Alison Marriott, Speech Pathologist

(AMSP)

Risk Management Policy & Procedures

Authorised by	Alison Marriott, Speech Pathologist
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Description	This policy sets out the principles, objectives and responsibilities for Alison Marriott Speech Pathology to manage all related workplace risks.

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Related Documents

- NDIS Reportable Incident Report Forms –Immediate and 5-day

- AMSP Home Pre-visit check list

- AMSP Risk Management Plan Log

- AMSP Child Safe Environments Policy

1. Policy statement

AMSP is committed to providing, as far as is practicable, a workplace that is safe, has safe systems of work and is without risks to the health and wellbeing of staff and clients.

AMSP will properly inform and adequately protect any staff so as to minimise the risk of illness, accident or injury at work by promoting good occupational safety and health practices which are consistent with legislative requirements.

AMSP believes that:

- Most work-related injuries and illnesses are preventable, and that a "zero accident" target is desirable;

- There is nothing more important in the undertaking of anyone's job than prevention of injury or ill-health to people in their workplace;

- Staff have a duty to look after their own health and safety, and that of others affected by their actions at work.

2. Purpose

This policy & procedure aims to provide guidance to staff employed by AMSP in applying Risk Management processes if/or when an accident/incident occurs. This policy & procedure applies to all staff and students on placement on AMSP work sites. AMSP will strive to ensure continuous improvement processes are in place, continually striving to reduce and manage the likelihood and negative impact of risks.

1. **Scope**

Risk Management is a process used to avoid, reduce or control risks. AMSP acknowledges that ignoring risks could impact on the following:

• The health and safety of staff, participants and their families

• The reputation, credibility and status of AMSP

• The public and customer confidence in the individual service provided by AMSP

Risks can include:

- Physical – personal injury, property damage

- Financial – theft, fraud, loss of business

- Legal – responsibilities imposed by Commonwealth, State or Local Governments

  • Ethical or Moral – actual or potential harm to the reputation or beliefs of clients or staff

There are 5 key steps to Risk Management:

1. Identify the risk/hazard

2. Assess the likelihood and frequency

3. Assess the consequences

4. Determine actions

5. Evaluate effectiveness

AMSP will utilise the Risk Matrix below, applying this to all identified risks to determine the Overall Risk Rating level (based on two categories: likelihood and impact).

Risk Matrix

Likelihood	Almost Certain	Medium	High	High	Extreme	Extreme
	Likely	Medium	Medium	High	High	Extreme
	Possible	Low	Medium	Medium	High	High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium
		Insignificant	Minor	Moderate	Major	Severe
			Consequence			

Assess the Risk Likelihood

Assess the Risk Consequence

Overall Risk Rating Level

The risk rating levels assists AMSP in determining if the risk is acceptable or unacceptable. A low rating risk may be expected and acceptable with minimal treatment response, whereas a high rating risk is not acceptable and therefore requires at least one treatment response to minimise or eliminate risk.

Rating	Description	
Almost certain	90% or greater probability	Expected to occur in most circumstances
Likely	50-90% probability	Will probably occur in most circumstances
Possible	20-50% probability	Could occur at some time
Unlikely	10-20% probability	Not expected to occur in most circumstances
Rare	<10% probability	Would occur only in exceptional circumstances

Rating		Examples
Insignificant	1	Slight or superficial injury, bruises, grazes, first aid treatable Dealt with by in-house first aid
Minor	2	Medical help needed. Treatment by medical professional/hospital outpatient
Moderate	3	Significant non-permanent injury. Overnight hospitalisation (inpatient)
Major	4	Extensive permanent injury (eg. loss of finger/s) Extended hospitalisation
Severe	5	Permanent disabling injury (eg. blindness, loss of hand/s, quadriplegia

Risk Treatment Response/ Determine Actions

Risk treatment involves identifying and implementing actions to eliminate risks or reduce their impacts; in treating risk AMSP and staff will ensure:

- The cost of implementing risk treatments is balanced with the expected and actual risk reduction outcomes.

- If eliminating risk is to discontinue an activity, remove an identified risk item, or avoid new or potential risks.

- Risk reduction activity is implementing reasonable and practical steps to reduce risks and minimise loss, injury or harm. For example, where transport of heavy boxes is unavoidable, a trolley and safe lifting training is provided.

- Major risks and their responding treatments are logged in the AMSP's Risk Management Plan.

Risk Management Plan
AMSP implements a risk management plan for specific activities that carry likely or almost certain risk, which are inherent in working with our clients. The plan provides specific guidance to staff in managing concerns that are likely to arise when providing direct client services.

Determine Action to Minimise Risk

Extreme	Should generally be avoided
High	Requires short-term action to mitigate the risk
Medium	Requires medium-term action to mitigate the risk (work within other priorities)
Low	Manage by routine procedure

Elimination	Eliminate the hazard
Substitution	Provide an alternative that is capable of performing the same task and is safer to use
Engineering Controls	Provide or construct a physical barrier or guard
Administrative Controls	Develop policies, procedures practices and guidelines to lessen the risk. Provide training, instruction and supervision about the hazard.
Personal Protective Equipment	Personal equipment designed to protect the individual from the hazards

Risk Monitoring and Reviewing

AMSP monitors and reviews risks and their treatment strategies as part of effective risk management and ongoing quality improvement. Monitoring and reviewing activities include:

- Risks identified through the Risk Management Plan register are reviewed and updated monthly by AMSP management.

- Previously identified risks may become de-activated through a monitoring and review process, where the likelihood and impact of loss, injury or harm is assessed as non-existent or negligible.

- Clinical risk monitored and review regularly through clinical supervision and staff meetings if staff are appointed.

• Risk management plan developed and regularly reviewed for the delivery of services to those areas where risk is likely or almost certain.

Responsibilities

All staff, volunteers and students are responsible for understanding and adhering to this Risk Management Policy.

Specific monitoring and support activities undertaken will include if staff are apponted:
• Risk management issues are part of the Work Health and Safety updates as standing agenda item in staff

meetings.
• This policy will be a part of staff orientation processes.
• This policy should be referenced in relevant AMSP policies, procedures and other supporting documents,

to ensure that all relevant staff are familiar with it and that it is actively used.
• This policy is implemented in combination with all the AMSP policies and procedures.

2. **Procedure**
In the event of an identified, near miss, or actual incident, employees are to follow the steps in AMSP's Incident Management Procedure.

3. **Staff Training**
AMSP will provide training to all staff upon the commencement of their employment, with regards to identifying, minimising and reporting hazards/ incidents through the orientation process.

4. **Access to Policy**
This policy & procedure and all related documents will be made available to all staff on the Kensington Osteopathy main computer.