POLICY TITLE:	RISK MANAGEMENT POLICY		
VERSION:	004	DATE EFFECTIVE:	01/06/2006
AUTHORISED BY:	Chairperson	DATE REVIEWED:	23/08/2022

PURPOSE

To provide a risk management framework endorsed by the Board, to minimise employee, volunteers, service users and visitor's exposure to risks within the organisation.

ROLES AND RESPONSIBILITIES

Board of Management

- Reviews the Corporate Governance of the Organisation.
- Ensures the relevance and currency of the Constitution.
- Reviews and endorses the organisation's annual Risk Management Review.
- Reviews the Risk Management Framework every two years.

Chief Executive Officer (CEO)

- Reports to the Board and undertakes the role of ensuring the information provided is current; relevant; accurate; and inclusive.
- Ensures the systems are in place so that risk owners are held responsible for implementing, monitoring and reporting risks that are within their area of responsibility.
- Communicating strategic risks within the organisation and to funding bodies/government agencies/ key stakeholders.
- Ensuring the continuous quality improvement systems are operational within the organisation.
- Advocating for the continual improvement within the organisation's management of risks.

Management

- Champion risk management culture and support the enhancement of risk management practices across the organisation.
- Provide leadership within the financial management and operations of the organisation, including reviewing the effectiveness of internal controls and setting the risk tolerance for each area in conjunction with the CEO.
- Reviewing the treatment of existing risks to ensure adequate mitigation for the organisation.
- Ensure the CEO is provided with information that is current; relevant; accurate; and inclusive.
- Ensuring all employees are aware of, and comply with the organisation's Risk Management Framework including Risk Managing Policy; Incident Reporting policy; Hazard Reporting Policy and associated procedures.
- Ensuring the effective integration of risk management into planning, reviewing and reporting processes.
- Leading the risk management practice and ensuring resources and systems for managing risks are established and maintained.
- Providing oversight of the operational risks, including reviewing existing risks and ensuring the adequacy and effectiveness of the controls and treatments, particularly for high risks.
- Escalating risks that are high or catastrophic to the CEO.
- Considering operational risks that have escalated from within the area of responsibility, including any treatments to mitigate adverse impacts and maximise positive opportunities.
- Ensure that relevant staffs are appropriately trained in the process of managing risks.
- Provide ongoing assurance to the CEO that risk is being managed effectively.

POLICY		Document No.: GOV03-FORM-01		Version No.: 1A	
Release Date: 12 February 2020		*Uncontrolled if Printed*		Page 1 of 4	

Arc Disability Services Inc. *(ABN 59 187 522 904)* | www.arcinc.org.au | T: (07) 4046 3600

COLLABORATION | COMMITMENT | CREATIVITY | DIVERSITY | EMPOWERMENT | FLEXIBILITY | RESPECT | FUN

Coordinators

- Ensure all employees understand the Risk Management policy
- Managing risks (identifying, assessing, monitoring and reviewing, communicating and reporting) that may impact on their objectives/outcomes.
- Providing oversight of the operational and day to day risks, including reviewing the adequacy and effectiveness of the controls and treatments, particularly for high risks.
- Considering operational risk that have been escalated within the area of responsibility, including any treatments to mitigate adverse impacts and maximise positive outcomes.
- Escalating operational and day to day risks that are high, or cannot be managed within the service area (including risks that require coordination between areas) to the Management Team.

Employees

- All employees are required to comply with the organisation's Risk Management Policy and apply risk management processes within their work.
- Ensure the safety of others and themselves in the workplace
- Report any hazards associated with the working environment, work tasks or activities to the supervisor or Manager as soon as becoming aware of them
- Participate in the development of appropriate risk control measures for identified hazards to eliminate or minimise risk

IMPLEMENTATION

ARC Disability Services Inc. (ARC) is committed to the efficient and effective management of risk within the workplace. ARC will develop an organisational culture that optimises its ability to achieve objectives while ensuring appropriate assessment of risk, and implementation of appropriate risk control measures.

PROCESS REQUIREMENTS

1. Identification of reasonably foreseeable potential hazards
2. Assessing the level of risk associated with exposure to the hazard
3. Development of risk control measures
4. Implementation of control measures
5. Monitoring and reviewing the control measures to ensure effective control or risk

HAZARD IDENTIFICATION

Hazards may be identified through the completion of the safety audit form. In addition, the following sources of hazard information may be utilised to identify hazards:

- Consultation with employees;
- Direct reports from employees or other interested parties;
- Industry and legislative requirement information;
- Incident reports; and
- Observation of work tasks and activities.

