



DPI

Darwin Powersports Inc. Risk Management Plan

OBJECTIVE

The objective of this document is to define a framework and basis for the effective management of risk across all activities carried out by Darwin Powersports Incorporated (DPI).

TARGET AUDIENCE

The target audience of the Risk Management Plan (RMP) comprises the following persons: all DPI members, volunteers, coaches, and referees. The RMP applies to all DPI related activities, competitions and events. It must be interpreted with a view to obtaining the best outcome for DPI and its members.

WHY HAVE A RISK MANAGEMENT PLAN

“Risk” is the chance of things happening that could have an impact on DPI, on the outcomes it achieves, or on the objectives of the various functions it undertakes. Risk Management, therefore, is an approach to decision-making that contributes to the effective achievement of objectives. The concept of managed risk is also an integral part of the accountability requirements at all levels in DPI. Risk management is a necessary component of good governance within DPI for the following reasons:

- Accountability to our members and to ensure transparency in our decision making;
- Exercise our duty of care to members and public;
- Demonstration of responsible governance practice;
- As a genuine tool for the management and mitigation of risks resulting in loss or damage to DPI;
- To inform stakeholders such as insurance companies.

All DPI officers have a responsibility to ensure that the risks relating to their particular area of work are managed to ensure the best outcome is achieved. DPI also has a responsibility to communicate risks that may impact on members and passive participants in DPI activities. Lifters and passive participants advised of these risks have a responsibility to act in accordance with risk management practices, and to identify and bring to the attention of DPI emerging or unidentified risks.

SCOPE OF RISK MANAGEMENT PLAN

This Plan provides a basis for the management and minimisation of risks occurring as a result of actions and events organised by DPI or under the direct control of DPI. Risks to be treated will be those that may result in some form of potential loss or damage to DPI in the following way:

- Injury or death at DPI organised events;
- Financial loss to DPI, e.g. resulting from litigation;
- Material loss or damage to facilities and/or equipment, e.g. theft, fire, etc;
- Reputation damage

The scope of this plan is limited to those activities carried out by DPI under its objectives as defined in its constitution. For clarity, these activities include the following:

- DPI organised competitions events;
- DPI overseas travel to events;
- Development programs undertaken by DPI coaches
- Promotional events;
- Administration of DPI.

METHOD OF MANAGEMENT

Risk Management consists of a systematic process of assessing and then dealing with risk. The process entails consideration of the context, followed by identification, analysis, evaluation and treatment of risks. It is an iterative process that also involves monitoring and review, and can at time encompass a dialogue with stakeholders along the way.

Risk treatment strategies may include the following options:

- Accept the risk: this is appropriate where the remaining risk levels are insufficient to justify potential treatment options or where it is not possible or uneconomic to treat the residual risk.
- Avoid the risk: where the level of risk is unacceptable and means of control are either not viable or not worthwhile, the risk could be circumvented, e.g. by not proceeding with an activity that could generate the risk. It should be noted that inappropriate risk avoidance could significantly hinder the effective operation of DPI.
- Reduce the probability of the risk occurring (e.g. implementing procedures or guidelines).
- Impact mitigation: Action to reduce the consequences of risk through efforts to ameliorate and deal with the impacts (e.g. communication strategies, installation of protective devices)
- Transfer (allocate) the risk: Responsibility for treating risk can be allocated to parties best able to manage it. An example may be utilising insurances for activities.

METHOD OF ANALYSIS

A risk is an event (i.e. what could happen) that should be distinguished from identified sources of risk (i.e. how each risk could arise) and impacts (i.e. why it is a risk). Identified risks are measured in terms of probability and impact.

Risks are addressed under the following key categories:

- Venue Risks
- Lifter Risks

- Team Touring Risks
- Administrative Risks
- Asset related Risks

RISK MONITORING & REPORTING

Risk Monitoring is the basis by which risk planning is updated and effectively managed. The following mechanisms will be adopted by DPI for the effective monitoring and management of risk:

- Tracking of all accidents and incidents as they arise. This will be achieved through the use of the attached Accident / Incident Reporting form.
- Tracking of new or emerging risks as they are identified by or brought to the attention of DPI officers. A risk reporting form is attached.
- Risk review at DPI Management Committee meetings
- Annual Risk Management Review, held prior to each DPI Annual General Meeting. The annual risk management review will ensure that the mechanisms defined above have been properly incorporated into the Risk Management plan. This will involve the following activities: assessment of currency of identified risks; consideration of sporting and industry trends; consideration of insurance coverage; and consultation with stakeholders.

