



## Risk Management Policy

<b>Policy Number</b>	10	<b>Version</b>	2
<b>Date</b>	July 2017	<b>Written by</b>	E. Introna
<b>Review Date</b>	July 2018	<b>Approved by</b>	A. Introna

---

### Purpose

The purpose of this document is to identify risks and to enable risk management procedures to be satisfactorily identified, organised and maintained.

### Scope

This Policy applies to partners, staff, contractors, volunteers, students of IntroConnect.

### Policy

IntroConnect has a duty to provide a safe workplace for its staff and volunteers, a safe environment for its clients, and a reliable development path for the organisation. IntroConnect will put procedures in place that will as far as possible ensure that risks are minimised and their consequences averted.

### Definitions

“Risk” is the probability that an occasion will arise that presents a danger to IntroConnect, our staff, our volunteers, our clients, or the general public. It includes, but is not limited to,

- Physical hazards
- Financial hazards
- Reputational hazards
- Legal hazards

## Responsibilities

It is the responsibility of the management team to carry out risk management analyses of the IntroConnect, and to take appropriate measures.

It is the responsibility of management to ensure that:

- effective risk management procedures are in place, applicable to all relevant areas;
- risk management procedures are reviewed annually or as needed;
- recommendations arising out of the risk management process are evaluated and implemented;
- employees and volunteers are aware of all risks and familiar with the IntroConnect risk management procedures.

It is the responsibility of the business partners to ensure that:

- risk management analyses are carried out for the organisation;
- risk management checklists are prepared as required;
- risk management checklists are reviewed annually or as needed, by the Partners.
- copies of up-to-date risk management checklists are kept in a central Risk Management Register.

It is the responsibility of all employees to ensure that:

- they are familiar with the organisation's risk management procedures;
- they observe those risk management procedures; and
- they inform management if they become aware of any risk not covered by existing procedures.

## Procedures

### **Managing Risk**

Risk will be identified, assessed, and action take to avert or mitigate the effects of those risks. Risks will be recorded with precautions and remedies in the form of Risk Management Checklists.

### **Risk Management Checklists**

The Management team will ensure that:

- the organisation has available to it all relevant risk management checklists;
- each risk management checklist is reviewed at least once a year to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact, and that no risks have been overlooked;
- a current copy of each risk management checklist is held in the organisation's Risk Management Register.

## Relevant Legislation

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017

- Minimum Conditions of Employment Act (1993)
- Fair Work Act (2009)

## Relevant Resources

- Convention on the Rights of Persons with Disabilities (CRPD)
- National Standards for Disability Services
- Standards in Action
- NDS – Industry Development Fund <http://idfnsw.org.au/work-health-and-safety-whs>

## Internal Resources:

- Service Management Policy
- Feedback and Complaints Policy
- Work Health & Safety Policy
- Human Resources Management Policy & associated procedures. (Policy 9)
- Mission, Vision & Values Statement
- Critical Incident form
- Continuous Improvement Process and form.
- Operational Risk Management Register
- New Client information Statement – containing In home visit requirements.
- Risk Assessments (as required):
  - In home WHS Risk Assessment
  - Individual Risk Assessment
  - Slip trip Fall Risk Assessment
  - Venue Assessment form