

Risk Management Policy

Policy statement

In Balance Physio & Fitness (IBPF) has a legal and ethical obligation to ensure its staff, people with disability and visitors are not harmed during the use of IBPF's services. This policy outlines how IBPF prepares for and responds to risks as part of IBPF's ongoing commitment to providing safe, high-quality services.

Scope

This policy applies to all employees and volunteers and supports IBPF's risk management strategy and good governance of organisational and individual risk. This policy works alongside individual safeguarding policy and the Code of Conduct

The Director supports the Managers and Team Leaders to identify, mitigate and manage risk with the organisation. The HSE Coordinator is responsible for maintaining the risk register and ensuring Team Leaders implement risk treatments as directed.

Principles

- IBPF services should be safe for people to use.
- While some risks cannot be eliminated, action is taken to identify risks and remove, minimise or manage them.
- Risks and the plans to mitigate them are documented.
- People accessing IBPF's services will be informed about any risks.
- IBPF is committed to continuous improvement and adapts its services to improve safety on an ongoing basis.

Procedures

A risk assessment is undertaken for all organisational processes, services, products and assets.

Risks are assessed based on their likelihood and the potential for harm. Resources are provided to eliminate, minimise or manage risks. Responses must be proportionate to level of risk.

IBPF maintains a risk register that is reviewed following any complaint, accident or incident. The risk register is also routinely reviewed annually.



IBPF complies with all mandatory reporting requirements related to safeguarding of people with disability, quality management and workplace safety.

People accessing services, their families or carers, staff and volunteers are made aware of risks.

Feedback from people with disability accessing the service, complaints, and the results of formal evaluations, are used to update the risk register and improve practice.

IBPF ensures all staff are aware of what is considered a reportable critical incident as part of their induction process.

Related policy and procedures

- Code of Conduct
- Service Complaints & Feedback Policy
- Risk & Emergency Preparation Policy

Legislation and standards

- Carers Recognition Act 2004 (WA)
- Disability Discrimination Act 1992
- Disability Services Act 1993 (WA)
- Occupational Safety and Health Act 1984 (WA)
- Universal Declaration of Human Rights
- National Standards for Disability Services
- NDIS Quality and Safeguarding Practice Standards 2018