Risk	Scope	Potential Loss	Management	Responsibility
Venue Risks				
Trip Hazard	Cables and personal or excess equipment creating trip hazards	Trip related injury: bruises or strains	Tape cables to floor, provide areas for lifters to store equipment, educate lifters, spotters and loaders to keep equipment and gear tidy	Event Director, lifters, spotters and loaders
Fire	Standard fire related risks	Loss of building, multiple injury and possibly death	Follow building fire procedures and guidelines Ensure fire exits always clear of equipment & obstacles	Building management
Inadequate space around the lifting platform	Bystanders hit by falling equipment during a competition	Injury to referee, spectators or athlete	Clearly defined spectator seating and competition area	Chief Referee
Competition Risks				
Inappropriate equipment during the competition	Equipment failure	Injury	Publish and supervise appropriate equipment for competition level Inspect all equipment prior to use	Chief Referee
Suit or lifting equipment breakages	Suit fails or belt fails	Major injury	Lifter to thoroughly inspect equipment prior to each use Equipment to be inspected thoroughly during Equipment Check	Lifter Referees
Weight is dropped during a squat	Lifter is unable to complete their squat	Major injury to lifter Major injury to spotter(s) Damage to lifting	Lifters advise not to "dump" the bar Spotters are trained how to spot sufficient numbers of spotters Suitable flooring	Lifters, referees

Risk	Scope	Potential Loss	Management	Responsibility
Competition Risks				
Weights come off the bar during a squat or bench press	Bar becomes Major injury uncontrollable Weight or bar comes into contact with a person	Major injury	Loaders to ensure collars are adequately locked into position onto the bar	Loaders
Disease through contact with blood on the bar	Blood comes into contact with the bar	Contraction of disease	The bar is cleaned and disinfected as required	Chief Referee
Lifter Risks				
Old age	Over-exertion	Increased frequency of minor injury, illness or death	Competitor self assessment	Athlete
Pregnancy	Damage to mother or unborn child	Injury or death	Mother to be advised to obtain medical advice prior to participation	Chief Referee Athlete
Incompetence	Incompetent lifting technique	injury to self	Coach to advise lifter	Coach
National and International Team turing risks				
Transit related risks	Team travel	Injury or loss of life	Coordinate travel through reputable travel organization and ensure adequately covered by travel insurance	Athlete
Loss of goods by an airline	Team member risk	Loss of essential competition equipment	Carry equipment as onboard luggage where possible	Athlete

Risk	Scope	Potential Loss	Management	Responsibility
Personal Security	Environmental Locality related	Injury, loss of valuables	Travel in pairs	Manager/coaches
Harassment	Team travel	Injury to individual and DPI reputation	Produce, implement and enforce Member Protection Policy	DPI management committee, Coaches
Administrative				
Non-compliance with legislative requirements under Incorporations act	Incorporations Act applies to constitution and implementation	Pecuniary fines, jail or reputation	Review constitution against incorporations Act and inform office holders of responsibilities	DPI management committee
Asset Related Risks				
Loss/damage of equipment	At training/events or storage	Damage, fire or theft of DPI property	Assets register established Review insurance requirements	DPI management committee
Fraud/defalcation	Internal' loss of assets	Financial	Separation of functions, audit	DPI management committee
Loss of knowledge/ data	Current records loss corruption	Financial and administrative time	Develop knowledge management and data management policy	DPI Secretary
Loss of institutional memory	Volunteers as prime repository of information	Loss of volunteer expertise due to incapacity or resignation. Information inappropriately retained	Document key procedures, value your people, transparent governance and on going skills development	DPI management committee

DPI ACCIDENT/INCIDENT REPORTING FORM

This form used for recording safety incidents. Data can be collected over time and used as the basis for monitoring safety in the fencing environment and ensuring a formal mechanism for responding to emerging risks.

Date and time:

Event:

Location and address:

Incident Recorded by: Contact details (name, address, phone):

Incident Description:

Action taken:

Follow up action required (including date for action completion):

Recommendations for future risk mitigation:

Incident Review sign off by DPI Management Committee:

Risk Management Matrix updated:

RISK REPORTING FORM

This form used for recording new risks or updating existing risks.

Date:

Risk Name:

Location:

Risk Description:

Risk Probability [1 = Almost never; 2 = Unlikely; 3 = Possible; 4 = Likely; 5 = Almost Certain] & Reasons:

Risk Impact [1 = Insignificant; 2 = Minor. 3 = Moderate; 4 = Major; 5 = Catastrophic] & Reasons

DPI Management Action:

Risk Management Matrix updated: