

AUSTRALIAN INTERNATIONAL AID RISK MANAGEMENT POLICY

Australian International Aid (AIA) works closely with all its stakeholders to ensure services are deployed in a safe and effective manner at minimum risk. Considering the nature of our services, we usually provide emergency aid and our ground staff can be at risk. For this purpose, we ensure a permanent communication and daily assessment of the ongoing situation prior to deploying the team to provide aid to the most needy and affected people. Before conducting any project, the AIA team performs a toolbox meeting to make sure all controls are in place and being implemented for any risks or hazards. The below points include but are not limited to the risk management factors Australian International Aid considers for its projects:

Fatigue

INTENT: To describe the requirements for managing the risks associated with fatigue, including where a person's physical or mental limits are reached and, mental and/or physical exhaustion reduces a person's ability to perform work safely.

PERFORMANCE CRITERIA:

1. Fatigue hazard identification has considered working arrangements, environmental and physical factors.
2. Where reasonably practicable work is re-shuffled, re-assigned or postponed eliminating the risk of fatigue.
3. Where it is not reasonably practicable to eliminate the risk of fatigue, the risk of fatigue has been managed by one or a combination of the following: Use of technologies, Process/task redesign to reduce the mental and physical demands of the job (i.e. task rotation), Shift analysis, staffing levels and work times (i.e. roster design), Journey / travel management plans.

Environmental Management

INTENT: To describe the requirements for managing environmental risks and complying with legislation

PERFORMANCE CRITERIA

1. Work practices comply with environmental legislation and when required, statutory approvals are obtained prior to commencing work and compliance is monitored.
2. Pollution control equipment, and workers competent in its use, are readily available where there is the risk of a pollution event.
3. The removal and disposal of waste material from donation points is handled, transported, stored, and disposed of in accordance with local legislative requirements.
4. Adequate prevention and containment controls are in place to minimise the risk of polluting soil and water (including waterways, groundwater and storm water).
5. Reasonable steps are taken to eliminate or minimise potential fauna and flora impacts in areas of high environmental sensitivity and reduce disturbance to a level that does not compromise the environmental values of the area.

Materials Handling

INTENT: To describe the requirements for managing the risks associated with manual material handling tasks.

PERFORMANCE CRITERIA

1. Work is assessed to identify hazardous manual materials handling tasks.
2. Where reasonably practicable work is redesigned to eliminate hazardous manual materials handling risks.
3. Where the work cannot be redesigned, risks are minimised by the use of engineering controls to: a. alter the workplace layout b. alter the workplace environment c. using mechanical aids d. change the objects used in the task
4. Where is not reasonably practicable to use engineering controls, risks are minimised by the use of administrative controls and PPE: a. Alter the systems of work (including human functional capacity) b. seek help (including two-person lift) c. and obtain appropriate PPE (e.g. gloves) Note: admin and PPE can be used in combination with engineering controls to support effective risk management outcomes.

Motor Vehicles

INTENT: To describe the requirements for managing the risks associated with the use of motor vehicles for work related activities/purposes.

PERFORMANCE CRITERIA

1. All vehicles hired and used by AIA team staff are suitable for their intended purpose.
2. Vehicle is inspected to ensure general roadworthiness checks.
3. Drivers hold a current drivers licence covering the classes of vehicles they operate.
4. Driver's licences are checked through on-boarding and during audit inspections.
5. Drivers are in a fit state to operate vehicles and are not impaired by prescription medications, alcohol or other drugs.
6. Aid (food items/packs, clothing, winter blankets etc) are loaded onto vehicles are securely restrained prior to the vehicle being driven.