P-022 RISK MANAGEMENT POLICY AND PROCEDURE

P-022 Risk Management Policy and Procedure v1.0

1. Purpose

To establish a consistent and compliant approach to identifying, assessing, controlling and reviewing risks to health, safety, and wellbeing at all Dijan Training Program Ltd (DTP) sites—including remote and Aboriginal community delivery locations. The procedure ensures compliance with:

- Work Health and Safety (National Uniform Legislation) Act 2011 (NT)
- Standards for Registered Training Organisations (RTOs) 2015
- Codes of Practice and Australian WHS standards

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2. Scope

This procedure applies to:

- All staff, teachers, assessors, Board members and contractors of DTP
- All learners and visitors at DTP training and assessment sites
- All activities at fixed, temporary, or mobile sites including regional and remote delivery

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3. Legal and Standards Alignment

Reference	Requirement	Application to DTP
WHS Act (NT)	Duty of care, risk management, consultation, training, emergency plans	Embedded through planning, consultation and training delivery
Standards for RTOs 2015		

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4. Definitions

- **Hazard:** A source or situation with potential for harm
- **Risk:** The potential consequence and likelihood of harm from a hazard

- **Control:** Action to eliminate or reduce risk
- **Remote Location:** Any area without regular access to emergency support, typically regional, rural or Aboriginal communities

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5. Responsibilities

Role	Responsibility
CEO	Governance oversight and WHS compliance
RTO Business Manager and **Senior Compliance Manager**	Risk policy implementation, record keeping, training and reviews
Teachers and Assessors	Daily risk assessments, implementation of controls, emergency briefings
Board Members	Monitor safety outcomes and endorse risk reviews
Learners and Visitors	Comply with instructions and report hazards

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6. Procedure

6.1 Risk Identification

Risks are identified through:

- Site walkthroughs and environmental scans
- Hazard reports, incident records and near misses
- Cultural consultations and feedback from community partners
- Risk registers and training program reviews

Special attention is given to:

- Travel and transport in remote areas
- Climatic and environmental hazards
- Wildlife and terrain risks
- Cultural obligations, including Sorry Business and ceremonial activities

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6.2 Risk Assessment

All identified risks are assessed for **likelihood** and **consequence**, with a risk rating assigned using a **standard matrix**.

- **Low/Medium Risks**: Training may proceed with documented controls
- **High/Extreme Risks**: Must be escalated to RTO Business Manager or Senior Compliance Manager and only proceed with signed approval and implemented mitigation

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6.3 Risk Control

Risk controls must follow the **Hierarchy of Controls**:

1. **Elimination** – Cancel activity or remove hazard
2. **Substitution** – Replace with a safer method or material
3. **Engineering Controls** – Modify environment (e.g., shade, barriers)
4. **Administrative Controls** – Policies, rosters, safety briefings
5. **PPE** – Final line of defence (e.g. gloves, respirators)

Remote Training Example:

- Pre-departure risk plan and contact log
- First aid kits, emergency beacons or satellite phones
- Emergency contact with local health centres or clinics

6.4 Emergency Response

Each training location must have a **current Emergency Action Plan (EAP)**, covering:

- Local emergency contacts (health, police, elders)
- Evacuation routes and meeting points
- Communication protocols
- Learner medical alerts

Trainers must conduct an emergency briefing at the start of every training session.

6.5 Monitoring and Review

All risk management activities must be:

- Reviewed before every training session
- Audited quarterly by Compliance Manager
- Reviewed annually for continuous improvement

- Presented to the Board for WHS performance tracking

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7. Records and Documentation

Record	Form	Retention
Risk Assessments	F-008 Risk Register	7 years
Emergency Action Plans	F-010 EAP Template	3 years
Incident Reports	F-005 Report Form	7 years
Cultural Briefings	Consultation Log	5 years
WHS Training Records	Induction Register	7 years

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8. Communication and Training

- Risk Management training is mandatory during induction
- Trainers receive annual WHS and cultural safety refresher sessions
- Remote delivery teams receive additional satellite safety training
- Toolbox talks are used to reinforce safe practices and share incident learnings

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9. Action Plan

See the **WHS Risk Management Action Plan** for specific responsibilities, due dates, and implementation status across DTP's operations.

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10. Related Documents

- Hierarchy of Controls *see below*
- Critical Incident and Continuous Improvement Policy
- General WHS Checklist -Quarterly
- Work Health and Safety (WHS) Policy and Procedure
- Critical Incident and Continuous Improvement Policy and Procedure
- *Stakeholder Responsibilities and Engagement policy*
- Emergency Action Plan *see below*
- WHS Risk Management Action Plan
- Accident-Incident and Hazard Report Form
- Accident Incident Register
- Continuous Improvement Register

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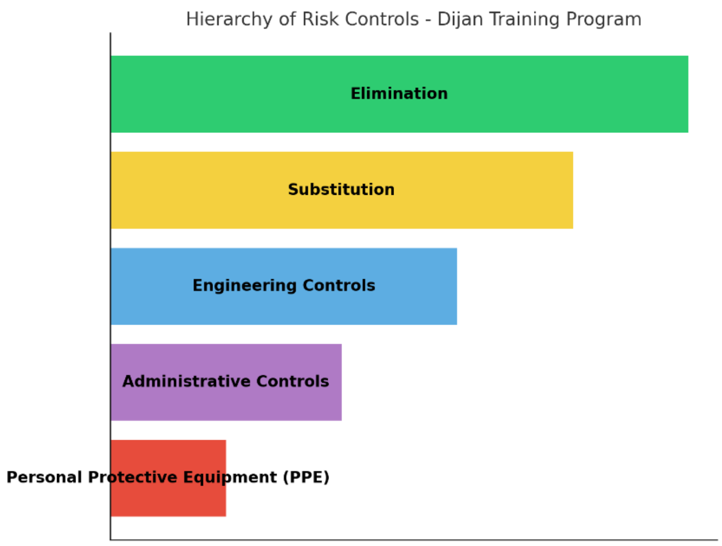
11. Continuous Improvement and Governance

- WHS performance is reviewed quarterly with recommendations tabled at Board meetings
- Incident trends and learner feedback are reviewed by the RTO Business Manager or Senior Compliance Manager
- All procedures are updated following WHS legislative or regulatory changes

Hierarchy of Controls



Emergency Action Plan (EAP)			
Checklist	**Completed (Yes/No)**	**Comments/Actions Required**	**Risk Rating** Low/Medium Risks High/Extreme Risks
Site Location:			
Date:			
Local emergency contacts (health, police, elders)			
Evacuation routes and meeting points			
Communication protocols			
Learner medical alerts			
Teacher has conducted an emergency briefing at the start of every training session.			
Has a site-specific risk assessment been completed before training?			
Are identified hazards documented with their risk ratings?			
Have appropriate control measures been implemented based on the hierarchy of controls?			
Is emergency equipment (first aid kit, communication tools) available and functional?			
Are all staff and learners aware of emergency procedures?			
Has a cultural safety consultation been conducted for remote or Aboriginal communities?	Yes		
Are all trainers aware of their WHS responsibilities?			
Is a current Emergency Action Plan in place for the training location?	Yes		
Has the location been assessed for environmental risks (heat, wildlife, terrain)?			
Is there a documented check-in/check-out procedure for remote training delivery?	Yes	Remote satellite (geofence) tracking on all vehicles/first aid kits	

**A completed copy of this document must be in each Session Plan*