



## **AUSTRALIAN COUNCIL OF STOMA ASSOCIATIONS INC**

### **RISK MANAGEMENT POLICY**

#### ***Introduction***

The Australian Council of Stoma Associations Inc (ACSA) will endeavor to minimize the risk that any particular operation poses to our organisation, our workers (including volunteers), our members, or those persons within the community to whom ACSA provides representation.

#### ***Purpose***

The purpose of this document is to identify applicable risks and to enable risk management procedures to be satisfactorily identified, organised and maintained.

#### ***Definitions***

“**Risk**” is the probability that an occasion will arise that presents a danger to our organisation, our staff, our volunteers, our members, or those persons within the community to whom ACSA provides representation. It includes, but is not limited to:

- Physical hazards
- Financial hazards
- Reputational hazards
- Legal hazards
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#### ***Policy***

The Australian Council of Stoma Associations Inc (ACSA) has a duty to provide a reliable development path for the organisation and to put procedures in place that will as far as possible ensure that risks to the organisation are minimised and their consequences averted.

#### ***Responsibilities***

It is the responsibility of the ACSA Executive Committee to regularly carry out risk management analyses of the organisation, and to take appropriate measures to mitigate identified risks.

It is the responsibility of the ACSA Administration Officer with the assistance of the ACSA Executive Committee to ensure that:

- effective risk management procedures are in place, applicable to all relevant areas of the organisation;
- a comprehensive risk evaluation is carried out on at least an annual basis;
- recommendations arising out of the risk analysis process are evaluated and, if necessary, implemented to avert the risk or, if that is not possible, to mitigate its impact;

- risk management procedures are reviewed and updated accordingly following each evaluation and as additional risks are identified from time to time;
- Executive Committee members are aware of all applicable risks and familiar with the organisation's risk management procedures; and
- Copies of up-to-date risk management checklists are kept in a central Risk Management Register.

It is the responsibility of all Executive Committee members to ensure that:

- they are familiar with ACSA's risk management procedures
- they observe those risk management procedures; and
- they inform the ACSA President if they become aware of any risk not covered by existing procedures.

## ***Risk Identification and Treatment***

### **Managing Risk**

The ACSA Administration Officer in consultation with the ACSA Executive Committee shall carry out risk assessment exercises which will involve:

- identifying the risks attached to every element of the organisation's operation and the likelihood of that risk eventuating
- identifying practices to avert those risks;
- identifying practices to mitigate the effects of those risks; and
- recording those risks, those precautions and those remedies in the form of deliverable checklists.

### **The Risk Management Process**

A generic process for managing risk will be applied by ACSA.

Essentially those elements are:

STEP 1 - Identify risks

STEP 2 - Analyse risks

STEP 3 - Evaluate risks

STEP 4 - Treat risks

STEP 5 - Monitor and review risks

#### **STEP 1 - IDENTIFY RISKS**

Risks to ACSA will be identified through collaboration between Executive Committee members who best know the practical aspects of any risk.

#### **STEP 2 – ANALYSE RISKS**

Once potential risks have been identified, each risks will be analysed using the parameters **Likelihood** and **Consequence** - i.e. what is the *likelihood* of the risk occurring and what is the *consequence* of that outcome?

**Likelihood rating**

- A - Frequent - likely to occur frequently
- B - Probable - would occur but not frequently
- C - Occasional - could happen occasionally
- D - Remote - rare, not likely but possible
- E - Improbable - highly unlikely but still possible

**Consequence/Severity rating**

- A - Catastrophic - may result in death or loss of bodily functions
- B - Critical - may cause severe injury, illness
- C - Marginal - may cause injury or illness resulting in loss of work
- D - Negligible - may cause minor injury or illness

**STEP 3 - EVALUATE RISKS**

**3A:** Risks will be sorted by order of priority from highest to lowest using a risk matrix.

	Frequent	Probable	Occasional	Remote	Improbable
Catastrophic	High	High	High	High	High
Critical	High	High	High	Medium	Low
Marginal	High	Medium	Medium	Low	Low
Negligible	Medium	Low	Low	Low	Low

**3B:** Each risk will be recorded in a risk register.

**STEP 4 – TREAT RISKS**

Risk treatment strategies used by ACSA include:

- **Avoid the risk.** Do something to remove it such as ban the activity.
- **Transfer the risk.** Make someone else responsible. Engage a contractor or a third party. Use appropriate insurance coverage as a risk transfer strategy.
- **Mitigate the risk.** Take actions to lessen the impact or chance of the risk occurring. Create risk strategies, plans and policies for risks and adjust behaviours where necessary to reduce the risk.
- **Accept the risk.**

## **STEP 5 – MONITOR AND REVIEW RISKS**

Risk Management procedures will be reviewed by the ACSA Administration Officer in consultation with the Executive Committee on at least an annual basis and a report tabled at the first Executive Committee meeting immediately following the review.

### **Risk Management Checklists**

A Risk Management Checklist will be available to assist with the review of Risk Management procedures

The ACSA Administration Officer will ensure that:

- each risk management checklist is reviewed 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;
- a current copy of each risk management checklist is held centrally in the organisation's Risk Management Register.

### ***Related Documents***

- Risk Management Checklists
- The Australian Council of Stoma Associations Inc Code of Ethics