TIGER TEK

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Risk Management Policy

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1. Purpose

Tiger Tek Pty Ltd is committed to identifying, assessing, controlling, and monitoring risks that may impact the safety of our people, the quality of our services, business operations, reputation, financial performance, and compliance obligations.

This Risk Management Policy establishes a structured approach to managing risks and ensuring that risks are identified and addressed proactively.

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2. Scope

This policy applies to:

- **Directors and management**
- **Employees**
- **Contractors and subcontractors**
- **Suppliers and business partners**
- **All activities, projects, workplaces, and operations conducted by or on behalf of Tiger Tek Pty Ltd**

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3. Our Commitment

Tiger Tek Pty Ltd is committed to:

- **Maintaining a proactive risk management culture**
- **Identifying risks before they result in harm or loss**
- **Reducing workplace health and safety risks**
- **Protecting employees, customers, contractors, and the community**

- **Protecting company assets, information, and reputation**
- **Complying with applicable laws, regulations, and industry requirements**
- **Continually improving risk management practices**

Risk management is considered an essential part of business planning, decision-making, and daily operations.

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4. Risk Management Principles

Tiger Tek Pty Ltd will manage risks by following these principles:

- **Identify risks early through assessment and consultation**
- **Assess risks consistently using appropriate methods**
- **Control risks effectively using practical solutions**
- **Monitor and review controls to ensure they remain effective**
- **Communicate risks clearly to relevant stakeholders**

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5. Types of Risks

Tiger Tek Pty Ltd recognises that risks may include:

5.1 Workplace Health and Safety Risks

Examples:

- **Workplace injuries**
- **Unsafe work practices**
- **Equipment hazards**
- **Chemical exposure**
- **Manual handling risks**
- **Emergency situations**

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5.2 Operational Risks

Examples:

- **Equipment failure**
- **Project delays**
- **Process failures**
- **Resource shortages**
- **Supply chain disruptions**

5.3 Financial Risks

Examples:

- **Cash flow issues**
- **Cost overruns**
- **Fraud**
- **Financial losses**
- **Unexpected expenses**

5.4 Legal and Compliance Risks

Examples:

- **Breaches of legislation**
- **Contractual obligations**
- **Regulatory requirements**
- **Licensing requirements**

5.5 Information and Cybersecurity Risks

Examples:

- **Data loss**
- **Unauthorised access**
- **Cyber attacks**
- **Loss of confidential information**

5.6 Reputational Risks

Examples:

- **Poor customer service**
- **Unethical conduct**
- **Negative public perception**
- **Failure to meet commitments**

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6. Risk Management Process

Tiger Tek Pty Ltd will follow the risk management process below:

Step 1: Identify Risks

Risks may be identified through:

- **Workplace inspections**
- **Employee feedback**
- **Incident reports**
- **Audits**
- **Customer feedback**
- **Project reviews**
- **Business planning activities**

Step 2: Assess Risks

Risks will be assessed based on:

- **Likelihood of occurrence**
- **Potential consequences**
- **Existing controls**
- **Level of exposure**

Risk ratings may be classified as:

Risk Level	Action Required
Low	Monitor and maintain controls
Medium	Implement improvements where required
High	Take immediate action to reduce risk
Extreme	Stop activity until risk is controlled

Step 3: Control Risks

Tiger Tek Pty Ltd will apply the hierarchy of controls where applicable:

1. **Elimination – Remove the hazard completely**
2. **Substitution – Replace with a safer alternative**
3. **Isolation – Separate people from the hazard**
4. **Engineering Controls – Use physical controls or equipment changes**
5. **Administrative Controls – Procedures, training, supervision**
6. **Personal Protective Equipment (PPE) – Use protective equipment as the final control measure**

Step 4: Monitor and Review

Risk controls will be reviewed when:

- **There is a workplace incident**
- **Processes or equipment change**
- **New risks are identified**
- **Legislation changes**
- **Controls are found to be ineffective**

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7. Responsibilities

Directors and Management

Management is responsible for:

- **Establishing effective risk management systems**
- **Providing resources to manage risks**
- **Ensuring legal compliance**
- **Reviewing significant business risks**
- **Promoting a risk-aware culture**

Supervisors and Managers

Supervisors are responsible for:

- **Identifying workplace risks**
- **Implementing controls**
- **Monitoring work practices**
- **Reporting issues to management**
- **Ensuring employees understand risk requirements**

Employees and Contractors

Workers are responsible for:

- **Following company procedures**
- **Reporting hazards and risks**
- **Using equipment safely**
- **Participating in risk assessments**
- **Taking reasonable care of their own safety and others**

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8. Risk Reporting and Escalation

All workers are encouraged to report:

- **Hazards**
- **Incidents**
- **Near misses**
- **Safety concerns**
- **Operational issues**
- **Compliance concerns**

Significant risks must be escalated to management as soon as possible.

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9. Risk Registers

Tiger Tek Pty Ltd may maintain risk registers to record:

- **Identified risks**
- **Risk ratings**
- **Control measures**
- **Responsible persons**
- **Review dates**
- **Actions required**

10. Business Continuity and Emergency Risks

Tiger Tek Pty Ltd will consider risks that may disrupt business operations, including:

- **Equipment breakdown**
- **Natural disasters**
- **Cyber incidents**
- **Supplier failures**
- **Workplace emergencies**

Appropriate response plans will be developed where necessary.

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11. Training and Awareness

Tiger Tek Pty Ltd will provide employees with appropriate information and training regarding:

- **Risk identification**
- **Hazard reporting**
- **Safe work practices**
- **Emergency procedures**
- **Relevant company procedures**

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12. Policy Breaches

Failure to comply with this policy may result in:

- **Additional training**
- **Corrective action**
- **Disciplinary action**
- **Review of contractor or supplier relationships**

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13. Continuous Improvement

Tiger Tek Pty Ltd will regularly review its risk management processes to ensure they remain effective and aligned with business objectives, workplace requirements, and industry standards.

Tiger Tek Pty Ltd Risk Management Statement

"Tiger Tek Pty Ltd believes effective risk management is essential to protecting our people, customers, assets, and reputation. We are committed to identifying risks early, implementing effective controls, and continuously improving the way we operate."