



**AGILITY DOG ASSOCIATION OF AUSTRALIA LTD**

ABN 83 070 415 404

## **RISK MANAGEMENT POLICY**

### **Introduction:**

Many incidents occur because there are no formal procedures leading to safe practices or processes. With this in mind, a strategy has been designed to assist in the development of formal procedures and to eliminate or reduce the risk of injury or incident.

### **Purpose:**

The aim of this policy is to establish a procedure to maintain the safety of members, volunteers and the public by completing a Risk Assessment to identify hazards, assess risks and provide risk controls.

### **Policy Statement:**

The Agility Dog Association of Australia Ltd is committed to a Zero Harm environment. The Board of Directors and Members have a responsibility to identify and control significant risks.

- Benefit
- (i) Early detection of risks
  - (ii) Systematic procedures for identification, assessment & control
  - (iii) Documents the statutory requirements
  - (iv) Conforms with legislative requirements

### **Definitions:**

Risk Assessment - The systematic reviewing of work systems and equipment to identify potential hazards, the assessing of the risks to evaluate the likelihood of the risk being realised and the consequences if it occurs and then the implementation of countermeasures.

### **Responsibilities:**

Board of Directors - responsible for adopting this policy, monitoring changes in risk management legislation and for reviewing this policy as and when the need arises.

Board of Directors, all staff, members, contractors and volunteers - responsible for the implementation of this policy.

### **Procedure:**

The Board of Directors will take necessary steps to identify, assess and control potential risks. Furthermore members are required to report any unsafe practices and any symptoms of injury/disease related to organisation activities. All incidents and near misses will be investigated to identify the cause(s) and prevent them occurring again.

Training will be provided to members in relation to individual hazard identification and their control responsibilities.

Risk assessments are to be completed when the system of work changes, new plant/equipment is introduced, modifications are carried out and when new information about hazards becomes available. In addition, regular assessments shall be conducted.

#### **1. Risk Management Strategy**

The strategy is a model evolved from Australian Standard AS 4360 Risk Management and is presented in three phases, risk identification, risk assessment and risk control.

**1.1 Risk Identification**

The risk identification phase can be achieved by:

- 1.1.1 Reviewing internal statistics to find what tasks cause injury.
- 1.1.2 By directly observing the work tasks for injury producing events.
- 1.1.3 By consulting with the members and asking them which tasks cause them injuries.

The identified hazards should be listed on the Risk Identification Worksheet (FOR-OHS-001).

**1.2 Risk Assessment**

Assessments should be completed when:

- 1.2.1 the system of work changes,
- 1.2.2 new plant or equipment is introduced,
- 1.2.3 modifications are carried out,
- 1.2.4 plant or equipment is used for another purpose, or
- 1.2.4 new information about hazards becomes available.

1.2.4.1 For each hazard identified or each item of plant or system of work, an assessment of the LIKELIHOOD of the risk resulting in injury or illness should be made using the matrix below. Review the descriptions and choose the relevant number.

1.2.4.2 Following this, the next step is to estimate the CONSEQUENCE of possible injury or illness by reviewing descriptions and choosing the relevant letter. Find the intersection of the number and letter and determine the level of risk on the Risk Assessment Matrix.

This may be categorised as Extreme, High, Medium or Low and sets the remedial priority for management to implement corrective action.

**Risk Assessment Matrix**

Risk Evaluation – Consequences						Risk Evaluation - Likelihood		
Level	Description					Level	Description	
1	No injuries, low financial loss					A	Almost certain	
2	First aid, medium financial loss					B	Likely	
3	Medical treat, high financial loss					C	Moderate	
4	Extensive injury, major financial loss					D	Unlikely	
5	Death, huge financial loss					E	Rare	
Likelihood		Consequences					Legend	
		I	2	3	4	5		
A (almost certain)		H	H	E	E	E	E: Extreme risk; immediate action required.	
B (likely)		M	H	H	E	E	H: High risk; senior management attention needed.	
C (moderate)		L	M	H	E	E	M: Moderate risk; management responsibility must be specific.	
D (unlikely)		L	L	M	H	E	L: Low risk; manage by routine procedures.	
E (rare)		L	L	M	H	H		
Qualitative risk analysis matrix (AS 4360)Level of Risk: _____								

## Risk Evaluation – Consequences

Level	Rating	Persons	Property	Financial	Image & Reputation	Compliance (effect on Operations)
1	No injuries, low financial loss	No injury	No damage	Less than \$1000	Low Impact	Less than 1 hour
2	First aid, medium financial loss	First Aid Treatment required	Internal Repair	\$1000 - \$10,000	Low Impact	1 hr – 1 day
3	Medical treat, high financial loss	Medical treatment required	External Repair	\$10,000 - \$50,000	Moderate Impact	1 day – 1 week
4	Extensive injury, major financial loss	Death or extensive injuries	Extensive External Repairs	\$50,000 - \$150,000	High Impact	1 week – 1 month
5	Death, huge financial loss	Multiple deaths or severe permanent disablements	Unrepairable / Replace	More than \$150,000	Extreme Impact	More than 1 month

## Likelihood Rating Scale

Level	Rating	Likelihood Description	Frequency
A	Almost certain	Will probably occur in most circumstances	More than once per year
B	Likely	High probability of occurring in most circumstances	At least once per year
C	Moderate	Reasonable likelihood to occur at sometime	At least once in 5 years
D	Unlikely	Plausible, could occur at sometime	At least once in 10 years
E	Rare	Very unlikely but not impossible	Less than once in 15 years

### 1.3 Risk Control

All risks identified should be controlled in accordance with the concepts of the hierarchy of control. Where possible, the risk should be eliminated. Where it is not practicable, it should be reduced as far as practicable. In reducing risk, the order of preference is:

- 1.3.1 eliminate the risk
- 1.3.2 isolation of risks from people or people from risks.
- 1.3.3 the use of engineering controls; mitigation, substitution
- 1.3.4 the use of administrative controls
- 1.3.5 the use of personal protective equipment and training.

Methods of risk control should be decided for each risk assessed and a schedule of implementation determined. The program should be prioritised in accordance with the level of risk.

#### **Stakeholders to be consulted prior to policy change:**

Board of Directors

#### **Related documents:**

Member Protection Policy  
 Risk Identification Worksheet (FOR-OHS-001)  
 Risk Assessment Worksheet (FOR-OHS-002)  
 Risk Control Worksheet (FOR-OHS-003)

Date	Action (Created/Reviewed)	Created/Reviewed by	Next review due
17 February 2007	Created	Chairman	18 February 2007
28 February 2007	Reviewed	Board of Directors	
18 June 2008	Revised	Chairman	19 July 2008
1 November 2008	Revised	Chairman	
9 November 2008	Approved	Board of Directors	
6 December 2009	ABN corrected	Chair	