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| **Site / Area:** |       | **Date of assessment:**  |  | **Risk Assessment #:** | **001RA** |
| **Completed by (name):** |        | **Signature:** |       |
| **In Consultation with** |       | **Signature:** |       |
| **Identify / describe activity, equipment, area or event you are assessing:**  | **COVID - 19** |
| **This template attempts to address all foreseeable hazards in relation to COVID-19 and provides a list of suggested controls. Please note these are suggestions and may need modification to meet the context of specific sites. Remove or add content as applicable.** |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** |
| **Step 1:** Identify the hazard/s:What do you believe are the hazards?(Refer hazard sheet 1) | **Step 2:** Assess the risks:What do you believe are the risks?(Refer hazard sheet 2) | **Step 3:** Reducing the risk:What do you believe can be done to reduce the risk?(Refer hazard sheet 3) |
| **What could cause harm?** | **What could go wrong?** | **Controls** |
| **Biological*** COVID – 19 transmission within the workplace
 | * Workers / Visitors catching COVID – 19 resulting in serious illness or death
 | * Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority.
* Frequently touched surfaces including counters, handrails, doors, phones, & keyboards are regularly cleaned.
* Physical distancing – at least 1.5m apart from each other & 4 square meters per person.
* Plexi glass screen is installed at counters. Customers are kept back from counters (where possible).
* Alcohol based hand sanitiser is provided at all work stations and on entry to the workplace (out of reach of children).
* Posters on hand washing / cleaning are prominent in the workplace and hand washing facilities are available in the bathrooms.
* Clear communicated directions on what is required to be adhered to in the workplace with regards to COVID- 19
* Workers educated on good health and hygiene practices
* Signs at entrances to lifts and meeting rooms to ensure the maximum safe capacity is not exceeded.
* Move work stations, desks and tables in rooms to comply with social distancing.
* If possible, bring in shift arrangements so less workers are in the workplace at once.
* Where possible set up ways to communicate with workers / clients online (e.g. through Skype or Zoom or via telephone).
* Personal Protective Equipment issued to workers whose tasks require close contact with clients / customers.
* Risk Assessments on clients / customers.
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| **Biological** * Confirmed positive COVID – 19 cases within the workplace
 | * Workers / Visitors catching COVID – 19 resulting in serious illness or death
 | * Cleaning and disinfecting is done in accordance with guidance from Safe Work Australia and Health authorities
* Frequently touched surfaces including counters, handrails, doors, till, phones, and keyboards have all been identified for regular cleaning.
* Workers have been briefed on symptoms of COVID -19 and have been told to stay home if they aren’t feeling well.
* If a worker becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention.
* Soap and water for hand washing and paper towel or air dryer for hand drying is available in bathrooms, and break rooms, with instructional signs on hand washing.
* Alcohol based hand sanitiser is also available in all staff areas including bathrooms, break rooms, the loading dock and delivery vehicles and signs are displayed on appropriate use.
* Where worker meetings are required, they are held over the phone and information sent by email where possible.
* Break times are staggered to minimise the number of workers using break room at one time.
* Posters on hand washing / cleaning are prominent in the workplace and hand washing facilities are available in the bathrooms.
* Clear communicated directions on what is required to be adhered to in the workplace with regards to COVID – 19
* QR Codes or sign in for all who come to site for contract tracing.
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| **Psychological*** New operation risks due to process and system changes due to COVID – 19 requirements
 | * Loss of contract / funding due to processes not followed.
* Psychological injury to workers from change
 | Changes communicated to workers.Workers trained in new process or system change.* Process and system change documented and risk assessed.
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| **Psychological** * Licences, permits & certificates not current and appropriate
 | * Lack of knowledge
* Workers not being able to competently do their tasks.
* Non – conformance to WHS Legislation
 | Where possible source online courses where this is not possible limit the class size and maintain social distancing.* Wash desks / equipment before and after class.
* Choose training providers that have COVID – 19 precautions in place.
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| **Psychological*** Security of confidential information as workers transition from home back to the physical workplace.
 | * Data Breach
 | Paper based information transported back to the office in a secure container and not left unattended.* Workers trained on reporting data security breaches.
* Process that describes how to handle, dispose of, retrieve and send data.
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| **Psychological*** Ongoing mental health implications associated with isolation and possible overwork for those who continue to work from home
 | * Psychological injury to workers / clients
* Serious illness
 | Ongoing worker engagement through phone calls, Skype meetings etc.* Regular breaks and step-outs for fresh air and natural light.
* Feedback from workers about building meaningful work projects.
* Communication of timeframes for changes and returning to new normal
 |
| **Psychological / Biological*** Vulnerable workers risk of discrimination, victimisation or general protections applications for those who continue to be at a higher risk and prefer not to return to work.
 | * Vulnerable workers catching COVID – 19 resulting in serious illness / death
* Psychological injury to vulnerable workers
 | Completion of a vulnerable workers risk assessment that includes characteristics of the worker, the workplace and work.* Seeking medical advice as needed and keep information about a workers medical conditions confidential.
* Work from home arrangements and / or another role.
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| **Psychological*** Client / Customer/ Student / Visitor Aggression
 | * Physical or psychological injury to workers
 | Workers have access to psychological support through EAP* De-escalation training
* Duress Alarms and process
* Reporting of aggressive Clients / Customers / Students / Visitors
* Processes in place to ban abusive and violent persons
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| **Biological*** Persistent use of hand sanitiser
 | * Dermatitis
 | Workers encouraged to wash hands with soap and water for 20 seconds where possible as an alternative to hand sanitiser in non-medical situations.* Obtain worker history of dermatitis or allergy to alcohol.
* Supply hand cream
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| **Chemical** * Persistent use of latex gloves
 | * New or aggravated latex sensitivity
 | Workers provided with non-latex gloves and / or remove gloves when no necessary |
| **Other** | *
 |       |
| **Authorised by (name):** |  | **Signature:** |  | **Date:** |  |

**Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).**

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| **Step 4: Monitor & review:**(Refer to hazard sheet)**Please tick Yes or No** |
| **Were the controls effective?** | **Were there any unforeseen hazards/ incidents?** | **New controls** |
| **Yes** | **[ ]**  | **No** | **[ ]**  | **Yes** | **[ ]**  | **No** | **[ ]**  |
| **DETAILS** | **DETAILS** | **DETAILS** |
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| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Signature:** |  | **Date:** |  |