

Risk Management Policy

1. Purpose

The objectives of this policy are to

- specify the principles governing Hotelstaff responses to Risk Management in the workplace

2. Scope

This policy and procedure is applicable to all employees, contractors and subcontractors of Hotelstaff Pty Ltd, HS Personnel Australia Pty Ltd and all subsidiaries ('Hotelstaff').

It is expected that the Executive endorse and support this policy in the execution of their responsibilities.

3. Policy Statement

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

Hotelstaff 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.

4. Procedure

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 future 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.

5. Related Documents/Information

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

OH&S Policy

6. Declaration

I agree, via online acknowledgment, to all terms and conditions as outlined in this policy

7. Policy Information

Version 1.1	Policy Number:
Approver: Managing Director	Effective Date: 01/08/2014
Approved Date: 01/08/2015	Review Date: 01/07/2018

8. Revision History

Date	Version	Amendment
07/05/2018	1.1	- Reformatted