

RISK MANAGEMENT POLICY

Policy Aim

The Committee of Management of ME/CFS Australia (Victoria) recognises the necessity for risk management. The purpose of the Risk Management policy is to develop and maintain an integrated multi-disciplinary program for effective management of the Society's resources, assets and liabilities to protect its staff, members, property and income.

Policy Objectives

The specific objectives of the Committee and this policy are to:

- ensure compliance with relevant and current privacy legislation
- ensure participants and staff are aware of obligations and rights regarding effective management of resources, assets and liabilities
- to protect its staff, members, property and income

Responsibilities

The Committee as a whole is responsible for ensuring the policy objectives are achieved although it may delegate particular duties to its members.

The CEO will be responsible for ensuring that all staff, including volunteers, comply at all times with Government legislation and this policy.

Implementation

ME/CFS Australia (Victoria) will continue to:

- maintain the highest possible standard of occupational health and safety and environment protection for the Society in line with social and legal requirements, including assistance in prevention of incidents and accidents
- minimise the effects of work related accidents, both in human and financial terms
- optimise costs associated with the prevention and management of losses, risk financing and risk transfer (through the insurance programme)
- ensure Workers compensation is adequately managed at all times

Occupational Health, Safety and Environment

Roles and Functions for ME/CFS Australia (Victoria)

The development, implementation and review of the Society's OHS&E policies and programs in accordance with the OHS&E consultative mechanisms.

Advice to the Committee of Management on OHS&E regulatory requirements and how these may impact on the Society and how to address these requirements.

Professional advice, information, support and training on OHS&E issues.

Obtain assistance in conducting workplace assessments and audits to identify, evaluate and control occupational hazards.

Obtain advice on the design and modification of the workplace, new building proposals, work methods and procedures to ensure good OHS&E practices.

Workers Compensation

Roles and Functions for ME/CFS Australia (Victoria)

Occupational rehabilitation involves restoring injured employees to the fullest physical, psychological, social, vocational and economic usefulness to which they are capable, consistent with their pre-injury status. It involves early intervention based on early reporting of injuries and provision of appropriate services on assessment of the injured worker's needs.

Ensuring workers compensation claims are processed in a timely manner.

Developing and monitoring individual injury management and rehabilitation plans for injured employees by liaising with relevant parties and obtaining the advice of outside professionals if necessary. This process includes identifying and assessing suitable duties.

Advising Committee of Management on legislative changes and details of any claims with a potential to affect the Society.

Advising the Society community, including the Executive, and other staff on all matters relating to workers compensation and rehabilitation.

Insurance Administration and Claims Management

Roles and Functions for ME/CFS Australia (Victoria)

Arranging the purchase of appropriate insurance cover for the Society's assets, liabilities, etc.

Ensuring the Society's insurance cover is regularly reviewed, to reflect the risks inherent in our operations.

Review of Policy and Procedures

- Review of the currency, relevance and accuracy of policies and procedures will be ongoing.
- New policies will be drafted for consideration by the Committee of Management throughout the year.
- The list of Policies and Procedures will also indicate timelines for review.

Policy Endorsement Date:

Policy review Date:

May 2009

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