

**Noarlunga Church of Christ Community Care Inc.  
(CareWorks Noarlunga)  
Risk Management Policy**

<b>Policy No.</b>	<b>03</b>
<b>Date</b>	<b>Xx 2017</b>
<b>Version</b>	<b>1.1</b>
<b>Originator</b>	<b>G Payne</b>
<b>Approved By</b>	<b>Board</b>
<b>Last Reviewed by staff</b>	<b>Xx 2017</b>
<b>Reviewed by</b>	<b>Board</b>

**1. Intent**

This policy is intended to identify types of risk to CareWorks Noarlunga and to enable risk management procedures to be satisfactorily identified, organised and maintained.

**2. Preamble**

The Board and management of CareWorks Noarlunga are committed to managing risk to the organisation in such a way that adverse events are averted as far as possible, and in the event of an adverse event, managed to minimise damage to the organization, its staff, volunteers, clients and the general public.

**3. Risk**

Without a clearly articulated Risk Policy there is potential for unforeseen events to damage the operations and reputation of CareWorks Noarlunga, its staff, volunteers, clients and the general public.

**4. Scope**

The scope of this policy is broad and includes the role and responsibilities of CareWorks Noarlunga's Board, the Director, all staff and volunteers. It has implications for all programs and operations of the organization.

**5. Definition**

"Risk" is the probability that an occasion will arise that presents a danger to our organisation, 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

**6. Policy**

CareWorks Noarlunga 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. CareWorks Noarlunga will maintain procedures that will as far as possible ensure that risks are minimised and their consequences averted.

**7. Responsibilities**

7.1 It is the responsibility of the Board, with the assistance of the Director to carry out risk management analyses of the organisation, and to take appropriate measures.

7.2 It is the responsibility of the Director to ensure that:

- Effective risk management procedures are in place, applicable to all relevant areas;
- Risk management procedures are reviewed regularly;
- Recommendations arising out of the risk management process are evaluated and, if necessary, implemented; and
- Employees and volunteers are aware of all applicable risks and are familiar with the organisation's risk management procedures.

7.3 It is the responsibility of all employees and volunteers to ensure that:

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

**8. Procedures**

8.1 The Board shall undertake an exhaustive risk survey at least once per year, and, using a tool (risk matrix), determine the likelihood and consequences of various risks to the organisation. Remedial processes will be undertaken for all perceived high and extreme risks.

8.2 The Director and staff will undertake specific risk surveys of all operations of the organization, and, using a tool (risk matrix), determine the likelihood and consequences of various risks to the organisation. Remedial processes will be undertaken for all perceived high and extreme risks.

The Director will ensure that the board is informed of these risk analysis.

**9. Risk Management Checklists**

9.1 Risk Management Checklists will be kept for all of the above activities

9.2 Each risk management checklist will be reviewed by the board or staff at least once a year to ensure that no risks have been overlooked and that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact; and

9.3 A current copy of each risk management checklist is held centrally in the CareWorks Noarlunga Risk Management Register.

**10. References [Relevant legislation, overarching policy, related documents etc.]**

[www.ourcommunity.com.au](http://www.ourcommunity.com.au)

CareWorks Noarlunga governance Policy

**11. Change History**

Issue	Date	Revision	Originator	Approved By
1.0	20/5/2014	First Release	G Payne	Board Chairman

**Policy Approval**

<b>Signed .....</b>	<b>Board Chair</b>	<b>Date .....</b>
<b>Signed .....</b>	<b>Director</b>	<b>Date .....</b>