

Risk Management

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, minimized, or managed to maximize safety for our employees, members, contractors, volunteers, visitors, and ensure the viability, quality, and accountability of our services.

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"> • Corporate Risk Appetite Statement • Risk Register • WHS Policies – General and Emergencies • JQS.F1.35 Risk Assessment and Management Plan Form
Other standards	<ul style="list-style-type: none"> • National Mental Health Standards • The International Standards for Clubhouse Programs • Human Services Quality Standards • NDIS Practice Standards
Legislation or other requirements	<ul style="list-style-type: none"> • Human Rights Act 2019 (QLD) • Work Health and Safety Act 2011 • Work Health and Safety Regulation 2011 • How to manage work health and safety risks – Code of Practise 2011

Definitions	<p>“Risk” is the probability that an occasion will arise that presents a danger to our organisation, employees, volunteers, 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
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2. Scope

This policy will apply to all board members, employees, members, contractors, volunteers and visitors involved in the operation 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 minimize 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

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management assessments of the organisation, and make relevant risk management plans to subsequently remove, minimise or manage risks.

To establish a background for risk management Across the organisation the Board will cause to have a Corporate Risk Appetite Statement prepared and to review that document as required.

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

4. Responsibilities

4.1 The Board

It is the responsibility of the Board to ensure that:

- A Corporate Risk Appetite Statement is prepared and kept current.
- 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 Practise 2011*
- Effective risk management plans are in place, applicable to all relevant areas;
- Risk management plans are viewed 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 organisations risk management plans.

4.2 The Director of Operations

It is the responsibility of the Director of Operations 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.

4.3 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
- They inform the Director if they become aware of any risk not covered by existing checklists and plans.

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5. Procedures

Detailed work instructions (HTTL) to be followed are outlined in the *How to manage work health and safety risks – Code of Practise 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

The Junction Clubhouse Cairns Ltd (The Junction) – Risk Management		
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