



- ❖ Risk Management Strategies & Assessment
- ❖ Risk Management Training
- ❖ Business Continuity Management & Disaster Recovery
- ❖ Occupational Health and Safety
- ❖ Emergency Management & Planning

<u>-THE 10 MINUTE ASSESSMENT</u>			
This is a quick assessment for you to see how far your organisation has progressed with regard to Occupational Health and Safety/ Risk Management / & Business Continuity Planning .			
OCCUPATIONAL HEALTH AND SAFETY	YES	NO	DON'T KNOW
Is there is an OH&S Policy which has been developed specifically for the organisation taking into account the nature and scale of the organisation's risks?			
Is there is a commitment to establish measurable objectives aimed at eliminating work-related injuries and illnesses for example: Within roles and responsibilities, key performance indicators, business planning, strategic plans?			
Is the policy signed off by the current CEO or other relevant senior manager?			
Are there are documented procedures on conducting planned hazard identification, risk assessment and control processes throughout the organisation?			
Have assessments have been undertaken for all areas and processes identified as being hazardous?			
Have Health & Safety Representatives been involved in the process?			
Is a risk or hazard register in place which is an overall summary of the main organisational findings, with regard to risk issues?			
Has a position been nominated to monitor all legislative requirements of the organisation and is it written into their Position Description?			
Is training delivered to all relevant positions with regard to health and safety?			
Is there a reporting procedure for incidents, near misses, and system failures?			
Are Safe Work Method Statements or Job Safety Analysis completed for all work tasks and activities regarded as hazardous?			

OCCUPATIONAL HEALTH AND SAFETY	YES	NO	DON'T KNOW
Does the hazard identification process consider Manual Handling, Hazardous Substances, Plant & Equipment, Construction work, Electrical Compliance, Emergency Management, Confined Spaces, Asbestos, and Working at Height?			
Does the health and safety plan cover the management of contractor's health and safety or their requirements on your site?			
Have all potential internal and external emergency situations have been identified?			
Are Emergency Procedures developed for all identified emergency situations?			
Have specified individuals been allocated overall responsibility for control of emergency situations and is this information effectively communicated to all employees?			
Have employees received training in emergency procedures and evacuation plans?			
Are the emergency procedures and evacuation plans regularly rehearsed and reviewed?			
Is the OH&S management system reviewed at regular intervals, at least every 2 years?			
RISK MANAGEMENT	YES	NO	DON'T KNOW
Is there a risk management framework based on AS4360:2004 Risk Management?			
Has a group of senior managers with overall responsibility for Risk Management been defined?			
Has a Risk Management Policy been established?			
Has an initial review to identify risk exposures either internally or using external consultants been carried out?			
Has an analysis and evaluation of the risks identified in the initial review been undertaken?			
Have treatment options for the unacceptable identified risks been effectively formulated to include adequate detail for implementation and action?			
Is monitoring undertaken to ensure implementation is carried out?			
Is there an annual review to identify any changes in risk exposure?			
Is communication and consultation with stakeholders undertaken at all steps in the risk management process? (Information must be able to be understood by stakeholders.)			

RISK MANAGEMENT	YES	NO	DON'T KNOW
Are potential opportunities for the organisation and key stakeholders evaluated through a risk management process?			
Is there a process by which new risks identified by staff can be fed back into the risk register and managed appropriately?			
Are staff adequately trained and retrained in this process?			
Is risk management an integral part of the corporate reporting procedure and process?			
Is there a formal procedure established as part of the contract management process for the level of liability exposure acceptable within each contract arrangement with another entity? (Particularly relevant should a contractor not be able to complete a contractor deliver the required goods or services under contract)			
Is there a formal system within the organisation that focuses on compliance with legislation – both common law duties and statute law?			
Are risk management strategies used in employment practices including recruitment, selection, training, key performance measures, job hazard analysis?			
Is a risk management strategy utilised in all financial transactions and dealings of the organisation?			
Is there adequate insurance cover in the following areas: <ul style="list-style-type: none"> ✓ Public Liability ✓ Workers Compensation ✓ Professional Indemnity ✓ Directors and Officers Liability ✓ Product Liability ✓ Property and Asset – linked to asset register ✓ Contingency Liability 			
Is a risk management strategy utilised for Privacy of information, copyright and intellectual property?			

BUSINESS CONTINUITY PLANNING	YES	NO	DON'T KNOW
Do you have a business continuity plan (BCP)?			
If yes, have you tested your plan within the last 12 months?			
Is someone responsible for management of the Plan (generally a Business Continuity Co-ordinator)			
Do you have a policy for when to activate your plan?			
Do regularly review your plan? (at least annually)			
Are your staff trained in activating your plan?			
Has a formal Business Impact Analysis been undertaken for all functional Business Units?			
Does the Business Impact Analysis consider critical asset analysis, maximum outage times, key resources for the recovery process and treatment options?			
Has the idea of Business Continuity planning been approved by the senior management team?			
Does the BCP encompass all functional Business Units within the organisation?			
Is the plan documented clearly and easily accessible?			