
EMPLOYEE HANDBOOK

BLUE OCEAN LAW GROUP PTY LTD
(ABN 23 618 974 879)
(the *Employer*)

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SAMPLE



Adapt. Chart new markets.

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1. Welcome to Blue Ocean Law GroupSM

Congratulations on your appointment and welcome to the team at Blue Ocean Law GroupSM! We are excited that you have decided to join us and look forward to a long, happy and successful working relationship together.

You have been hired because we believe that you share our passion for improvement and our commitment to uncompromising standards. We want to ensure that your interactions with other Blue Ocean Law GroupSM employees and our clients will reflect the value that Blue Ocean Law GroupSM places on integrity, professionalism and enthusiasm.

2. This manual

The purpose of this manual is to introduce you to Blue Ocean Law GroupSM, to give you some information about our history, our clients and what we do. You will also find information about your terms and conditions of employment, our expectations around your behaviour and our policies and procedures. This manual should be read in conjunction with your Employment Contract.

This manual is by no means an exhaustive guide to your employment with us. It has been developed to act as a resource and reference for you. The policies within this manual are listed and easily accessed via the contents page. This manual will be updated as required as our business evolves and grows. You will be notified of any changes as they occur.

3. The Blue Ocean Law GroupSM story so far

Background

Blue Ocean Law GroupSM was founded in May 2017. Our name is inspired by one of the Harvard Business Review "Top 10 Must Read" Strategy books "Blue Ocean Strategy®" written by W.Chan Kim + Renee Mauborgne [Professors at INSEAD in Fontainbleau, France].

We are designed from a "blank canvas" using Blue Ocean Strategy® DNA. Our tagline "Adapt. chart new markets" is as much a mantra for our own business as well as for our clients.

Where we are now

Over the past 3 years, we have built a capacity to offer instantly generated [Self-Service] Legal Documents online 24/7 across all Australian jurisdictions + a large number of legal practice areas.

Our cybersecurity systems and protocols include the adoption of military-grade encryption emails, and secure communication tools designed for legal matters.

Google, "Sydney Law firm" or "Law Firm Sydney" + click top-rated and we are currently organically (without spending any \$ on paid advertising) listed in the prestigious "Top 3" and in some instances #1!

Our focus is on non-clients. This is deliberately different to our competitors, and is an approach taken from Blue Ocean Strategy®.

In a nutshell, in order to innovate and chart new markets: a business needs to first understand the potential demand beyond its existing traditional client base.

Why does a huge segment of the population avoid legal services altogether? besides the perceived cost being prohibitive, what other factors are at play?

Our immediate goal is to finalise our [Self-Service] Legal Document Portal and to start promoting its benefits to the enlarged prospective non-client market both in Australia and overseas.

4. Our vision, mission and values

Vision Statement

Our vision is to continue to solidify our unique branding, and position bridging the legal services (risk management) + corporate governance (strategy) markets. Then to use this position of strength as a springboard to continue to adapt further to help ourselves and our clients "Chart new markets".

Mission Statement

Our mission is to commence scaling our brand and delivery capability.

Values

We value cognitive diversity and inclusion, "fair-process", transparency, our blue ocean mindset, multi-disciplinary skills, superior client-service, our value innovation + non-client focus.

We actively encourage "initial" disagreement knowing that we will be able to make better, more engaged + robust decisions by avoiding "group-think" bias + debating with "honest" feedback without fear of retribution.

5. Payroll

Payments

Your salary payments will be automatically deposited electronically into your nominated bank account. Taxation payments are automatically deducted from your salary. Superannuation payments are paid into your nominated fund or, if you have not nominated a fund, into the Employer's default fund. At present, the Employer's default superannuation fund is Sunsuper Superannuation Fund.

Changing pay details

Please advise management via email should you wish to change any pay details like your nominated bank account or superannuation fund. Please ensure that you notify us prior to the date on which you would like the change to be effective.

Hours of work

Business hours are generally between 09:00 am to 05:00 pm, Monday to Friday. Your hours of work will depend on business needs and the requirements of the work you are assigned.

