



## RISK MANAGEMENT POLICY

Drafted by	Annette Demack	Approved by Board on	26-9-2018
Responsible person	Annette Demack	Scheduled review date	September 2020

### INTRODUCTION

Conductive Education Queensland will endeavor to minimise the risk any particular operation poses to our organisation, our staff, our volunteers, our clients, or the general public.

### 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 clients, or the general public. It includes, but is not limited to,

- Physical hazards
- Financial hazards
- Reputational hazards
- Legal hazards

### POLICY

Conductive Education Queensland 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. Conductive Education Queensland will put procedures in place that will as far as possible ensure that risks are minimised and their consequences averted.

### AUTHORISATION

Angela Polkinghorne, Board Secretary  
26 September 2018

**Policies** can be established or altered only by the Board: **Procedures** may be altered by the Managing Director.



## RISK MANAGEMENT PROCEDURES

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Responsible person	Annette Demack	Managing Director on Scheduled review date	September 2020

### RESPONSIBILITIES

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

It is the responsibility of the Managing 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 familiar with the organisation's risk management procedures.
- risk management analyses are carried out for the organisation;
- risk management checklists are prepared for each relevant section;
- risk management checklists are reviewed regularly by relevant staff to ensure that no risks have been overlooked or have ceased to be relevant;
- each risk management checklist is reviewed by every section to which it is applicable at least once a year to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact; and
- copies of up-to-date risk management checklists are kept in a central Risk Management Register.

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 supervisor if they become aware of any risk not covered by existing procedures.

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## **PROCEDURES**

### **Risk Management Checklists**

The Managing Director will ensure that

- each section of the organisation has available to it all relevant risk management checklists;
- each risk management checklist is reviewed by the organisation at least once a year to ensure that no risks have been overlooked;
- each risk management checklist is reviewed by every section to which it is applicable at least once a year to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact; and
- a current copy of each risk management checklist is held centrally in the organisation's Risk Management Register.

## **AUTHORISATION**

Annette Demack  
Managing Director  
24 September 2018