

# Activity Risk Assessment (Place)

Risk Assessment Details	
<b>Activity Type</b> (Work for the Dole, PaTH Internship, National Work Experience Programme, Regional Employment Trial, Work Experience (Other), Launch into Work, Voluntary Work): Work for the Dole	
<b>Activity Name:</b> VIC St Vincent de Paul - Brunswick Retail	
<b>Activity ID:</b> 100211594, 100168642, 100168644	
<b>Host Organisation Name:</b> St Vincent de Paul Society Victoria Inc Note: For the purposes of this document, the term 'Host Organisation' includes Host business, Launch into Work Organisation and RET Grant Recipient.	
<b>Activity Location Address:</b> 107 Sydney Road Brunswick	
<b>Employment Region:</b> Inner Melbourne	
<b>Contact Person for Activity:</b> s. 47F(1)	<b>Contact Person Phone Number:</b> s. 47F(1)
<b>Risk Assessment Conducted By:</b> s. 47F(1)	
<b>Host Organisation Staff Member Risk Assessment conducted in consultation with:</b> s. 47F(1)	
<b>Site Visit Date:</b> 09/11/2021	

Activity Details	
<b>Activity Description</b> (e.g. food and hospitality – activity involves working in a café): Customer service, pricing of items, secondary sorting of Items, tagging, packing, learning Point of Sale, merchandising goods, displaying items, cleaning floors, removing rubbish and assisting with stocktake when required.	
<b>Core duties to be undertaken by the Participant(s)</b> (e.g. food preparation, serving customers, working the till, cleaning):	<ul style="list-style-type: none"> <li>• Picking and packing stock</li> <li>• Loading and unloading stock from vehicles</li> <li>• Sorting</li> <li>• Counting stock</li> <li>• Labelling</li> <li>• Cleaning.</li> <li>• Tagging</li> <li>• Merchandising</li> <li>• Customer Service</li> <li>• Pricing</li> </ul>
<b>What are the Supervision arrangements of the Activity?</b> (e.g. ratio and frequency, continuous supervision for vulnerable cohorts) 15:1	
<b>Name of Supervisor(s):</b> s. 47F(1)	<b>Experience, skills, and knowledge of the Supervisor:</b> s. 47F(1) is the current store manager, and has been with Vinnies for 2 years. s. 47F(1) has lots of experience supervising and inducting volunteers.
s. 47F(1)	s. 47F(1) is the current duty manager of the Brunswick Vinnies store. She has been working with Vinnies for 2 years. She has experience inducting, supervising and assisting WFD participants.

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<b>What checks has the Host Organisation undertaken on Supervisors (e.g. Police Checks or Working with Children/Vulnerable People Checks):</b> Police Checks and Working with Children Checks	
<b>Considering the nature of the Activity (e.g. its proximity to Vulnerable People) and any relevant legislative requirements, would additional checks for Supervisors be required?</b> <b>Details of checks required:</b> N/A If additional checks are required, these must be completed prior to the Supervisors being given responsibility for the Supervision of participants.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Activity Requirements	
Does this Activity require a Police Check?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does this Activity require a Working with Children/Vulnerable People Check?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is any training (including Work Health and Safety Training and COVID-19 safe practices) required for participants to conduct the activity task(s) safely at commencement and for the duration of the Activity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details of training to be undertaken (including the nature, scope, and duration of the training): - Work Health and Safety Training, including COVID-19 safety practices such as practicing good hygiene and social distancing, - Site Specific Induction Training	
Is any Personal Protective Equipment (PPE) required for the participant to conduct the Activity task(s) safely?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please detail what PPE is required: Face Masks (Provider/Job Seeker), Gloves (Provider), Enclosed Shoes (Provider/Job Seeker)	
If PPE is required, who will provide this to participants? (Host Organisation or SRJA): Both (listed above)	

Activity Checks	
Where no is answered for any of the below questions, the Activity must not proceed.	
Does the Host Organisation have a COVID-Safe plan (or similar) in place in accordance with the requirements specified by the relevant state or territory government?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required by state or territory government
Are you and is the Host Organisation satisfied that the Host Organisation is compliant with COVID-19 safety requirements set by the relevant state/territory government and local health authorities?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the Host Organisation satisfied that it has current and appropriate insurance to cover any risks associated with the Activity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the Activity meet the department's insurance policies purchased for participants as outlined in the Deeds, Guidelines and Insurance Readers Guide? If applicable, provide details of additional insurance purchased:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No, but additional insurance has been purchased
Are there appropriate facilities (access to drinking water and toilets) that will be available to the participant/s for the duration of the Activity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the Host Organisation have adequate WHS policies and processes in place to deliver the Activity safely? For example: <ul style="list-style-type: none"> <li>• WHS policies</li> <li>• Test and tag regime</li> <li>• Induction</li> <li>• Incident and injury management procedures</li> <li>• Safety data sheets</li> <li>• Hazard identification and risk assessments control procedures and reporting process</li> <li>• Safety equipment well maintained e.g. fire extinguishers, hose reels, alarms, sprinklers Traffic vehicle</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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<ul style="list-style-type: none"> <li>Hazardous substances storages and use of procedures and register</li> <li>Training manuals</li> <li>Emergency procedures in place</li> <li>First aid and WHS officers</li> </ul>	<ul style="list-style-type: none"> <li>management plans/procedures/protocols</li> <li>Infection control and prevention measures</li> </ul>	
Are you satisfied that the Host Organisation is compliant with WHS legislative and regulatory obligations?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is there adequate transport for participants to access the Activity?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Work for the Dole Activities only</b>		
Will the Activity be held on Private Property? <i>Work for the Dole Activities must not be conducted on Private property without express approval from the Department in writing.</i>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you confirmed that the Activity does not fall within the scope of clause 108.1 of the jobactive Deed (which outlines prohibited activities) and or/any exclusions listed in the Work for the Dole Guideline?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If the Activity involves vulnerable people, will there be Continuous Supervision of the participants? <i>i.e. a participant must be with or alongside the Supervisor, or within the Supervisor's line of sight, always while undertaking the Activity.</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Identify Hazards, Assess the level of Risk and Control the Risk		
<b>COVID-19</b>		
Identify the Hazards (tick if applicable):		
<input checked="" type="checkbox"/> COVID-19 Infection from Host Organisation staff	<input checked="" type="checkbox"/> COVID-19 Infection from other participants	
<input checked="" type="checkbox"/> COVID-19 Infection from visitors to Activity location	<input checked="" type="checkbox"/> COVID-19 Infection from touching surfaces	
Identify the level of Risk		
List specific Activity tasks associated with these hazards if applicable (e.g. serving customers): Serving customers, handling merchandise and donations, working with other volunteers and WFD participants, touching surfaces throughout store, handling cash		
Assessed Risk Level (refer to the Risk Rating Matrix below): Very High		
Control Measures		Implemented by Host?
Host Organisation will provide specific training to participants in relation to COVID-19 Safety measures		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Participants are informed of Host Organisations COVID Safe plan		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Staff and participants briefed on symptoms of COVID-19 and told to stay home if they have <u>any</u> cold or flu symptoms		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cleaning and disinfecting processes in place in accordance with guidance from Safe Work Australia and public health authorities		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Physical distancing measures in place (e.g. calculating people per square metre permitted in enclosed spaces)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Contact tracing mechanisms in place		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Signage on correct hand washing displayed on site		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hand washing facilities available to participants		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hand sanitiser available to participants		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appropriate PPE available to participants (e.g. masks, gloves)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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List additional control measures and details of these controls below:

- Hand sanitiser available upon entry to store for both customers and staff
- Hand sanitiser also available throughout the store and back of house for staff to utilise
- Sign-in required for all staff for contact tracing purposes
- Markers on selling floor to indicate required distancing (1.5 metres)
- Signage throughout store as well as back of house about COVID safe practices (washing hands, maintaining safe distances etc)
- Masks and gloves available for use
- Specific bin for used gloves and masks which is securely disposed of
- COVID plan available in Intranet
- QR codes displayed at entrance of store for check-in
- Store is sanitised (counter and all surfaces) throughout the day
- COVID plan folder kept on site as well detailing the stores COVID safe plan
- Verification of vaccination with store manager prior to commencement of employment for all volunteers

## Monitoring Frequency

Specify the frequency SRJA will monitor these controls (e.g. Weekly, Fortnightly, Monthly, Quarterly, 6 monthly):  
6 Monthly