Management will work with you to establish your standard hours of work and break times. Blue Ocean Law GroupSM adopts a common-sense approach to managing work hours.

Wherever possible you should schedule dental, medical, business or other appointments to take place outside of your normal working hours.

Overtime and additional hours

Overtime is work that is performed at the direction of management and which is in excess of your contracted hours of work. If you cannot for some reason work reasonable additional or overtime hours you must notify management as soon as practicable with the reasons as to why.

Lateness for work

It is essential that you are ready to commence work at your normal commencement time as other employees and the business depend upon you and your contribution. Any absence or late arrival due to illness, injury or any other reason, and the expected duration of leave, must be personally reported to management as soon as practicable (and prior to your normal starting time wherever possible). If you are unable to do this personally, you are requested to ask someone to telephone on your behalf. Subsequent to this, you must keep management informed of your progress.

Reimbursement of expenses

Blue Ocean Law GroupSM will reimburse employees for pre-approved expenses, including travel expenses, properly incurred by them in the proper performance of their duties. Reimbursement will be subject to employee providing the Employer with receipts or other evidence of payment and details of the purpose of each expense, in a form reasonably required by the Employer (see the Reimbursement Expense Form in Annexure 2). The form must be signed by the appropriate supervisor and supported with the necessary substantiating documentation. The payment of expenses is at all times subject to the prior authorisation of, and at the discretion of, the Employer.

Travel

Employees should arrange travel and accommodation through the Blue Ocean Law GroupSM preferred travel supplier prior to departure. Generally air travel will be by economy class, with a carrier chosen by Blue Ocean Law GroupSM.

Payment handling

Only those employees who are specifically authorised by us to do so may handle cash, receive payments on behalf of the Employer or give discounts on any goods or services. Breach of this rule may result in disciplinary action being taken.

Employees must not, without the prior consent of management:

- during working hours, buy goods that are for personal use; or
- serve or sell goods or services to the Employee's family members, friends or colleagues.

6. Work environment

Office work areas

As employees may work in an open plan area, it is important that your workstation and/or desk remains clean and tidy and free of boxes, papers and magazines. Our expectation is that your workstation will be cleared and tidied at the end of every day. Any items that require storage should be put away. Hard copy paper files should be kept to a minimum, with soft copies of files stored on the relevant shared drive electronically.

Secure access

Entry to the Blue Ocean Law GroupSM premises outside of normal business hours will be by way of keys or a security pass. It is the responsibility of every Blue Ocean Law GroupSM employee to ensure that his/her key or security pass is kept in safe custody. It must be returned on demand. If building access devices are lost or misplaced, you must notify management immediately so that they can be cancelled.

Employees must ensure that all confidential/sensitive documents are locked away at night. You should make sure that your personal belongings and valuables are locked away and secured. Personal property is not covered by the Employer's insurance.

Staff kitchen and bathrooms

Please keep the kitchen and bathroom areas clean at all times, cleaning up after use. You should be mindful that these are public areas and you should be respectful to others by always cleaning up after yourself. If you use dishes then wash them immediately after use. If there are any issues with these facilities you should notify management immediately.

Meeting rooms

If you need to book or use a meeting room, please ensure that you book through the office//site/office or site manager or our approved booking system. Please tidy up after meetings, taking away your dirty cups, files, papers, etc. Place chairs back in position and clean all work away.

Printing

Save paper and costs on printing by printing on both sides of paper wherever possible. Please pick up all printed matter off the printer promptly. Confidential documents must be collected immediately. Ensure that the printer is stocked with paper at all times. Colour printing should be kept to a minimum. Occasional personal printing of small documents in black and white is acceptable – however, the Employer printer should not be used for printing large documents or in colour for personal purposes without the approval of management.

Waste bins

Most individuals will have bins under or near their desk. These bins should be used for any items that are not recyclable. Please use your discretion and be mindful of disposing food scraps in the office. Liquids should not be poured into bins.

