common law obligations. ▪ Be aware of all relevant policies and programs in your company. ▪ Understand hazard identification and risk assessment. ▪ Understand risk management process. ▪ Plan and conduct an incident investigation ▪ Gain understanding and requirements of effective committee meeting
SafetyMap 4th edition auditing	2 days	▪ Origins of SafetyMAP ▪ Links between SafetyMAP & management systems ▪ How SafetyMAP can improve management of health & safety

Course name	Duration	Brief outline
		▪ Key elements of SafetyMAP ▪ SafetyMAP auditing process ▪ Documentation review & interviewing skills ▪ Preparing an implementation Action Plan
Supervisor safety	1 day	▪ Understand statutory and common law obligations, including Model OHS Legislation. ▪ Be aware of all relevant policies and programs in your company. ▪ Understand hazard identification and risk assessment. ▪ Understand risk management process and risk analysis. ▪ Plan and conduct an incident investigation. ▪ Be aware of managerial and supervisory responsibilities as well as responsibilities of employees
Working at heights	1 day	▪ To prevent people from falling from height, or from being hit by falling objects ▪ Personnel should comprehend how dangerous actions and misuse of equipment causes injury ▪ Inform personnel about safe work procedures and how to inspect and properly use equipment such as scaffolds, ladders, trestles, elevated work platforms and fall arrest systems. Identify hazards to look for during a risk assessment. ▪ To identify circumstances and hazards that increase the risk of an injury and/or incident occurring when working at height. ▪ To specify the control measures that can be put in place to reduce risk when working at height. ▪ Ensure personnel know and follow safe work procedures. ▪ Personnel should understand the limitations and the dangers of misusing a scaffold. ▪ To explain the do's and don'ts of ladder and trestle use. ▪ To examine the pre-operational check process and ensure that operating procedures are followed correctly. ▪ To understand the limitations of the equipment and how to work safely with various units.
Working from home	0.5 day	▪ Understand employee and employer legal obligations. ▪ Understand your company's relevant policies and programs. ▪ Conducting home based risk assessments. ▪ Designing home based safety check lists. ▪ Understand the requirements for working from home across different states of Australia

Tailored training courses can also be developed upon request, for more information please contact Paul Camilleri.

Safety and environmental management systems

We have extensive experience in building safety & environmental management systems in accordance with Australian Standards and ISO 14001 and AS 4801.

An Environmental Management System (EMS) is a continual cycle of planning, implementing, reviewing and improving the processes and actions that an organisation undertakes to meet its business and environmental goals. Most EMSs are built on the "Plan, Do, Check, Act" model.

This model leads to continual improvement based upon:

- Planning, including identifying environmental aspects and establishing goals [plan];
- Implementing, including training and operational controls [do];
- Checking, including monitoring and corrective action [check]; and
- Reviewing, including progress reviews and acting to make needed changes to the EMS [act].

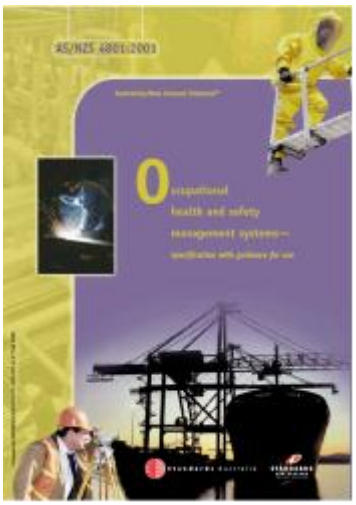
We not only tailor management systems to suit your business but assist in the implementation of the program throughout your organisation. Some of the typical areas covered include:

- Management commitment
- SHE planning & development
- Consultation & communication
- Risk management:
    - Risk assessment (plant, manual handling, hazardous substance, etc)
    - Sub-contractor control
    - Incident reporting & investigation
    - Emergency preparedness
- Skills & competencies
- Environmental management:
    - Aspects & impacts
    - Waste stream management
    - Energy management
- Continuous improvement & performance monitoring (safety surveys, statistical monitoring), system auditing
- Administration
- Injury management (claims management & rehabilitation)

Monitor & measure safety effectiveness through Cultural & Behavioural Models & Statistical Techniques (qualitative & quantitative)

Safety and environmental auditing

Australian Risk Services offer a number of safety and environmental auditing programs. Some of those are listed below:



AS 4801 Occupational Health and Safety Management Systems

Companies are audited against the specification requirements for AS 4801.

