

The Junction Club House Cairns Ltd		
Policy: Risk Management		
Policy number: JQS.P1.10		Date adopted: 22/08/2018
Authorised by: The Board		
Date last reviewed: 21/10/2020	Reviewed by: Quality Review Panel	Date of next review: 22/10/2022

Related documents:	
Related policies and procedures, How To Task Lists, forms, registers or other organisational documents of The Junction	<ul style="list-style-type: none"> • Risk Register • WHS Policies – General & Emergencies • Risk Management Plan form • Risk register
Other standards	<ul style="list-style-type: none"> • National Mental Health Standards • Human Service Quality Standards • NDIS
Legislation or other requirements	<ul style="list-style-type: none"> • Work Health & Safety Act 2011 • Work Health and Safety Regulation 2011 • How to manage work health and safety risks – Code of Practice 2011
Definitions	<p>“Risk” is the probability that an occasion will arise that presents a danger to our organisation, our employees, our volunteers, our clients, or the general public. It includes, but is not limited to,</p>

	<ul style="list-style-type: none"> • Physical hazards • Financial hazards • Reputational hazards • Legal hazards
--	--

1. Purpose:

The purpose of this policy is to guide how The Junction assesses, plans and responds to risks which we will inevitably encounter in managing and delivering our services. This ensures that risks are removed, minimised or managed to maximise safety for our employees, members, contractors, volunteers, visitors, and ensure the viability, quality and accountability of our services.

2. Scope

This policy applies to all employees, members, contractors, volunteers, and visitors involved in the operations of The Junction.

3. Policy statement:

The Board of The Junction is committed to the work health and safety of all people involved in the operations of The Junction and undertakes to manage risks by eliminating work health and safety risks so far as is reasonably practicable, and if it is not reasonably practicable to do so, to minimise those risks so far as is reasonably practicable.

It is the responsibility of the Board, with the assistance of the Director (for the purposes of this policy the Director is the nominated Risk Management Officer), to carry out risk management assessments of the organisation, and make relevant risk management plans to subsequently remove, minimise or manage and risks.

In order to achieve effective risk management, The Junction will utilise the *How to manage work health and safety risks Code of Practice* as the approved code of practice under section 274 of the *Work Health and Safety Act 2011*.

3.1 Responsibilities:

3.1.1 The Board:

It is the responsibility of the Board to ensure that:

- A Risk Management Officer (the Junction Director) for the organisation is nominated
- The Director is ensuring employees are carefully following the detailed work instructions outlined in *How to manage work health and safety risks – Code of Practice 2011*
- Effective risk management plans are in place, applicable to all relevant areas;
- Risk management plans are reviewed regularly
- Recommendations arising out of the risk management process are evaluated and, if necessary, implemented; and
- Employees, members, contractors, volunteers and visitors are aware of all applicable risks and are familiar with the organisation's risk management plans.

3.1.2 The Director:

It is the responsibility of the Director to ensure that:

- **Risk management checklists** are carried out for all relevant sectors of the organisation and are reviewed regularly by relevant employees with the assistance of the Director to ensure that no risks have been overlooked or items have ceased to be relevant
- **Risk management plans** are prepared for each relevant section and are reviewed by every section to which it is applicable, 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
- A central **Risk Management register** is kept to summarise all risk management plans.

3.1.3 Others

It is the responsibility of all employees, members, contractors, and volunteers to ensure that:

- They are familiar with the organisation's risk management procedures applicable to their section or involvement
- They observe those risk management procedures; and
- They inform the Director if they become aware of any risk not covered by existing checklists and plans.

4. Procedures

Detailed work instructions (HTTL) to be followed are outlined in the *How to manage work health and safety risks – Code of Practice 2011*. These instructions contain the following steps:

- 4.1 How to identify hazards
 - 4.1.2 How to find hazards
- 4.2 How to assess risks
 - 4.2.1 When should a risk assessment be carried out
 - 4.2.2 How to do a risk assessment
- 4.3 How to control risks
 - 4.3.1 The hierarchy of risk control
 - 4.3.2 How to develop and implement control options
 - 4.3.3 How to ensure that controls remain effective
- 4.4 How to review controls

5. Review processes

Policy review frequency: Annually	Responsibility for review: The Director
Review process: The Director as Chair of the Quality Review Panel convenes the panel to conduct reviews.	
Documentation and communication: All policy decisions will be documented and communicated through the Quality Review Panel observing the Document Control HTTL. Note: add version number after review.	