*For COVID-19, it is recommended the Risk Assessment controls are reviewed within the first month of the Activity commencing and then on a quarterly basis ongoing.*

## Fire

Identify the Hazards (tick if applicable):

<input checked="" type="checkbox"/> Accumulation of Dust	<input checked="" type="checkbox"/> Electrical Circuits	<input checked="" type="checkbox"/> Combustible Materials
<input checked="" type="checkbox"/> Flammable Liquids	<input checked="" type="checkbox"/> Accumulation of Rubbish	<input type="checkbox"/> Smoking at Activity location
<input type="checkbox"/> No Fire Alarms	<input type="checkbox"/> Untested Fire Alarms	<input type="checkbox"/> Fire Alarms not working
<input type="checkbox"/> No Emergency Plan in place	<input type="checkbox"/> No fire extinguishers	<input type="checkbox"/> Fire exit signs not working
<input type="checkbox"/> Fire & Evacuation Drills not carried out at least annually	<input type="checkbox"/> Fire extinguishers not serviced every 6 months	<input type="checkbox"/> Blocked Fire Exits

List any other hazards identified:

N/A

Identify the Risks <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Accumulation of Dust	High	Regular cleaning of warehouse, including dusting, sweeping, moping and vacuuming.
Electrical Circuits	High	No apparent damage to electrical circuits - not overcrowded and have been Test & Tagged (June 2021). Fire extinguishers have also been checked within the last 6 months (June 2021). Safe Fire Orders also displayed on WH&S noticeboard in break room. Illuminated emergency exits signs also displaying exit points. Whistle is used, plan in kitchen area. manager advised will perform new drill, this week. Evac Drill/ procedure discussed during site induction.
Combustible Materials	Medium	Materials such as clothing, furniture and other combustible items can be found throughout the warehouse - items are stored and displayed

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		safely and Fire Extinguishers can be found at various locations throughout the warehouse.
Flammable Liquids	Medium	Stored safely, away from electrical points. Label on bottle of liquids display flammable liquid warning and each liquid is clearly labelled.
Accumulation of Rubbish	High	Large dumpster bins bins located out the back of warehouse, and these are emptied frequently.
Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		
<b>Monitoring Frequency</b>		
If applicable, specify the frequency SRJA will monitor these controls (e.g. Weekly, Fortnightly, Monthly, Quarterly, 6 monthly): 6 Monthly		

Facilities		
Identify the Hazards (tick if applicable):		
<input type="checkbox"/> Floors with large cracks or holes	<input type="checkbox"/> Sharp edges	<input type="checkbox"/> Clutter
<input type="checkbox"/> Step/stairs	<input checked="" type="checkbox"/> Slippery surfaces	<input type="checkbox"/> Obstructions in walkways
<input type="checkbox"/> Heavy items stored at heights	<input type="checkbox"/> Overloaded shelves	<input type="checkbox"/> Direct or indirect glare
<input type="checkbox"/> Inadequate illumination	<input type="checkbox"/> No emergency lighting	<input type="checkbox"/> Overflowing bins
<input type="checkbox"/> Not enough bins provided	<input type="checkbox"/> Vehicles/trailers at location	<input type="checkbox"/> Gas/Pressurised containers
<input type="checkbox"/> LPG Gas	<input type="checkbox"/> Machinery	<input type="checkbox"/> Heavy Machinery
<input type="checkbox"/> Machinery/plant registers not maintained	<input type="checkbox"/> Unmarked walkways (i.e. traffic/pedestrian intersections)	<input type="checkbox"/> Kitchen areas not clean/well maintained
<input type="checkbox"/> Bathroom facilities not clean/well maintained	<input type="checkbox"/> No floor maps/exit signs	<input type="checkbox"/> Work areas not clean/well maintained
List any other hazards identified: - Theft of personal belongings - Ladders available		
Identify the Risk	Risk Level	Current Control Measures for the Risks
<i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	(refer to the Risk Rating Matrix below)	
Slippery surfaces	High	Surfaces within warehouse that could potentially become slippery when wet. Mops









