



# **POWERLIFTING AUSTRALIA LTD**

## **RISK MANAGEMENT PLAN**

**2008**

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## **1 OBJECTIVES**

- a) The objective of this document is to define a framework and basis for the effective management of risk across all activities carried out under by Powerlifting Australia Ltd (PA).

## **2 TARGET AUDIENCE**

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

## **3 WHY HAVE A RISK MANAGEMENT PLAN**

- a) “Risk” is the chance of things happening that could have an impact on PA, 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.
- e) The concept of managed risk is also an integral part of the accountability requirements at all levels in PA. Risk management is a necessary component of good governance within PA 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 PA;
  - To inform stakeholders such as insurance companies.
- f) All PA 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. PA also has a responsibility to communicate risks that may impact on members and passive participants in PA 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 PA emerging or unidentified risks.

## **4 SCOPE OF RISK MANAGEMENT PLAN**

- a) This Plan provides a basis for the management and minimization of risks occurring as a result of actions and events organized by PA or under the direct control of PA. Risks to be treated will be those that may result in some form of potential loss or damage to PA in the following way:
- Injury or death at PA organized events;
  - Financial loss to PA, e.g. resulting from litigation, fines or penalties;
  - Material loss or damage to facilities and/or equipment, e.g. theft, fire, etc;
  - Reputation damage,
  - Impact on administrative resources, e.g. computer virus

- g) The scope of this plan is limited to those activities carried out by the PA under its statement of purposes as defined in its constitution, and associated plans, programs and policies. For clarity, these activities include the following:
- PA organized competitions events;
  - PA overseas travel to events;
  - Development programs undertaken by PA coaches
  - Promotional events;
  - Administration of PA.
- h) Further clarity, the activities of the PA are described in its Development Plan and/or Business Plans for any given period.

## **5 METHOD OF MANAGEMENT**

- a) Risk Management consists of a systematic process of assessing and then dealing with risk. This is presented schematically in Figure 1. 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 (e.g. consultation with parents regarding management of an overseas sub junior or junior tour).
- i) 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 the PA.
  - 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 utilizing insurances for activities, or sub-contracting responsibilities to specialist parties. However, in some circumstances, risk transfer may raise difficult issues, in particular accountability for risk.

## **6 METHOD OF ANALYSIS**

- a) 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. The combination of probability and impact utilizing the chart in Appendix 1 provides for evaluation of a risk rating. The risk rating becomes the basis for prioritizing the management of risks.

b) PA is adopting a matrixes approach to risk management as defined in Appendix 2. Risks are addressed under the following key categories:

- Venue Risks
- Lifter Risks
- Team Touring Risks
- Drugs in Sport
- Administrative Risks
- Asset related Risks