Recycling bins

Please recycle where you can using the appropriate bins. Only paper and cardboard with no Employer, client or candidate information is to be placed into these bins. No general rubbish is to be placed in these bins.

Security disposal and shredders

Paperwork with any sensitive or confidential information about Blue Ocean Law GroupSM and/or its clients needs to be disposed of by either being shredded or placed into a locked security disposal bin. The key for this bin will be the responsibility of the relevant manager.

The noise factor

Try to avoid shouting at each other across the office or on site at a client and respect people's busy periods or meeting times. If someone is engrossed in something at their computer, it usually means they are busy. Try to talk quietly when you are on the telephone and respect others around you.

Personal deliveries

Employees must obtain permission from management before using any business premises as the address for personal deliveries. A separate approval is required for each delivery.

Right to search

If the Employer has reasonable grounds for believing that there has been a serious breach of Blue Ocean Law GroupSM rules, or that a crime has been committed, management reserves the right to search any employee's personal workspace and personal property, including (without limitation) any desk, locker, clothing and motor vehicles. If practicable, management will seek the consent of the relevant Employee before conducting any such search. Any unreasonable refusal of such request may result in disciplinary action being taken.

Serious disciplinary action will be taken if an employee is found to be:

- in unauthorised possession of business property or property belonging to a third party (eg, a fellow staff member or client, etc); or
- in possession of unlawful items or substances.

7. Code of Conduct

Purpose

This policy affirms the Employer's belief in responsible social and ethical behaviour from all employees. This policy clarifies the standards of behaviour that Blue Ocean Law GroupSM expects of all employees.

Principles

Our employees contribute to the success of our organisation and that of our clients. Blue Ocean Law GroupSM is committed to treating its employees with respect. Similarly, our employees have an obligation to the business, our clients and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine employee and customer trust.

Policy

Our Code of Conduct applies to all employees and provides the framework of principles for conducting business and dealing with other employees, clients and suppliers. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence.

You must:

- Maintain a high standard of integrity and professionalism.
- Be responsible and scrupulous in the proper use of Blue Ocean Law GroupSM information, funds, equipment and facilities.
- Be considerate and respectful of the environment and others.
- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, clients and suppliers.
- Avoid actual and apparent conflict of interests, promptly disclosing to management any interest that may constitute a conflict of interest.
- Promote the interests of Blue Ocean Law GroupSM.
- Perform your duties with skill, honesty, care and diligence.

- Abide by all policies, procedures and lawful directions that relate to your employment with Blue Ocean Law GroupSM and our clients.
- Avoid the perception that any business transaction may be influenced by offering or accepting gifts. Under no circumstances may employees offer or accept gifts (including money, gift cards, etc) to/from our current or prospective clients and suppliers without the written approval of the board of directors. If a current or prospective client or supplier gives, or offers to give, a gift to you, you must immediately notify the board of directors and request approval. If you have received a gift and the board of directors does not approve it then you will need to promptly return it.
- Any employee who in good faith raises a complaint or discloses an alleged breach of this Code of Conduct whilst following correct reporting procedures will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

Blue Ocean Law GroupSM expects all employees to cooperate and conduct themselves in a professional, ethical and socially acceptable manner of the highest standards. Any employee in breach of this Code of Conduct may be subject to disciplinary action, including termination.

Should an employee have doubts about any aspect of this Code of Conduct, they must seek clarification from their supervisor.

8. Dress Code

Our objective in establishing a safe and comfortable working environment includes setting some standards for workplace attire. This is to enable all staff to project a professional image that is in keeping with the needs of our clients and engenders their trust in us. Because our industry requires the appearance of trusted professionals, a standard dress code is necessary for everyone.

You must dress in a neat and well-presented manner at all times. All clothing should be clean and neatly pressed at all times. Employees are expected to dress business casual during work hours. Collared shirts are preferred and polo shirts are permitted. Skirts and dresses are also permitted but must be knee length or longer. Bottoms may include neat jeans.

