

Proposed timeline	
Ongoing	

This annual planner is to be review by management to establish the priority risk focus areas for the next 12 months.

Risk Management Priorities		Risk Owner(s)	Frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. Property and Insurance Risk Profile															
1.1	Identify property, asset and business activity / operational changes to inform the annual insurance risk profile	Management	Annual												
1.2	Revise insurance coverage with insurance broker or insurance advisor to align with business risks and needs	Management	Annual												
2. Inspections and Information															
2.1	Complete inspection of building, asset, plant and equipment condition to inform annual maintenance schedule	Management	Annual												
2.2	Complete property inspections with a focus on general housekeeping, combustible storage, hot works and fire equipment compliance	Management	3 monthly												
2.3	Complete condition and compliance inspections of insulated panels / infrastructure containing expanded polystyrene	Management	3 monthly												
2.4	Complete hazardous substances inspection to ensure that chemicals are stored correctly (flammables cabinet, bunded, good ventilation)	Manager	INTENTIONALLY FADED												
2.5	Complete dangerous goods inspection to ensure that DG's are stored correctly (LPG stored externally in cage, protected, no ignition source)	Manager	3 monthly												
2.6	Complete property signage inspection to ensure that information and signage is correct and damaged or faded signage is replaced	Manager	3 monthly												
2.7	Communicate issues identified from monthly inspections and rectification requirements with staff and or tenants	Management	Ongoing												
3. Contractor Management															
3.1	Request copies of current certificates of insurance (public liability, workers' compensation, plant and other as required)	Manager / contractor	Annual												
3.2	Request copies of qualifications, risk assessments and safe systems of work	Management / contractor	Annual												
3.3	Conduct contractor inductions and or provide risk, safety and compliance information relevant to the property	Management	Ongoing												
4. Maintenance															
4.1	Complete annual thermal scanning of electrical switch / distribution boards and rectify any issues identified	Management	Annual												
4.2	Maintain plant and equipment in accordance with manufacturers requirements and maintenance schedules	Management / contractor	INTENTIONALLY FADED												
4.3	Complete inspections and testing of electrical equipment and residual current devices	Management / contractor	Annual												

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5. Addressing Common Risks															
5.1	Expanded polystyrene – ensure insulated panels are maintained, exposed core is sealed and a 10m clearance from sources of ignition	Management	Ongoing												
5.2	Hot works – ensure combustible materials are removed, fire equipment is on hand and hot work permit systems are used	Management	Ongoing												
5.3	Idle pallets – ensure idle pallets are stored externally, at least 6m away from building structures and away from sources of ignition	Management	Ongoing												
5.4	Commercial kitchen – ensure hoods and grease filters are cleaned minimum monthly and exhaust / ducting cleaned minimum annually	Management / contractor	Ongoing												
5.5	Electrical switchboards – ensure a clear space of minimum 3m is maintained and fire extinguishers are in close proximity 5m-10m	Management	Ongoing												
5.6	Warehouse storage – ensure a clear space of 0.9m is maintained between the top of stored objects and the roof or overhead beams	Management	Ongoing												
6. Asbestos															
6.1	Review and update asbestos registers	Manager / contractor	Annual												
6.2	Arrange remediation works (if required) and ensure signage is installed and locations are communicated with workers	Manager / contractor	Annual												
7. Fire and Emergency Preparedness															
7.1	Conduct inspection and maintenance of fire extinguishers, hoses, blankets, sprinklers, hydrants and signage	Management / contractor	6 monthly												
7.2	Conduct annual flow test of fire hoses, sprinkler systems and hydrants	Management / contractor	Annual												
7.3	Review and update the site emergency plans, evacuation diagrams and conduct annual fire drill	Management / contractor	Annual												