POLICY		Document No.: GOV03-FORM-01		Version No.: 1A
Release Date: 12 February 2020		*Uncontrolled if Printed*		Page 2 of 4

Arc Disability Services Inc. *(ABN 59 187 522 904)* | **www.arcinc.org.au** | **T: (07) 4046 3600**

COLLABORATION | COMMITMENT | CREATIVITY | **DIVERSITY** | EMPOWERMENT | FLEXIBILITY | RESPECT | FUN

RISK ASSESMENT

For each risk identified:
Estimate the likelihood of an incident occurring;

Likelihood/ Risk Level		Insignificant *No Treatment Injury*	Minor *Minor First Aid Injury such as minor cuts, bruises or muscle strains*	Moderate *Medical Treatment Injury or Restricted Work Injury such as a muscle strain requiring medical intervention or laceration requiring stitches*	Major *Lost Time Injury or serious injury such as a major muscles strain, bone fracture or major psychological injury.*	Catastrophic *Fatality or serious injury such as serious permanent physical or psychological injury*
		1.	**2.**	**3.**	**4.**	**5.**
Almost Certain – *Expected to occur in most circumstances*	**5.**	Medium	Medium	High	Very High	Very High
Likely – *Likely to occur in most circumstances*	**4.**	Low	Medium	Medium	High	Very High
Possible – *Might occur occasionally*	**3.**	Low	Low	Medium	High	High
Unlikely – *Could happen at some time*	**2.**	Low	Low	Medium	Medium	High
Rare – *May happen only in exceptional circumstances*	**1.**	Low	Low	Low	Medium	Medium

Low Risk	Management by routine procedures.
Medium Risk	Management by specific monitoring. Significant risk of contamination
High Risk	This is serious risk and must be addressed immediately, following these guidelines.
Very High Risk	Represents a serious risk to other Participants and employees, external support should be obtained.

RISK CONTROL

Measures to eliminate or control risk shall be developed in the following hierarchy of controls:
1. Elimination: complete removal of the hazard or risk of exposure;
2. Substitution: a less hazardous material, process or equipment;
3. Redesigning: equipment or work processes;
4. Isolation: through distance or enclosure;
5. Engineering: includes redesigning the work area, fixing guards or maintenance;
6. As a last resort;
7. Administrative: includes standard operating procedure, supervision, training, and warning signs;
8. Personal protective equipment: includes hearing protection, mask, safety glasses and gloves.

IMPLEMENTATION OF CONTROLS

Implementing control measures may involve:
- Developing work procedures;
- Communicating changes, and reason for change, to employees and others;
- Providing training and instruction;
- Supervision; and
- Maintenance.

POLICY		**Document No.:** GOV03-FORM-01	**Version No.:** 1A
Release Date: 12 February 2020		*Uncontrolled if Printed*	**Page 3 of 4**

Arc Disability Services Inc. *(ABN 59 187 522 904)* | www.arcinc.org.au | T: (07) 4046 3600

COLLABORATION | COMMITMENT | CREATIVITY | **DIVERSITY** | EMPOWERMENT | FLEXIBILITY | RESPECT | FUN

MONITOR AND REVIEW

After risk control measures have been implemented, the risk control measures shall be reviewed by employees who undertake the potentially hazardous tasks to ensure that risk level has been effectively reduced. Monitoring and review is to ensure that:

▪ The chosen control measure/s have been implemented, as planned;
▪ Chosen control measures are working; and
▪ If there are any new problems, or worsening of any existing problems.

REPORTING AND RECORDING

Individuals have an obligation to eliminate, guard against or protect themselves and others from any hazards as soon as they are recognised.

If an individual sees any item of plant, any procedure, or any incident, which has caused or has the potential to cause, injury to people or damage to property, and it cannot be immediately rectified, must verbally inform the direct supervisor or Manager immediately. Failure to report a hazard may lead to disciplinary action.

REPORT FORM

The individual recognising the hazard must complete the Hazard Report form and pass it to the direct supervisor or Manager, as soon as possible, and within 24 hours.

HAZARD IDENTIFICATION

The investigating officer is to carry out a risk assessment, as per this policy, and make recommendations as to corrective action to the Manager. The Manager must ensure that action has been taken to eliminate the cause.

Hazard and risk assessment report forms will be filed and recorded in the Hazard Register for analysis and control.

REFERENCES

QLD Work Health & Safety Act (2011)
QLD Work Health & Safety Regulations (2011)
The Australian and New Zealand Risk Management Standards (AS/NZS ISO 31000:2018)

AUTHORISATION

This Policy is approved and issued by:

Elizabeth Brown

Chairperson

POLICY		Document No.:	GOV03-FORM-01	Version No.:	1A
Release Date:	12 February 2020	***Uncontrolled if Printed***		**Page 4 of 4**	

Arc Disability Services Inc. *(ABN 59 187 522 904)* | **www.arcinc.org.au** | **T: (07) 4046 3600**

COLLABORATION | COMMITMENT | CREATIVITY | **DIVERSITY** | EMPOWERMENT | FLEXIBILITY | RESPECT | FUN