



Risk Management Policy

Approved by: RTO Administrator
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DTW Designs (Qld) Pty Ltd
RTO 31507
21 Toolara Street
The Gap Queensland 4061

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Purpose

This policy ensures DTW Designs (Qld) Pty Ltd recognises the importance of managing risk in the organisation to sustain growth and maintain the confidence of internal and external stakeholders and Registering Bodies.

Scope

The DTW Designs (Qld) Pty Ltd Managing Director is responsible for monitoring systems in place to identify risks and the impact of identified risks; adopt appropriate controls to manage those risks and delegate responsibility for them. Changes in the risk profile are part of the Continuous Improvement of DTW Designs (Qld) Pty Ltd.

Procedure

Risk

DTW Designs (Qld) Pty Ltd uses its Risk Analysis Procedure and Risk Management Process to define organisational risk and how it is managed. Risks and their potential impact will be identified using this process.

The DTW Designs (Qld) Pty Ltd Managing Director will promote the application of risk management across the organisation using the Risk Management Action Plan and ensure training and recording is aligned with the process.

DTW Designs (Qld) Pty Ltd resources will be allocated to decision making and corporate governance as required to manage identified risks.

Identified risks will be monitored and reviewed systematically by DTW Designs (Qld) Pty Ltd through their Risk Management Process and logged using processes such as the Corrective Actions Register.

DTW Designs (Qld) Pty Ltd must hold Insurance for Public Liability throughout its registration.

Responsibilities for Risk Management

The DTW Designs (Qld) Pty Ltd Managing Director will conduct a bi-annual review of organisational Risk Assessment using the Risk Analysis Procedure and Risk Management Process. Continuity of operations along with financial and legal risks is assessed at a corporate level and processes like ongoing internal and external auditing will be evaluated.

DTW Designs (Qld) Pty Ltd staff meetings will include updates and reminders about Work Health and Safety in the training and administrative environments on and off site and identified risks and further training required will be requested in a Professional Development Form or Corrective Action Register.

DTW Designs (Qld) Pty Ltd Moderation Meetings include evaluation of the Training Resource Feedback and Training Feedback Forms. The staff will discuss issues raised; plan how changes can be made and then follow the Corrective Actions process with the Administration Officer ensuring sign off of completed actions on the Corrective Actions Register.



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DTW Designs (Qld) Pty Ltd clients are inducted using the Induction Checklist which is signed off and dated by the client and staff member conducting the Induction to verify that DTW Designs (Qld) Pty Ltd policies and procedures are understood and made available for clients when required. This minimises the risk of clients not understanding enrolment procedures, complaints and appeals, safety and other DTW Designs (Qld) Pty Ltd concerns.

Risk Management Legislation

DTW Designs (Qld) Pty Ltd follows the Work Health Safety Act, which is supported by the Work Health Safety Regulations. These set minimum standards for specific hazards, work and administrative practices in relation to work and safety and health.

Complying with this legislation DTW Designs (Qld) Pty Ltd promotes, coordinates and administers work health and safety in the workplace and places certain duties on employees with an emphasis on prevention of accidents and injuries.

The DTW Designs (Qld) Pty Ltd Risk Analysis Procedure and Risk Management Process cover all required aspects of legislation for safety and registering bodies.