Prohibited clothing

Employees should not wear:

- ripped clothing of any sort;
- low-cut tops;
- shorts;
- tracksuit pants;
- runners/sneakers (other than with the prior consent of management);
- thongs or sandals; or
- any clothing that contains any potentially offensive wording or design.

Personal grooming

Employees should wear a mild deodorant but not excessive amounts of perfume or cologne. Employees are requested to wear light make-up only with no visible facial piercings other than ears.

9. Security of computer equipment

Use of own devices

This policy provides guidelines for the use of personally owned laptops, smart phones, tablets and other mobile devices for business purposes. Employees must:

- obtain the prior consent of relevant management before:
 - using any personal device for business purposes; and/or
 - transferring any sensitive business information to the device;
- not use the device as the sole repository for any information of Blue Ocean Law GroupSM. All business information stored on the device should be backed up to a device owned or controlled by Blue Ocean Law GroupSM;
- maintain the device with the latest operating software and security updates;
- not share the device with any other persons outside of Blue Ocean Law GroupSM; and
- notify relevant management immediately if the device is lost or stolen.

Passwords

The confidentiality and integrity of data stored on business computer systems must be protected by access controls to ensure that only authorised staff have access. All devices must be password protected and employees must:

- not disclose or share their passwords with others;
- immediately change a password if it is suspected that others may know it;
- not record or store passwords where they may be easily obtained;
- never communicate passwords via email or chat applications; and
- use passwords that cannot be easily guessed by others.

Leaving laptops unattended

Laptops must never be left unattended in the office for any extended period unless in the care of another member of the Blue Ocean Law GroupSM team. Laptops should not be left on desks overnight unless you have your own lockable office.

Outside of the office, laptops must never be let unattended at all, even for a brief moment. When outside of the office, your laptop must be wholly within your care and control at all times.

Locking computers and other devices

Employees must lock computers (eg, by logging out, putting the computer to “sleep”, etc) at all times when away from their desks. Mobile devices such as laptops must be locked whenever they are left unattended, even if left in the care of another member of the Blue Ocean Law GroupSM team.

Use of mobile devices

Employees must ensure that business information is not compromised through the use of mobile equipment in public places. Screens displaying sensitive or critical information must not be

viewable by unauthorised persons. Accordingly, unless great care is taken and confidentiality and security can be guaranteed, staff should not use mobile devices for business purposes while on public transport.

10. Internet Policy

Online Platforms

For the purposes of this policy, the term “**Online Platforms**” includes all internet-based publishing technologies, including (without limitation):

- websites;
- social or business networking sites (eg, Facebook, LinkedIn, etc);
- video and photo sharing websites (eg, YouTube, Flickr, etc);
- business and personal blogs;
- micro-blogs (eg, Twitter, etc); and
- online chat rooms, forums and message boards.

Private use

The internet is provided by Blue Ocean Law GroupSM for business use. Limited private use is permitted if it does not interfere with a person’s work and inappropriate (eg, pornographic, gambling, etc) sites are not accessed. Management has the right to access the system to check if private use is excessive or inappropriate.

Confidentiality

You must ensure that you do not communicate any of the following on any Online Platforms:

- confidential information relating to Blue Ocean Law GroupSM or its clients, business partners or suppliers;
- material that violates the privacy or publicity rights of another party; and/or
- information, (regardless of whether it is confidential or public knowledge) about clients, business partners or suppliers of Blue Ocean Law GroupSM without their prior authorisation or approval to do so.

Confidential information includes any information in any form relating to Blue Ocean Law GroupSM and its related bodies, clients, employees, contractors or business partners that is not in the public domain.

Application of this policy

This policy also applies to all staff who access or contribute to any Online Platforms whether for personal or business use. Without limitation to the foregoing, it applies to all staff who perform duties such as:

- maintaining a profile page for Blue Ocean Law GroupSM on any social or business networking sites (eg, Facebook, LinkedIn, Twitter, etc);
- making comments on such networking sites for and on behalf of Blue Ocean Law GroupSM;

- writing or contributing to a blog and/or commenting on third-party blog posts for and on behalf of Blue Ocean Law GroupSM; and/or
- posting comments for and on behalf of Blue Ocean Law GroupSM on any public and/or private online forums or message boards or any third party websites.

