



The Institute of Quarrying Australia

		IQA Policy P10.9	
National Secretariat		Risk Management Practices Policy	
Policy Number:	P5	Version:	P2
Date Adopted:	26 April 2017	Contact:	Company Secretary

Risk Minimisation Practices

The IQA's public liability insurance provides coverage for the following activities:

- 1) The provision of technical support, education and training for the quarrying industry.
- 2) The holding of IQA, Branch and Sub-Branch meetings, dinners and functions and the attendance at conferences.
- 3) IQA, Branch and Sub-Branch tours to quarry's and project sites. The tours can be organized by the IQA, Branch or Sub-Branch however the on-site induction, supervision and conduct of the tour is the responsibility of the host site, not the IQA, Branch or Sub-Branch.
- 4) Fundraising events such as breakfast gatherings and golf days

If the Board, Branch or Sub-branch is planning on facilitating or conducting any activity that falls outside of the above, then the Company Secretary, needs to be advised at least one month prior to the event to ensure that adequate public liability insurance can be sourced prior to the event occurring.

The following practices will assist with minimising the public liability insurance exposure when planning and running an IQA event:

- 1) When advertising or compiling the invitation to participate in an IQA event, clearly stipulate the commencing and ceasing times of the event, as the IQA Branch or Sub-branch will then be responsible for the conduct of the event during specified times.
- 2) If the IQA event involves activities at different locations throughout a day and if alcohol is available for consumption during the event, then it is in the best interests of the IQA to incorporate transportation between the event locations to avoid any participant driving.
- 3) At the specified conclusion of the event, it is best practice for the Chairperson or host of the event, to thank all of those in attendance and indicate that the IQA function is now concluded or words to this effect, and then if any participant chooses to remain at the venue and consume alcohol beyond this point in time, then the IQA's public liability exposure is limited.



- 4) During the IQA event the Board, Branch / Sub-Branch Committee members have a responsibility to ensure that the behavior of attendees is acceptable and not discriminatory. If a particular attendee is displaying offensive behavior then the Board, Branch / Sub-Branch Committee members should request the offensive behavior to cease or politely ask the attendee to leave the event. If the attendee chooses to continue to consume alcohol in another part of the venue, then that public liability exposure rests with the venue operators and not the IQA. All venues have to promote the responsible service of alcohol and venue operators must reserve the right to refuse the service of alcohol to any guest under the age of 18 or unable to provide proof of age, or any guest believed to be intoxicated.
- 5) The Board, Branch / Sub-Branch must ensure that they fully understand the type of entertainment that is being proposed for an IQA event, and if the members of the Board, Branch / Sub-Branch consider that the entertainment could be dangerous or offensive to members, guests or staff of the venue, then the entertainment should not be utilised.
- 6) The IQA has a responsibility at all events to ensure that no discriminatory act by attendees on the basis of race, national or ethnic origin, colour, religion, sex, age or mental or physical disability occurs. Discrimination is viewed in the eyes of the offended, not the person who offends, and therefore any activity that may potentially offend any attendee should not be permitted.
- 7) If an event provides for recreational periods outside of the organized activities, then the IQA shouldn't facilitate the management of the recreational pursuits during these periods. The IQA brochure or publication advertising the event could list recreational periods and potential activities that are available at the venue or within a close distance to the venue, however the attendance at these activities is entirely up to the attendee and management of the attendees will be the responsibility of the event organizer not the IQA.

If any Branch or Sub-branch have any queries in relation to planning or conducting events in view of the above information, feel free to make contact with the Company Secretary.

It should be noted that Board, Branch and Sub-Branch members are only being requested to take fair and reasonable steps during events to assist with the implementation of this policy.