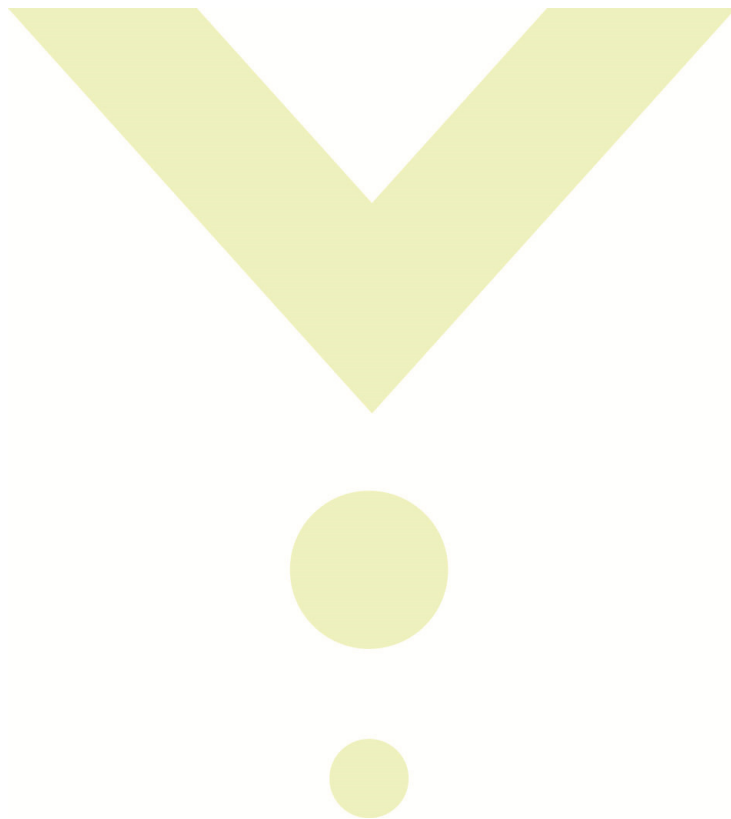


# Risk Management Plan Table



Version 4

**Enviropoles Australia Pty Ltd**

47 Rodeo Drive,

Dandenong South, VIC 3175

Last Update: 01/11/2016

Establishing the context	Risk Assessment					Mitigation	
RISK	Risk Identification	Risk Analysis (rating)	Risk Evaluation			Risk Treatment	Contingency
			Consequence	Rating of consequence	Responsibility		
<b>Resourcing</b>							
Shortage of stock	Workforce	4	Extreme	Major	Project manager	Management to ensure stock levels are maintained. Management to carry out quarterly stock take and ensure purchase order systems are effective.	Source local supplier with short order and fast turnaround
Product faults	Reputation	3	Significant	Major	Project manager	Quality control policies are being adhered to. All assets to be tested before being dispatched.	Utilise local supplier for interim until offshore stock issues have been rectified.
Theft or missing Butt bins	Workforce	1	Low	Insignificant	Service Technician	Bar-code identity labels can help identify units when found.	Ensure stock levels are high
Staff resignation	Workforce	3	Moderate	Minor	Project manager	Liaise with all staff and encourage communication of any work and personal issues.	Replacement staff are trained and ready to carry on works
<b>Servicing</b>							
Damage to units	Workforce	1	Low	Insignificant	Service Technician	Service technician to monitor and report all damaged units. Carry out repair as required. Online reporting system enables all technicians to report damage on the spot	Ensure spare / second hand units or parts are readily available.
Unit catching on fire	Workforce	3	Moderate	Major	Service Technician	Service technician to investigate incidents and provide full report as to why and how. Online reporting system enables all technicians to report complaints	Ensure stock levels are high

Vehicle breakdown	Workforce	4	Significant	Moderate	Service Technician	Vehicle to be regularly serviced using reputable mechanic Service technician to monitor vehicle and report any issues. Vehicle repair and service register to be kept for each vehicle	Spare vehicles available with temporary setup.
<b>Health and safety risks</b>							
Staff accident / injury	Workforce	4	Significant	Major	Service Technician Project manager	All staff need to review OH&S and welfare manual regularly. Project manager needs to enforce and carry out audits on Technicians to ensure they are carrying out works in Safe manor and complying with Company OH&S Manual.	Replacement staff are trained and ready to carry on works
Vehicle accident	Workforce	4	Extreme	Major	Project manager	Staff need to be reminded of safety first when driving. Driver fatigue, traffic and road rules are to be obeyed t all times.	Spare vehicles available
<b>Company</b>							
Lack of funding to continue project	Financial	5	Extreme	Catastrophic	Senior management	All senior management and project Manager need to monitor funds and ensure sufficient funds are available to continue the project	Reserve overdraft in place.
Polices and procedures not adequate	Legal	2	Low	Insignificant	Project manager	Project manager, senior management and technicians to discuss operations policies regularly and review policies. Management plans and questionnaire to be completed by staff regularly at staff meetings	Commit time to revise policies and procedures
Project Management plans not satisfactory	Legal	1	Low	Insignificant		Project manager to liaise with client to ensure plans are satisfactory. Continued monitoring and revision of all plans required.	Commit time to revise plans

