## Risk Management

## Purpose and Objectives

The Australian Sports Commission (ASC) has adopted a risk management approach to underpin its health and safety management arrangements as required by the *Work Health and Safety Act (Cth) 2011* (the Act) and related legislation. This approach involves all workers in identifying hazards, assessing and prioritising risks, implementing control measures and reviewing how effective the control measures are.

Work health and safety (WHS) policies and procedures are developed for controlling hazards present in ASC workplaces and all managers and workers are responsible for managing the particular risks associated with their specific work environment. The purpose of this approach to risk management is to:

* ensure that hazards are identified and adequate controls are implemented to minimise risk, as far as reasonably practicable, and
* ensure that WHS considerations are considered in all business planning.

The risk assessment and management processes should be consultative, ongoing, comprehensive and documented.

All workers involved in a given work area should participate in these processes which will comprehensively:

* identify hazards to their health and safety
* assess the risks and the degree to which they are presently controlled (to the extent of their competency to make an assessment) and where there is a high residual risk, and
* implement the further controls that are required to ensure they have a safe place of work and / or to safeguard the environment.

The ASC uses the following methods to identify hazards and manage risks:

* development and coordination of Risk Registers for the organisation
* coordinating and analysing workplace hazard inspections carried out by managers and health and safety representatives in each ASC work area
* hazard/incident/injury reporting
* injury and illness records
* provision of WHS training, and
* WHS consultation processes

## Definitions, terms and acronyms

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| Consequence | Outcome or impact of an event. |
| Control | A process, directive, device, practice or other action that acts to minimise risk. |
| Exposure | Occurs when a person comes into contact with a hazard. |
| Hazard | A situation or thing that has the potential to harm a person e.g. electricity, a repetitive job, bullying and violence, a badly designed workplace and inadequate management systems (i.e. no procedures for performing tasks safely). |
| Likelihood | Used as a general description of probability or frequency. |
| Risk | The likelihood and consequences of a hazard causing injury or ill health. |
| Risk Assessment | The process of estimating the probability of occurrence of an undesirable event and the magnitude of its consequences over a specified time period. |
| Risk Control | Taking action to first eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. |
| Risk Management | The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, assessing, controlling and monitoring risk. |
| Risk Level | The risk level increases with the severity of the hazard and the duration and frequency of exposure. It is normally rated High, Moderate or Low. |
| Residual Risk | The remaining risk level after all risk control measures has been taken. |
| Reasonably practicable | What is reasonably able to be done in relation to ensuring health and safety, taking into account:   * + - the hazard and the risk;     - the likelihood of the hazard or the risk concerned occurring;     - the degree of harm that might result from the hazard or the risk;     - what the person concerned knows, or ought reasonably to know about:     - the hazard or the risk; and     - ways of eliminating or minimising the risk; and     - the availability and suitability of ways to eliminate or minimise the risk; and     - after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk including whether the cost is grossly disproportionate to the risk. |
| Worker | Any person who carries out work (whether paid or unpaid) for the ASC which includes:   * Employees * Trainees * Volunteers * Work experience students * Contractors or sub-contractors * Employees of a contractor or sub-contractor   Employees of a labour hire company assigned to work for the ASC. |
| Workplace | A place where work is carried out for ASC and includes any place where a worker goes, or is likely to be, while at work. |

## Scope and coverage

This Policy applies to all workers as defined above.

## Statement of Intent

The ASC is committed to the provision of a safe and healthy workplace for all workers and visitors. To meet this commitment, the ASC will endeavour to have a safe workplace through the:

* identification of actual and potential hazards
* assessment of the risk of injury/illness associated with those hazards
* elimination of risk and where this is not possible implementation of control measures in accordance with the hierarchy of controls and legal requirements, and
* monitoring, review and evaluation of the effectiveness of control measures.

## Principles

Operational business processes and functions will include a risk management approach in their approval, review and control processes. The generic ASC risk management approach and methodology for this purpose is as set out in this Policy and reflects AS/NZS ISO 31000:2009 Risk management — Principles and guidelines.

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| **Part 1:**  **Risk Management Policy** | The overarching risk management policy for ASC which is the foundation of ASC’s commitment to ensuring a safe and healthy work environment.  This outlines the framework and risk management approach to WHS and sets out the requirements for risk assessment processes and procedures. |
| **Part 2:**  **Risk Management Framework** | The risk management framework that applies within ASC. This includes risk assessment processes and procedures a risk register, risk assessment templates relevant to the different work environments within ASC and strategies for maintaining an up-to-date risk register. |
| **Part 3:**  **Risk Assessment Procedures** | The procedures, forms and tools to facilitate the risk assessment and management process. |

## Responsibilities

#### The organisation

The ASC’s responsibilities include:

* implementing WHS policies and procedures to ensure that the provisions of the WHS Act are met in the workplace
* ensuring that adequate safety training is provided to workers to enable them to work safely
* consulting with all workers on changes to work practices and equipment
* participating in all the consultative structures established in accordance with the WHS Act and the ASC WHS Policy
* identifying and evaluating hazards in the workplace and where necessary, making recommendations about hazard control
* ensuring that safety inspections/ audits of the workplace are undertaken
* notifying and reporting accidents and dangerous occurrences, in accordance with the requirements of the Act and the ASC’s WHS policies and procedures, and
* ensuring that accidents and incidents in the workplace are investigated.

#### Line Managers

Implementation of risk management processes within their areas of responsibility.

This includes:

* establishing a systematic process for regular review of hazards within all areas
* ensuring workers are aware of their responsibilities, and are provided with adequate information, instruction and training
* implementing risk management processes within responsible areas. Examples include:

- reporting hazards and workplace inspections

- documenting of corrective actions following incident or injury

- undertaking risk assessments:

* prior to the purchase of goods or services which may pose a risk to workplace safety
* during the design phase of equipment/experiments
* prior to undertaking research activities
* allocating resources required to prevent injury and minimise risk.

#### Supervisors

Supervisors are the key people responsible for ensuring that the work environment is safe and the work itself is safely performed. Supervisors also play a role with completion of risk assessments and hazard inspections in work areas.

Supervisors are to facilitate the risk management process by ensuring:

* hazards are reported in a timely manner
* workplace inspections are undertaken
* risk assessments are undertaken
* the importance of risk management is communicated to workers, and
* corrective actions and/or control measures are identified and implemented.

#### Workers

It is the responsibility of workers, including contractors to:

* take action to avoid, eliminate or minimise risks
* report hazards to supervisor/manager, and
* comply with WHS instructions.

#### Contractors

The ASC shall ensure that contractors who undertake work on ASC’s premises meet the requirements of this Policy and any other relevant policies or procedures.

## Related Legislation

*Work Health and Safety Act (Cth) 2011 and relevant Codes of Practice*

*Safety Rehabilitation and Compensation Act 1988*

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