



Risk Assessment Policy

INTRODUCTION AND PURPOSE

The purpose of this policy is to ensure that risks are identified, assessed, and managed effectively to minimize potential harm to all.

SCOPE

This policy applies to all members, employees, and volunteers involved in the organisation's operations. It covers all work activities, equipment, facilities, and external factors that may pose risks.

RESPONSIBILITIES

Senior Management: Ensure risk management procedures are in place and provide resources for effective implementation.

WHS Team: Conduct risk assessments, recommend controls, and monitor compliance.

Employees and Contractors: Identify hazards, follow safety protocols, and report risks.

RISK ASSESSMENT PROCESS

Identify Hazards: Recognise potential sources of harm (e.g., physical, chemical, ergonomic, or environmental hazards).

Assess Risks: Determine the likelihood and severity of each hazard's impact.

Control Measures: Implement appropriate controls to eliminate or mitigate risks (e.g., engineering controls, training, personal protective equipment).

Monitor and Review: Regularly review risk assessments to ensure effectiveness and compliance.

RISK CATEGORIES

Strategic Risks: Risks affecting long-term organisation goals.

Operational Risks: Risks arising from daily activities and processes.

Compliance Risks: Risks related to legal and regulatory requirements.

Financial Risks: Risks impacting financial stability and performance.



Reputational Risks: Risks that may affect the organisation's public image.

REPORTING AND DOCUMENTATION

All identified risks must be documented in the Risk Register.

Employees should report new or emerging risks to the WHS Team.

Incident reports must be reviewed and analysed to prevent recurrence.

TRAINING AND AWARENESS

All employees must receive risk assessment training relevant to their roles.

Regular safety briefings and drills should be conducted to reinforce risk awareness.

POLICY REVIEW

This policy will be reviewed annually or as necessary to address changes in risk conditions, regulations, or organisation operations.

APPROVAL AND IMPLEMENTATION

This policy is approved by senior management and is effective immediately. All employees must comply with its provisions to ensure a safe and secure working environment.