The adoption and implementation of a range of effective occupational health and safety (OHS) management actions in a systematic manner can contribute to optimal outcomes for all interested parties. Organisations of all kinds and sizes adopt a systematic approach to managing OHS and develop OHS management systems (OHSMS) within the context of:

- The general growth of concern from all interested parties about OHS matters
- Changes to legislations
- Other measures to foster sustained OHS improvement

There are many reasons why organisations implement an OHSMS including legal imperatives, ethical concerns, industrial relations considerations and to improve financial performance. Implementation of an effective OHSMS should, however, primarily lead to reduction of workplace illness and injury, minimising the costs associated with workplace accidents. OHSMS are also used by some organisations to demonstrate, internally and in some cases externally (via self-declaration or self certification/registration as appropriate), that they are systematically controlling the risks to all persons affected by the organisation's activities, products or services.

SafetyMAP (Initial through to Advanced) 4th Edition

SafetyMap has been developed by the Victorian WorkCover Authority to enable organisations to assess their health & safety policies and procedures, plan improvements, benchmark and gain recognition for the achievement of standards. In achieving all two levels of SafetyMap you will achieve Australian Standards for OHS Management Systems and what is considered best practice. The Victorian WorkCover Authority has indicated that those organisations that meet Initial Level of SafetyMap should be meeting their legal obligations. SafetyMAP (Safety Management Achievement Program) is an audit tool that provides the means to undertake an independent audit and review of an organisations health and safety management system. This helps to establish safer working environment that will protect people at work by eliminating, or better managing, health and safety hazards. This is consistent with the requirements of health and safety legislation.

The audit criteria within SafetyMAP enable an organisation to:

- measure the performance of its health and safety program;
- implement a cycle of continual improvement;
- compare its health and safety system to a recognized benchmark; and
- gain recognition for the standards achieved by its management of health and safety.

The audit criteria describe features one might observe in a robust health and safety management system. However an organisation may not require all of these features to have an effective health and safety management system. The system components should be based on organisational needs, circumstances and risk exposure, not an audit tool. A health and safety management system audit is a systematic examination to determine whether health and safety activities and related results comply with planned arrangements'. It should evaluate whether these arrangements are implemented and will effectively achieve the organisations objectives.

The audits should identify procedures that are not fully effective and provide information that will assist the organisation to improve.

The scope of the audit will vary according to the needs of the organisation. organisations may choose to focus their audits on critical areas, or they may do regular audits of the entire management system.

InjuryMap

InjuryMAP is an assessment program designed to assist you to improve the management of injured workers in your workplace, and help return injured workers to work quickly and safely. It can also assist you as an employer to improve your management of workers' compensation claims.

InjuryMAP assessment criteria

- measure the performance of a workplace's occupational rehabilitation management system
- measure the performance of a workplace's claims management system
- help employers to achieve continuous improvement in claims and injury management
- benchmark a workplace's performance in the management of injured workers and their claims

InjuryMAP provides a set of audit criteria that you can use to assess your workplace's current performance. It also enables you to identify areas where you can improve the management of injured workers and their WorkCover claims.

InjuryMAP's assessment process helps to determine priorities and allocate resources in a way that best suits your workplace's needs. InjuryMAP is based on Victoria's workers' compensation legislation but can be adapted to suit workplaces throughout Australia.

InjuryMAP is based on the principle that the management of injured workers and their compensation claims are not isolated form the way a workplace conducts its day-to-day business: injury management should be fully integrated with other management functions such as health and safety and human resources. InjuryMAP can be used by all types of workplaces. Level 1 measures compliance with basic legislative requirements. Together, levels 1 & 2 measure complete injury management systems.

Environmental Management System Audits

We assist our clients to:

- Establish an environmental policy appropriate to itself
- Identify the environmental aspects arising from the organisation's past, existing or planned activities, products or services, to determine the environmental impacts of significance
- Identify the relevant legislative and regulatory requirements
- Identify priorities and set appropriate environmental objectives and targets
- Establish a structure and (a) program(s) to implement the policy and achieve objectives and targets
- Facilitate planning, control, monitoring, corrective action, auditing and review activities to ensure both that the policy is complied with and that the environmental management system remains appropriate
- Be capable of adapting to changing circumstances

Safety video production

Australian Risk Services designs safety videos to suit your site requirements. We work closely with a video production company Purley Visual to ensure the best in production quality and combine this with our expertise in safety to bring to your staff the most current safety practices.