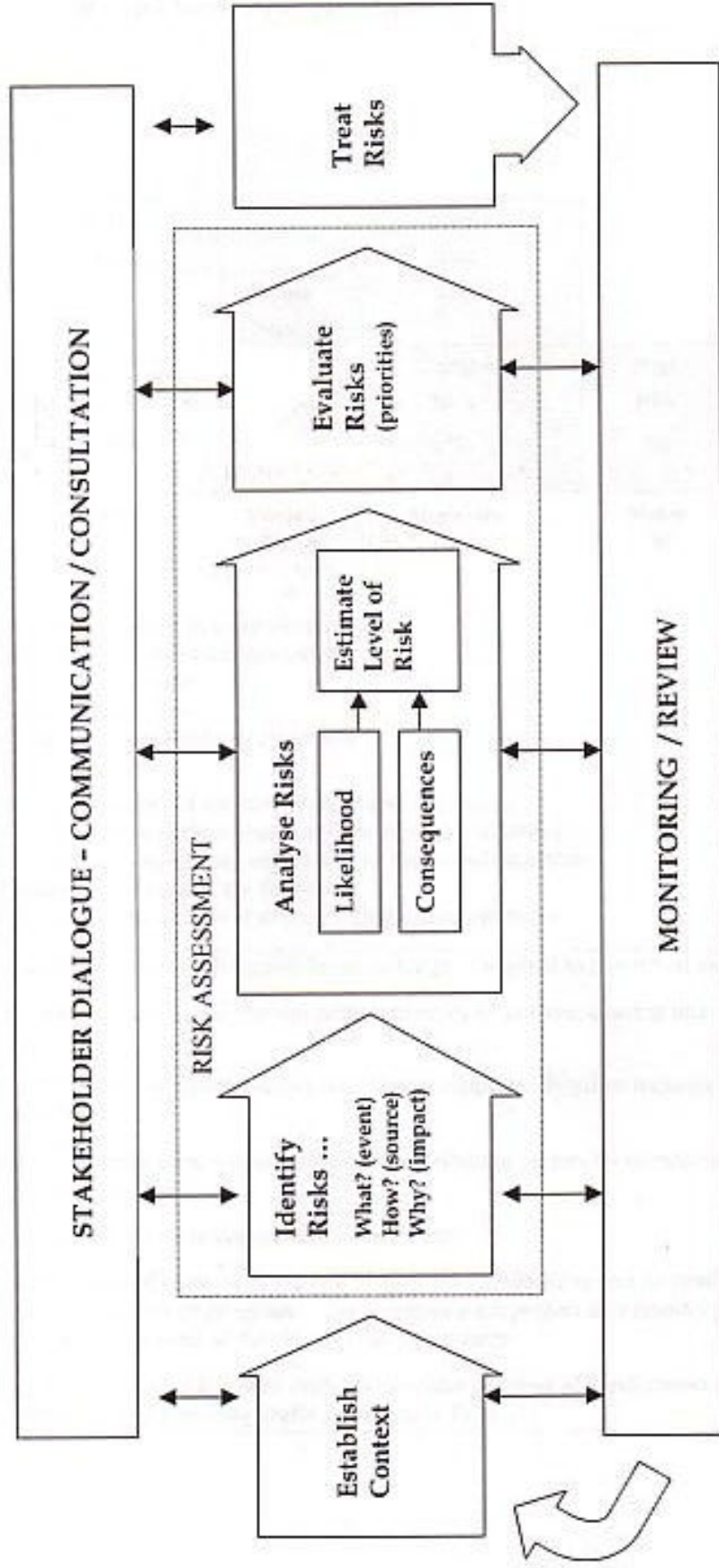
c) Appendix 1 represents the current log of primary risks applicable to PA. Appendix 1 is a “living” document and will be subject to revision throughout the risk management cycle and at specific monitoring and review points as defined below.

## **7 RISK MONITORING & REPORTING**

a) Risk Monitoring is the basis by which risk planning is updated and effectively managed. The following mechanisms will be adopted by PA 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 Accident / Incident Reporting form in Appendix 3.
- Tracking of new or emerging risks as they are identified by or brought to the attention of PA officers. A risk reporting form is presented in Appendix 4.
- Risk review at PA Executive meetings
- Annual Risk Management Review, held prior to each PA 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.

**FIGURE 1 – THE RISK MANAGEMENT CYCLE**



**Notes:**

Based on the Management Advisory Board Guidelines for Managing Risk in the APS and the Australian New Zealand Standard on Risk Management (AS/NZS 4360:1999). Refer also Guidelines for Managing Risk in the Australian and New Zealand Public Sector (SAA/NZS HB 143: 1999).