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List names of chemical/s present at Activity: Dishwashing liquid, hand sanitizer, hand wash, disinfectant cleaner, toilet spray, Ajax, Degreaser, Germex, Riad, Jiff, Trix		
List any other hazards identified: N/A		
Identify the Risk <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Non-hazardous chemicals	High	All cleaning products stored safely throughout store. All items are clearly labelled.
Hazardous Chemicals	High	All hazardous chemicals are stored safely on shelves in BOH area. All items are clearly labelled.
Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		

<b>Biological</b>		
Identify the Hazards (tick if applicable):		
<input type="checkbox"/> Food Handling	<input type="checkbox"/> Other Virus/Disease	<input checked="" type="checkbox"/> Blood/Bodily Fluid
<input type="checkbox"/> Animal Handling	<input type="checkbox"/> Radiation	<input type="checkbox"/> Lead (contained in paint, solders, batteries, radiation shielding, ammunition)
List any other hazards identified: N/A		
Identify the Risk <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Blood/Bodily fluid	High	Potential for contact with blood/bodily fluid whilst sorting through donated goods. Gloves are available for use whilst sorting.
Sharps	High	Sharp Container above First aid kit

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Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		

## Environment

Identify the Hazards (tick if applicable):		
<input type="checkbox"/> Work on Private Property (i.e. privately-owned land or privately-owned or occupied estate or house)	<input type="checkbox"/> Work with a sole trader (i.e. butcher or hairdresser who operate from a small shop or private residence)	<input type="checkbox"/> Working in one or more different workplaces/sites
<input type="checkbox"/> Alternative hours of work (i.e. early starts, night work)	<input type="checkbox"/> Working alone with another person	<input type="checkbox"/> Travel will take place during Activity (i.e. between sites)
<input type="checkbox"/> Working outdoors	<input type="checkbox"/> Working near water (creek, river, beach, dam)	<input type="checkbox"/> Exposure to wastewater/sewerage
<input checked="" type="checkbox"/> Work in a non-public area	<input type="checkbox"/> Exposure to harmful plants	<input type="checkbox"/> Exposure to Sound/Noise
<input type="checkbox"/> Exposure to Animals/Insects	<input checked="" type="checkbox"/> Sun exposure	<input checked="" type="checkbox"/> Temperature (heat/cold)
<input checked="" type="checkbox"/> Working at heights	<input checked="" type="checkbox"/> Dust or airborne particles	<input type="checkbox"/> Exposure to weather/storms/rain
List any other hazards identified: N/A		

Identify the Risk <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Work in non-public area	Medium	Working in sorting room - other volunteers to be in attendance.
Working at heights	High	Ladders, step-cubes and pallet jacks available for reaching higher-up items - safe and correct usage procedures discussed at induction.
Sun exposure	Low	The large dumpster bins are located outside the warehouse - candidates will not be spending long periods of time in these areas (only to empty rubbish into these bins)
Dust or airborne particles	Very High	Cleaning of surfaces is completed on a regular basis to minimise accumulation of dust. Masks are also available for use.
Temperature (heat/cold)	Medium	Split Aircon units located throughout the store to combat the heat and cold respectively.

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Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		

Psychological		
Identify the Hazards (tick if applicable):		
<input checked="" type="checkbox"/> Workplace bullying	<input checked="" type="checkbox"/> High turnover of workers	<input checked="" type="checkbox"/> Fatigue
<input checked="" type="checkbox"/> Conflict between workers	<input checked="" type="checkbox"/> Working directly with customers	<input checked="" type="checkbox"/> Work-related stress
List any other hazards identified: N/A		
Identify the Risk <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Workplace bullying	Medium	Escalation process detailed at induction - confidential contact details provided to staff during induction as well
Conflict between workers	Medium	Supervisors/Warehouse Manager to intervene - moving to a new location and/or task
High turnover of workers	Low	Regular breaks
Working directly with customers	Very High	Supervisors/Warehouse Manager to intervene if incident arises. Local emergency services also contactable i.e. Police.
Fatigue	Medium	Regular breaks
Work-related stress	Medium	Regular breaks. Escalation processes detailed to staff at induction. Staff break room also available staff to utilise during their break times.
Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		

Vulnerable People	
Does the Activity involve interaction with or proximity to vulnerable cohorts? Vulnerable cohorts include: <ul style="list-style-type: none"> <li>Children (under 18 years of age)</li> <li>The elderly</li> <li>People with disability</li> <li>Migrants who do not speak English</li> <li>Vulnerable Youth</li> <li>The homeless</li> <li>People with mental illness</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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<ul style="list-style-type: none"> <li>Refuge residents (including men and women)</li> </ul>		
If yes, what type of interaction or proximity will participants have with Vulnerable people? Visitors/Customers who attend the store, as well as other Salvos Volunteers and staff may be vulnerable (all cohorts listed above may attend the store).		
Identify the Risk <i>List specific Activity tasks related to Vulnerable People (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures
Customers in the store	Very High	Supervisors/Store Managers on site will be in attendance supervising WFD candidates.
Volunteers/Staff at the store	Very High	Supervisors/Store Managers on site will be in attendance supervising WFD candidates.
Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		

Other		
Identify any additional hazards specific to the location or tasks of the Activity not covered in the above categories:		
Kimble/Tagging gun available in store to secure price tags to stock	High	Safe usage procedure explained to candidates at induction and upon usage of gun. Supervision of candidates when item is in use. Disinfection also available to sterilize the needle of the gun
COVID 19 Transmission	Very High	All WFD candidates must provide proof of double vaccination to store manager prior to commencement of placement
Identify the Risk	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks

# Activity Risk Assessment (Place)

Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		

# Activity Risk Assessment (Place)

## Risk Rating Matrix

*RISK RATING MATRIX (Indicative Only)*

LIKELIHOOD	CONSEQUENCE				
	NEGLIGIBLE	MINOR	MODERATE	MAJOR	EXTREME
ALMOST CERTAIN	Medium	Very High	Very High	Extreme	Extreme
LIKELY	Medium	High	Very High	Very High	Extreme
POSSIBLE	Low	Medium	High	Very High	Very High
UNLIKELY	Low	Medium	Medium	High	Very High
RARE	Low	Low	Low	Medium	High

*RISK LIKELIHOOD TABLE*

LIKELIHOOD	Descriptors	
ALMOST CERTAIN	Is expected to occur frequently (in most circumstances)	Expected to occur at least daily
LIKELY	Is expected to occur occasionally (to be expected)	Expected to occur at least weekly
POSSIBLE	Could occur at least once (capable of happening / foreseeable)	Expected to occur at least monthly
UNLIKELY	Might occur at some time (not to be expected)	Expected to occur at least annually
RARE	May occur in exceptional circumstances only	Not expected to occur for years

**ACTIONS, DLEGATIONS AND ESCALATIONS:**

<b>Low:</b>	Manage by routine procedures
<b>Medium:</b>	Manage by specific monitoring or response procedures
<b>High:</b>	Senior management attention needed
<b>Very High:</b>	Executive / Senior management planning required
<b>Extreme:</b>	Executive / Senior management will be involved

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CONSEQUENCE TYPE		CONSEQUENCE - DEGREE OF SEVERITY				
		NEGLIGIBLE	MINOR	MODERATE	MAJOR	EXTREME
Personal Injury	PI	No injury or harm caused	Minimal harm caused	Loss of function	Loss of life	Multiple deaths
		Minor adjustment to operational routine	Minor interruption to routine	Major harm caused		
Property Damage/Impact	PD	No damage caused.	Minimal damage caused.	Loss of building function	Loss of use of building	Loss of building
		Minor adjustment to operational routine	Minor interruption to routine	Major harm caused		
Disruption to Established Routines	D	Loss / interruption <1 hour	Some disruption manageable by altered operational routine  Loss / interruption <=4 hours	Disruption to a number of areas within a department or unit, possible flow on to other locations  Loss / interruption <=1 day	All operational areas of a department or unit compromised, other locations are affected  Loss / interruption >=1 week	Total system dysfunction and/or total shut-down of operations
Environmental Impact	E	No lasting detrimental effect on the environment	Short term local detrimental effect	Local detrimental effect on the environment	Long term detrimental effect	Extensive detrimental long-term effect
Financial Impact	FI	Under \$50,000	Between \$50K-250K	Between \$250K-\$500K	Between \$500K-\$1M	Greater than \$1M
Projects	P	Negligible increase in cost, disruption of schedule, or degradation of deliverable	Small increase in cost, disruption of schedule, or degradation of deliverable	Significant increase in cost, disruption of schedule, or degradation of deliverable	Large increase in cost, disruption of schedule, or degradation of deliverable	Catastrophic increase in cost, disruption of schedule, or degradation of deliverable

