

# **WORLD ACCESS FOR THE BLIND – AUSTRALIA**

## **RISK MANAGEMENT POLICY**

### **INTRODUCTION**

World Access for the Blind – Australia will endeavour 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**

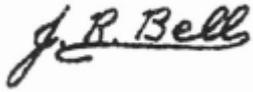
**“Risk”** is the probability that an occasion will arise that presents a danger to our organisation, our staff, our volunteers, our clients, or the general public. It includes, but is not limited to,

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

### **POLICY**

World Access for the Blind – Australia 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. World Access for the Blind – Australia will put procedures in place that will, as far as possible, ensure that risks are minimised and their consequences averted.

## AUTHORISATION

A handwritten signature in black ink that reads "J. R. Bell". The signature is written in a cursive style with a horizontal line underlining the name.

<Date of approval by the Board>  
World Access for the Blind – Australia

Procedure number	1.18	Version	1
Drafted by	Julee-anne Bell	Approved by Board of Directors on	<<insert date>>
Responsible person	Julee-anne Bell	Scheduled review date	22/02/2020

## 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:

- a Risk Management Officer for the organisation is nominated;
- 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.

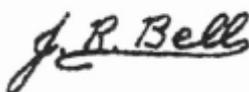
It is the responsibility of the Risk Management Officer to ensure that:

- risk management analyses are carried out for all relevant sectors of the organisation;
- risk management checklists are prepared for each relevant section;
- risk management checklists are reviewed regularly by relevant staff with the assistance of the Risk Management Officer 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.

## AUTHORISATION



Julee-anne Bell  
22/02/2018