### 8 APPENDIX 1 – RISK EVALUATION CHART

**P = Probability:**

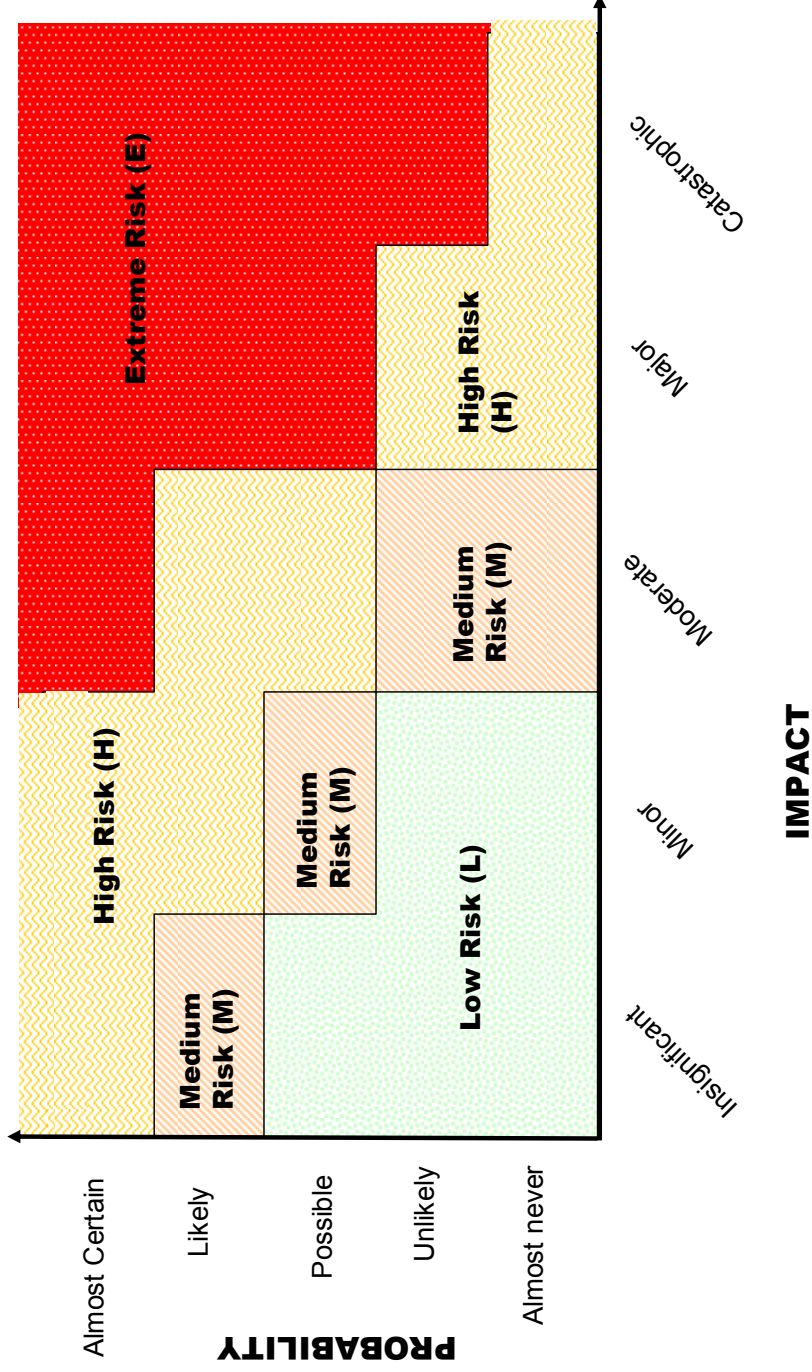
1 = Almost never; 2 = Unlikely; 3 = Possible; 4 = Likely; 5 = Almost Certain