The videos we design can be stand alone teaching aids or part of a bigger program of risk management that involves risk assessment and re-evaluating how work practices can be improved. Indeed many of our videos are developed out of the need for risk assessment and re-training.

Our videos are highly successful in achieving desired behaviour change from staff and directly involve that staff in our videos in bringing about that change. Our Video Productions are competitively priced to suit large and small organisations.

Videos that we cover include:

- Manual Handling
- Induction
- Forklift Safety
- Hazardous Substances
- Plant and Isolation
- General Site Safety Rules

This interactive course library, featuring a powerful combination of audio, full-motion video, text and colourful graphics that is both Windows and MPEG compatible, includes a Training Management System, which enables trainers to define a curriculum that best suits their needs.

Safety behavioural culture survey

Safety Behavioural Culture Surveys (SBCS) are a series of structured questions designed to provide responses in a quantitative and qualitative ways. The questions are aimed at identifying the value of OHS at different levels in the organisation. The surveys provide areas on which to focus resources. SBCS also provide a baseline for evaluating the effectiveness of the Safety Program.

Methodology of Survey

The survey form comprises of a number of questions in relation to the following categories:

- Self - their own attitude & behaviour
- Others - the attitude and behaviour they observe of others
- Supervisor - their view of the supervisors commitment and approach
- Management - their view of management's commitment and approach
- Systems - their view of the systems in place for managing OHS
- Client/public sites - their view of OHS on client/public sites
- Injury Management - their view of the injury management process

Outcomes and Benefits

Senior management can critically analyse the overall response of their organisation across different departments and work groups. The survey will provide management with the ability to fine tune their safety program and improve performance over a measured timeline in the future. This timeline is based on the positive and negative responses.

Resources can be devoted to specific problem areas as opposed to a shotgun approach of a little here and a little there. Maximize the use of your resources by knowing your problem areas.

Our survey approach enables Clients to:

- Analyse of various aspects of your safety program and fine tuning that program to meet operational requirements.
- Strategically apply resources to the weak areas of your Safety Program, maximizing the limited use of resources.
- Increase productivity by increasing positive behaviour within the workplace.
- Staff attitudes change as management are involving staff in the decision making process across all aspects of business.
- Management can measure their effectiveness in leading safety.

Self-insurance

Self-insurance (or self-funding as it is also referred to) is an alternative risk financing strategy used by thousands of employers across the country to finance their group health care and workers' compensation liabilities.

Self-insurance has become an increasingly attractive option for many employers due to the rising costs associated with health care and workers' compensation commercial insurance.

Benefits of self-insurance:

- More direct employer-employee relationships in workers compensation matters;
- Promotion of competitive advantage by allowing an organisation more control over its workers compensation related finances;
- Enhancement of scheme-wide best practice philosophies by encouraging high-level self-insurer performance.

To be eligible for Self Insurance you must satisfy the prescribed minimum requirements as to financial strength and viability. That is, it must demonstrate that you as an organisation would be capable of meeting its claims liabilities as and when they fall due.

Information regarding the way eligibility is determined is contained on the web site of the Authority.

Organisations must be assessed by the Authority in such areas as occupational health & safety, claims experience, claims management, occupational rehabilitation and financial viability.

The Authority may approve a body corporate as a self-insurer if it is satisfied that the body corporate is fit and proper to be a self-insurer.

Initial approval to self-insure is given for a period of three years and thereafter for four years.

To continue as a self-insurer an organisation must apply for re approval at appropriate times. Such applications are subsequently assessed similarly to the initial application.

After commencement you are required to provide and adhere to the following:

- A bank guarantee for actuarially assessed liabilities.
- Participation in annual self audit program(this is a term & condition of self insurance)
- Quarterly contribution (including GST) to VWA Fund
- Contract of insurance in respect of contingent liabilities for an unlimited amount
- No other re-insurance (of risk) is allowed; risk is retained
- Annual certification of remuneration.

Australian Risk Services are experts in assisting organisations through the self-insurance process. We provide organisations with the resources to meet their OHS and claims and rehabilitation management audit requirements under self-insurance as well as your on-going audit requirements.

Contacts

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