



RISK POLICY

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Authorised by: Managing Director

1. Policy Statement

Hotelstaff Pty Ltd is committed to ensuring it develops and delivers a risk management framework, across the organisation that identifies, mitigates, manages or eliminates risk to the delivery of its services and Strategic Plan.

Hotelstaff Pty Ltd recognises that risk is an inherent part of doing business and providing outsourced services to third party clients and organisations.

Hotelstaff Pty Ltd ensures that all employees, contractors, subcontractors and clients are limited in their exposure to risk through exceptional operation practices, timely quality training, and clear organisational policies and procedures.

2. Scope

The scope of this policy applies to all Directors, employees, contractors and subcontractors of Hotelstaff Pty Ltd when representing or acting on behalf of Hotelstaff Pty Ltd.

This policy applies both during and outside of all hours of work at Hotelstaff Pty Ltd.

3. Application

Hotelstaff Pty Ltd has developed a comprehensive risk matrix that identifies organisational risk as well as strategies to minimise, mitigate or eliminate potential operating risks. The risk matrix identifies accountabilities for each part of the risk management process. The Risk Matrix is held centrally and updated on a regular basis by nominated personnel.

The company directors complete regular audits of process and practices to ensure risks are identified, analysed, evaluated, managed and reported upon.

Where appropriate external consultants and skilled professionals may be engaged to complete process audits to improve operating practices and systems.

A risk committee has been established to work to identify potential futures risks and recommend and implement strategies to reduce or eliminate where possible, organisation risks.

To ensure improved decision-making, accountability and the integration of risk management strategies into daily operations, Hotelstaff Pty Ltd includes references to the risk matrix and risk identification processes into the employee induction process for all full-time employees.

All employees can access the Risk Register to nominate risks which are then reviewed and responded to by the Risk Management Committee.

4. Related Legislation

Occupational Health and Safety Act 2004 – VIC

Occupational Health and Safety Act 1989 No 18 – ACT

Occupational Health and Safety and Welfare Act 1986 - SA

Work place Health and Safety Act 1995 – TAS

West Australian Occupational Health and Safety Act 1984 – WA

Occupational Health and Safety Act 2000 – NSW

Workplace Health and Safety Act 1995 – QLD

Records Management Acts

Australian / NZ Joint Standard on Risk Management

5. Related policies

OH&S Policy