**I = Impact:**

1 = Insignificant; 2 = Minor; 3 = Moderate; 4 = Major; 5 = Catastrophic

**R = Risk Rating:**

E = Extreme, H = High, M = Medium, L = Low



**9 APPENDIX 2 – PA RISK MONITORING MATRIX**

Risk	Scope	Potential Loss	P	I	R	Management	Responsibility
<b>Venue risks</b>							
❖ Inadequate space around the lifting platform	Bystanders hit by falling equipment during a competition	Injury to referee, spectators, possible loss of eye	2	4	H	Define minimum standards Cordon off stage at events	Chief Referee
❖ Trip hazards	Cables, personal fencing equipment creates trip hazards	Trip related injury: bruises, sprains	3	2	L	Tape cables to floor Provide areas for lifters Educate lifters, spotters and loaders to keep equipment and gear tidy	Event Director Lifters Spotters, loaders
❖ Fire	Standard building fire related risks	Loss of building, multiple injury, possible death	1	5	M	Follow building fire procedures and guidelines Ensure fire exits always clear of equipment & obstacles	Building management
❖ Security risks	Unauthorized entry to public venue	Theft	3	3	M	Only PA Members permitted to warm up areas during events	Event Organizer
❖ Faulty wiring	Electrocution	Injury Death	1	4	L	Observe stage area when setting up events	Event Organizer
❖ Exposed electrical cables	Electrocution	Injury Death	1	4	L	Observe stage area when setting up events	Event Organizer
❖ Seating, stairs and access	Structural safety, clear access	Injury or multiple injury	1	4	L	Remove visible obstructions	Venue management; attendees
❖ Vehicle accidents	Vehicles or vehicle and a pedestrian hit by another vehicle	Damage to vehicle or injury or death				Observe speed limits Vehicles to be reverse-parked Pedestrians educated to look for oncoming vehicles	Drivers Pedestrians
<b>Competition risks</b>							
❖ Inappropriate equipment during the competition	Equipment failure	Injury	3	3	M	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	3	4	H	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	2	5	H	Lifters advise not to “dump” the bar Spotters are trained how to spot Sufficient numbers of trained spotters are available to assist Floor is suitable for lifting/dropping of	Lifters, referees



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Risk	Scope	Potential Loss	P	I	R	Management	Responsibility
❖ Weight is dropped during a bench press	Bar hits the lifter	platform Major injury	3	4	H	weights BP safety racks are installed correctly Lifter selects the appropriate height of the safety bench press	Chief Referee Lifter
❖ Weights come off the bar during a squat or bench press	Bar becomes 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	4	1	L	The bar is cleaned and disinfected as required	Chief Referee
<b>Lifter risks</b>							
❖ Old age	Over-exertion	Increased frequency of minor injury, major illness, death	2	4	M	Competitor self assessment.	Chief Referee
❖ Pregnancy	Damage to mother or unborn child	Death	2	5	E	PA to consult with IPF to identify risk management approach and publicise	PA Executive
❖ Young age (immaturity)	Inadequate supervision.	Minor or major injury	3	3	H	PA to provide information and support to affiliated coaches to assist in management of young children during training programs	PA Executive, Coaches
❖ Incompetence	Incompetent lifting technique	Injury to self	2	2	L	Coach to advise lifter	Coach
<b>National and International Team touring risks</b>							
❖ Transit related risks	Team travel and individuals on official PA business	Injury, illness, loss of life	1	5	H	Coordinate travel through reputable travel organization Travel insurance policy invoked covering all teams, support personnel for personal, property and sickness related risk and evacuation.	PA Executive, PA nominated Travel Agent
❖ Loss of goods by an airline	Team member risk	Loss of essential competition equipment				Carry equipment as onboard luggage where possible	Lifter