# Activity Risk Assessment (Place)

## Competent Person Declaration

By signing this Activity Risk Assessment, I declare I am satisfied that:

- This Risk Assessment (Place) has been undertaken by Competent Person/s who have the relevant training and experience
- There is a safe system of work in place
- The Host Organisation has adequate work health and safety processes in place to deliver the activity safely
- The Host Organisation is compliant with legislative and regulatory obligations imposed on it in relation to work health and safety
- There are no other reasons that would make it inappropriate for the Activity to proceed, including any work health and safety issues that could not be reasonably and appropriately managed

**Name:** s. 47F(1)

**Position:** Work for the Dole Manager

**Signature:**

**s. 47F(1)**

**Date:** 12/11/2021



# Activity Risk Assessment (Place)

Risk Assessment Details	
<b>Activity Type</b> (Work for the Dole, PaTH Internship, National Work Experience Programme, Regional Employment Trial, Work Experience (Other), Launch into Work, Voluntary Work): Work for the Dole	
<b>Activity Name:</b> VIC St Vincent de Paul - Coburg Retail	
<b>Activity ID:</b> 100211603, 100168917, 100168939, 100168946, 100168991	
<b>Host Organisation Name:</b> St Vincent de Paul Society Victoria Inc Note: For the purposes of this document, the term 'Host Organisation' includes Host business, Launch into Work Organisation and RET Grant Recipient.	
<b>Activity Location Address:</b> 260 Sydney Road Coburg	
<b>Employment Region:</b> Inner Melbourne	
<b>Contact Person for Activity:</b> s. 47F(1)	<b>Contact Person Phone Number:</b> s. 47F(1)
<b>Risk Assessment Conducted By:</b> s. 47F(1)	
<b>Host Organisation Staff Member Risk Assessment conducted in consultation with:</b> s. 47F(1)	
<b>Site Visit Date:</b> 16/11/2021	

Activity Details	
<b>Activity Description</b> (e.g. food and hospitality – activity involves working in a café): Customer service, pricing of items, secondary sorting of Items, tagging, packing, learning Point of Sale, merchandising goods, displaying items, cleaning floors, removing rubbish and assisting with stocktake when required.	
<b>Core duties to be undertaken by the Participant(s)</b> (e.g. food preparation, serving customers, working the till, cleaning):	<ul style="list-style-type: none"> <li>• Picking and packing stock</li> <li>• Loading and unloading stock from vehicles</li> <li>• Sorting</li> <li>• Counting stock</li> <li>• Labelling</li> <li>• Cleaning.</li> <li>• Tagging</li> <li>• Merchandising</li> <li>• Customer Service</li> <li>• Pricing</li> </ul>
<b>What are the Supervision arrangements of the Activity?</b> (e.g. ratio and frequency, continuous supervision for vulnerable cohorts) 15:1	
<b>Name of Supervisor(s):</b> s. 47F(1)	<b>Experience, skills, and knowledge of the Supervisor:</b> s. 47F(1) is the current store manager, and has been with Vinnies for 7 years. s. 47F(1) has lots of experience supervising and inducting volunteers. s. 47F(1) has also worked at the Preston and Hoopers Crossing Vinnies stores.
s. 47F(1)	4 years with Vinnies(Day Coordinator), She has experience inducting, supervising and assisting volunteers.

# Activity Risk Assessment (Place)

<b>What checks has the Host Organisation undertaken on Supervisors (e.g. Police Checks or Working with Children/Vulnerable People Checks):</b> Police Checks and Working with Children Checks	
<b>Considering the nature of the Activity (e.g. its proximity to Vulnerable People) and any relevant legislative requirements, would additional checks for Supervisors be required?</b> <b>Details of checks required:</b> N/A If additional checks are required, these must be completed prior to the Supervisors being given responsibility for the Supervision of participants.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Activity Requirements	
Does this Activity require a Police Check?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does this Activity require a Working with Children/Vulnerable People Check?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is any training (including Work Health and Safety Training and COVID-19 safe practices) required for participants to conduct the activity task(s) safely at commencement and for the duration of the Activity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details of training to be undertaken (including the nature, scope, and duration of the training): - Work Health and Safety Training, including COVID-19 safety practices such as practicing good hygiene and social distancing, - Site Specific Induction Training	
Is any Personal Protective Equipment (PPE) required for the participant to conduct the Activity task(s) safely?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please detail what PPE is required: Face Masks (Provider/Job Seeker), Gloves (Provider), Enclosed Shoes (Provider/Job Seeker)	
If PPE is required, who will provide this to participants? (Host Organisation or SRJA): Both (listed above)	

