

QUALITY, SAFETY & COMPLIANCE

Hazard Management & Risk Control Policy

Policy | WHS-POL-002 | Version 1.0

Document number	WHS-POL-002
Version	1.0
Document owner	Rhiannon Frankas, Director
Approver	Daniel Frankas, Managing Director
Issue date	19 July 2026
Effective date	On management approval
Review date	19 July 2028 or earlier following material change
Status	For approval and website publication

MISCO will manage hazards proactively and so far as reasonably practicable. Risk assessment supports decisions but does not replace the duty to eliminate hazards where reasonably practicable.

1. Purpose

Establish a consistent process for identifying hazards and eliminating or reducing health and safety risks.

2. Scope

Routine and non-routine work, plant, substances, workplace layout, traffic, contractors, maintenance, emergency conditions and organisational change.

3. Policy statement and commitment

MISCO will manage hazards proactively and so far as reasonably practicable. Risk assessment supports decisions but does not replace the duty to eliminate hazards where reasonably practicable.

4. Mandatory requirements

- Identify hazards before new plant, material, layouts, work methods or contractors are introduced and when work changes.
- Consult the people who perform or are affected by the work and use their practical knowledge in risk decisions.
- Apply the hierarchy of control: eliminate, substitute, isolate, engineer, administrate and use PPE, with lower-order controls not relied on alone where better controls are reasonably practicable.
- Document material risks, existing controls, further actions, owners, due dates and residual risk.
- Control immediate serious risk at once, including stopping or isolating work and restricting access.
- Verify controls through inspection, observation, maintenance, monitoring and worker feedback.
- Review controls after incidents, changes, new information, failed controls or at planned intervals.

5. Implementation and operational controls

- Maintain a WHS risk register and action tracking.
- Use permits and work authorisation for designated high-risk or ignition-producing work.
- Provide signage, guarding, exclusion zones, housekeeping and PPE appropriate to actual risks.
- Escalate overdue or ineffective controls to a Director.

6. Roles and responsibilities

Role	Responsibility
Directors	Approve the document, provide resources, set the expected standard and review material breaches or exceptions.
Managers and supervisors	Apply the requirements in daily work, communicate expectations, retain required records and escalate concerns.
Employees and contractors	Follow the document, complete required training, protect MISCO interests and promptly report suspected breaches.
Suppliers and business partners	Meet applicable contractual, ethical, safety, quality, security and legal requirements when acting for or supplying MISCO.

7. Reporting, complaints and escalation

Every worker must report hazards and may take immediate safe action within their competence. Serious or uncontrolled risk must be escalated immediately.

MISCO will assess concerns proportionately, preserve confidentiality as far as lawful and practicable, prevent retaliation, and refer matters to regulators, emergency services, insurers, professional advisers or law enforcement where required.

8. Monitoring and assurance

- The Document Owner will monitor relevant complaints, incidents, nonconformities, legal or standards changes, website accuracy and overdue actions.
- Material findings will be considered through management review, internal review or corrective action as appropriate.
- Public claims and linked downloads will be checked when evidence, certification, licensing, supplier, product, website technology or business practice changes.

9. Records and retention

Approvals, declarations, registers, reports, investigations, training, complaints, correspondence and other records created under this document must be accurate, protected, accessible to authorised personnel and retained under IT-POL-003 and applicable legal, contractual and evidentiary requirements.

10. Related MISCO documents

- WHS-POL-001 Work Health and Safety Policy
- WHS-PRO-001 Hot Work Permit Procedure
- WHS-PRO-002 Visitor and Contractor Management Procedure

11. External references

- [Occupational Health and Safety Act 2004 \(Vic\) and Occupational Health and Safety Regulations 2017 \(Vic\)](#)

References were verified from primary or authoritative sources on 19 July 2026. Standards are identified but not reproduced; current licensed editions and legal advice should be consulted where exact requirements determine a decision.

12. Approval and review

Role	Name	Approval / signature	Date
Document owner	Rhiannon Frankas		
Approver	Daniel Frankas		

Review due 19 July 2028, or earlier following material legislative, regulatory, standards, certification, system, operational or organisational change.

Revision history

Version	Date	Change
1.0	19 July 2026	Initial controlled issue prepared for management approval and website publication.