PA Risk Management Plan – 2008

<b>Risk</b>	<b>Scope</b>	<b>Potential Loss</b>	<b>P</b>	<b>I</b>	<b>R</b>	<b>Management</b>	<b>Responsibility</b>
❖ Personal security	❖ Environmental ❖ Locality related	Injury, loss of valuables				Supervision of juniors by manager/coach. Travel in pairs	PA Executive, Tour Manager
❖ Junior Harassment	❖ Team travel ❖ Camp participation	Injury to individual Reputation & monetary loss to PA	2	5	E	Supervision of juniors by manager/coach. Manager Guidelines produced Member Protection Policy in place and enforced	PA Executive, Tour Team Manager, coach
❖ Sexual Harassment	❖ Team travel	Injury to individual Reputation & monetary loss to PA	2	5	E	Supervision of juniors by manager/coach. Team/Manager Guidelines produced Member Protection Policy in place and enforced	PA Executive, Tour Manager, Coaches
<b>Drugs in Sport</b>							
❖ Use of performance enhancing drugs	❖ As published by WADA	Reputation Funding Results	2	4	H	❖ Adopt ASADA anti doping policy ❖ Educate athletes ❖ Access to information	PA Executive
❖ Use of recreational drugs amongst members	❖ As published by WADA ❖ Applies to officials and athletes	Reputation Funding Results Injury Decisions Insurance cover	1	2	L	❖ Adopt ASADA anti doping policy	PA Executive
❖ Use of medically prescribed drugs	❖ Inequitable treatment of athletes	Athlete disadvantage PA reputation	3	3	H	Ensure ASADA anti doping policy provides for these circumstances Educate lifters about aTUE and TUES processes	PA Executive
<b>Administrative</b>							
❖ Selection challenges	❖ Inappropriate national representation ❖ Selecting wrong people ❖ Not selecting right people	❖ Reputation ❖ Loss of performance	4	4	H	Develop comprehensive selection policy Appeals process initiated Establish criteria for selection of selectors Legal review of policy Publish policy in advance Report outcomes & document decision making	PA Executive
Non-Compliance with legislative requirements under Incorporations act	Incorporations Act Applies to constitution and implementation	Pecuniary fines Jail Reputation	1	2	H	Review constitution against incorporations Act Use skilled administrative assistance	PA Executive

Risk	Scope	Potential Loss	P	I	R	Management	Responsibility
Inadequate commercial activity / contracting	❖ Contracting individuals and organisations	Loss Limited liability ❖ Financial ❖ Reputation	4	4	E	where possible ❖ Establish authority and decision making protocols ❖ Ensure significant contracts are in writing and reviewed ❖ Skilled review appropriate to scope for risk	PA Executive
Inappropriately applied disciplinary action	❖ Applies to PA membership and individuals / entities under contract or licence ❖ Disciplining people/entities unjustly ❖ Not disciplining people / entities where warranted	❖ Reputation ❖ Financial ❖ Injury	2	3	M	❖ Develop, publish and apply non-rules related disciplinary policy ❖ Apply linkage to appeals & review policy	PA Executive
<b>Asset Related Risks</b>							
❖ Loss / damage of equipment	At events or in storage	Damage, fire, theft of PA assets	2	2	L	❖ Asset register established ❖ Review insurance requirements	Event Director or organizer
Fraud/Defalcation	❖ "Internal" loss of assets	❖ Financial	2	2	M	❖ Separation of functions. Audit.	PA Executive
❖ Loss of knowledge / data	Current records loss or corruption	Financial and administrative time	3	4	E	❖ Develop knowledge management and data management policy	PA Secretary
❖ Loss of institutional memory	Volunteers as prime repository of information. Limited professional involvement.	Loss of volunteer expertise due to incapacity or resignation. Information monopoly inappropriately maintained.	3	3	H	❖ Develop / document operations manual ❖ Document key procedures ❖ Stagger director appointments ❖ Value your people (e.g. recognition) ❖ Transparent governance ❖ Ongoing skills development	PA Executive

**9.1 APPENDIX 3 – PA ACCIDENT / INCIDENT REPORTING FORM**

**Powerlifting Australia Limited**

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):
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Incident Description:

Action taken:

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

Recommendations for future risk mitigation:

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Incident Review sign off by PA Executive:

Risk Management Matrix updated:

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**9.2 APPENDIX 4 – PA RISK REPORTING FORM**

**Powerlifting Australia Limited**

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

Date:

Risk Name:

Location:

Risk Recorded by:	Contact details (name, address, phone:
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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

PA Management Action:

Risk Management Matrix updated:

