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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. | | | |
| **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. | | | |
| **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. | | | |
| **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. | | | |
| **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. | | | |
| **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. | | | |
| **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 | | | |
| **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 | | | |
| **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:** |  |