Email

Email facilities are provided for formal business correspondence. Limited private use of email is allowed if it doesn't interfere with or distract from an employee's work. Management has the right to access incoming and outgoing email messages to check if an employee's usage or involvement is excessive or inappropriate.

Take care to maintain the confidentiality of sensitive information. If emails need to be preserved, they should be backed up and stored offsite. Non-essential email, including personal messages, should be deleted regularly from the Drafts, Sent Items, Inbox and Deleted Items folders to avoid congestion.

To protect Blue Ocean Law GroupSM from the potential effects of any misuse or abuse of email, the following instructions are for all users:

- All emails sent must include the approved business disclaimer.
- No material is to be sent by email that is defamatory, in breach of copyright or business confidentiality or prejudicial to the good standing of Blue Ocean Law GroupSM in the community or to its relationship with staff, clients, suppliers and any other person or business with whom it has a relationship.
- Email must not contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening or discriminatory or that involves the harassment of others or concerns personal relationships.
- The email records of other persons are not to be accessed except by management (or persons authorised by management) to ensure compliance with this policy or by authorised staff who have been requested to attend to a fault, upgrade or similar situation. Access in each case will be limited to the minimum needed for the task.
- You must not use another person's computer without permission and must not send any email pretending to be another person.
- Excessive private use is not permitted.
- You must take care before "replying all" to any email.

Social media

Blue Ocean Law GroupSM expects its staff to maintain a certain standard of behaviour when using social media for work or personal purposes. No staff member is to engage in social media as a representative or on behalf of Blue Ocean Law GroupSM without first obtaining the Employer's written approval. If any staff member is directed to contribute to, or participate in, any form of work related to social media, they must do so in a professional manner at all times and in the best interests of Blue Ocean Law GroupSM.

Personal use the Internet

Blue Ocean Law GroupSM acknowledges that its staff members have the right, outside of work, to contribute content to Online Platforms not operated by Blue Ocean Law GroupSM. However,

inappropriate behaviour on such Online Platforms has the potential to cause damage to Blue Ocean Law GroupSM and its employees, customers, business partners and/or suppliers. For this reason, all employees, contractors and sub-contractors of Blue Ocean Law GroupSM must agree to not publish in any form any personal material that identifies themselves as being associated with Blue Ocean Law GroupSM or its clients, business partners and/or suppliers.

All employees, contractors and sub-contractors of Blue Ocean Law GroupSM must also refrain from posting, sending, forwarding or using in any way any inappropriate material including (without limitation) any material that:

- is intended to, or could possibly, cause insult, offence, intimidation or humiliation to Blue Ocean Law GroupSM or its staff, clients, business partners or suppliers;
- is defamatory or could adversely affect the image, reputation, viability or profitability of Blue Ocean Law GroupSM or its staff, clients, business partners or suppliers; and/or
- contains any form of confidential information relating to Blue Ocean Law GroupSM or its staff, clients, business partners or suppliers.

Consequences of non-compliance

All employees, contractors and sub-contractors of Blue Ocean Law GroupSM must comply with this policy. Failure to comply with these instructions is a performance improvement offence and will be subject to appropriate investigation. Any breach of this policy will be treated as a serious matter and may result in disciplinary action including termination of employment or, for contractors and sub-contractors, the termination or non-renewal of contractual arrangements. In serious cases, the penalty for an offence, or repetition of an offence, may include summary dismissal. You need to be aware that some forms of internet conduct may lead to criminal prosecution.

Other disciplinary action that may be taken includes, but is not limited to, issuing a formal warning, directing people to attend mandatory training, suspension from the workplace and/or permanently or temporarily denying access to all or part of the Employer's computer network.

11. Recruitment Policy

Blue Ocean Law GroupSM recognises that a robust and professional approach to recruitment and selection helps us to attract and appoint individuals with the necessary skills and attributes to fulfil our aims and support our business goals. All appointments should be made on the basis of merit, comply with all relevant federal and state legislation and adhere to this policy and related processes.

The Employer recruits people via internal, external and employee-referred channels. Recruitment must comply with the following procedure:

- Create a simple position description for the job covering key activities, tasks, skills required, expectations, deliverables and safety considerations. When advertising, avoid discriminatory language (eg, references to a person's age, appearance or ethnicity). Target the requirements of the job.
- The recruitment process may include some or all of the following: (i) an application form; (ii) interviews; (iii) practical testing; (iv) reference checks; and (v) right to work in Australia checks.
- All employees must provide proof of their HSC results and, if applicable, a copy of their university transcript.

- If undertaking an interview, ensure that there are no requests for information that may be discriminatory (eg, “Do you plan to have a family in the near future?”, etc).
- Give the successful candidate a contract of employment setting out clear terms and conditions. This includes the nature of employment (eg, permanent, full-time, part-time, casual, etc). The contract should include a welcome note and start details.
- Once the candidate has accepted, contact the unsuccessful candidates as a matter of courtesy.

12. Induction Policy

Fair Work Information Statement

All new employees must be provided with a copy of the latest version of the Fair Work Information Statement, which can be found at the Fair Work website (www.fairwork.gov.au).

Tax File Number Declaration form

All new employees must be provided with a copy of the latest version of the tax file number declaration form, which can be found at the ATO website (www.ato.gov.au).

Superannuation standard choice form

All new employees must be provided with a copy of the latest version of the superannuation standard choice form, which can be found at the ATO website (www.ato.gov.au).

Essential Employee Information form

All new employees must complete and return the essential employee information form attached to this handbook as Annexure 1.

Policy and procedures

Blue Ocean Law GroupSM will make sure that all new employees feel welcome and are ready to start work safely and competently through the use of a proper formal induction process of which this manual forms part.

Complete an induction plan for each new starter including:

- introductions;
- welcome meeting and workplace tour;
- occupational health and safety procedures and evacuation;
- business overview
- nominated supervisor and buddy;
- training plan;
- IT system orientation;
- a copy of the following documents:
 - Fair Work Information Statement;
 - Tax File Number Declaration form;

- superannuation standard choice form; and
- essential employee information form; and
- a copy of this manual and any other policy and procedural requirements.

All staff must sign and return the employee declaration on the last page of this handbook before commencing employment.

13. Training and Development Policy

Blue Ocean Law GroupSM will give employees adequate training to do their job safely and competently. Our business believes that training is a two-way process. We encourage employees to participate and to highlight any gaps in their own skills or knowledge that they believe they may have.

Training includes internal on-the-job training, written instructions such as standard operating procedures, coaching, external training and courses. Safety training takes precedence.

14. Probation Policy

The standard probationary period of 6 months is a time for both the employee and the business to assess suitability, fit and competency within a role. During this period, Blue Ocean Law GroupSM commits to reviewing employee performance and at the end of this time the Employer's decision as to ongoing permanent employment will be confirmed.

The following procedures must be followed:

- Use a system to track and monitor probationary periods.
- Managers are to give both informal and formal appraisals during the probation period, including at least one formal appraisal four weeks before the end of probation.
- At the end of the probation period, complete a final probation appraisal and advise the employee of the result via a formal written letter.

15. Occupational Health and Safety Policy

Blue Ocean Law GroupSM will, as far as practicable, provide a safe work environment for the health, safety and welfare of our employees, contractors, visitors and members of the public who may be affected by our work.

To do this, Blue Ocean Law GroupSM will:

- develop and maintain safe systems of work and a safe working environment;
- consult with employees and health and safety representatives on safety;
- provide protective clothing and equipment where appropriate and enforce its use;
- provide information and training for employees;
- assess all risks before work starts on new areas of operation (eg, buying new equipment and setting up new work methods) and regularly review these risks;
- remove unacceptable risks to safety; and