Activity Checks	
Where no is answered for any of the below questions, the Activity must not proceed.	
Does the Host Organisation have a COVID-Safe plan (or similar) in place in accordance with the requirements specified by the relevant state or territory government?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required by state or territory government
Are you and is the Host Organisation satisfied that the Host Organisation is compliant with COVID-19 safety requirements set by the relevant state/territory government and local health authorities?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the Host Organisation satisfied that it has current and appropriate insurance to cover any risks associated with the Activity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the Activity meet the department's insurance policies purchased for participants as outlined in the Deeds, Guidelines and Insurance Readers Guide?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No, but additional insurance has been purchased
If applicable, provide details of additional insurance purchased:	
Are there appropriate facilities (access to drinking water and toilets) that will be available to the participant/s for the duration of the Activity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the Host Organisation have adequate WHS policies and processes in place to deliver the Activity safely? For example: <ul style="list-style-type: none"> <li>• WHS policies</li> <li>• Test and tag regime</li> <li>• Induction</li> <li>• Incident and injury management procedures</li> <li>• Safety data sheets</li> <li>• Hazard identification and risk assessments control procedures and reporting process</li> <li>• Safety equipment well maintained e.g. fire extinguishers, hose reels, alarms, sprinklers Traffic vehicle</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

# Activity Risk Assessment (Place)

<ul style="list-style-type: none"> <li>Hazardous substances storages and use of procedures and register</li> <li>Training manuals</li> <li>Emergency procedures in place</li> <li>First aid and WHS officers</li> </ul>	<ul style="list-style-type: none"> <li>management plans/procedures/protocols</li> <li>Infection control and prevention measures</li> </ul>	
Are you satisfied that the Host Organisation is compliant with WHS legislative and regulatory obligations?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is there adequate transport for participants to access the Activity?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Work for the Dole Activities only</b>		
Will the Activity be held on Private Property? <i>Work for the Dole Activities must not be conducted on Private property without express approval from the Department in writing.</i>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you confirmed that the Activity does not fall within the scope of clause 108.1 of the jobactive Deed (which outlines prohibited activities) and or/any exclusions listed in the Work for the Dole Guideline?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If the Activity involves vulnerable people, will there be Continuous Supervision of the participants? <i>i.e. a participant must be with or alongside the Supervisor, or within the Supervisor's line of sight, always while undertaking the Activity.</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Identify Hazards, Assess the level of Risk and Control the Risk	
<b>COVID-19</b>	
Identify the Hazards (tick if applicable):	
<input checked="" type="checkbox"/> COVID-19 Infection from Host Organisation staff	<input checked="" type="checkbox"/> COVID-19 Infection from other participants
<input checked="" type="checkbox"/> COVID-19 Infection from visitors to Activity location	<input checked="" type="checkbox"/> COVID-19 Infection from touching surfaces
Identify the level of Risk	
List specific Activity tasks associated with these hazards if applicable (e.g. serving customers): Serving customers, handling merchandise and donations, working with other volunteers and WFD participants, touching surfaces throughout store, handling cash	
Assessed Risk Level (refer to the Risk Rating Matrix below): Very High	
Control Measures	Implemented by Host?
Host Organisation will provide specific training to participants in relation to COVID-19 Safety measures	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Participants are informed of Host Organisations COVID Safe plan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Staff and participants briefed on symptoms of COVID-19 and told to stay home if they have <u>any</u> cold or flu symptoms	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cleaning and disinfecting processes in place in accordance with guidance from Safe Work Australia and public health authorities	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Physical distancing measures in place (e.g. calculating people per square metre permitted in enclosed spaces)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Contact tracing mechanisms in place	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Signage on correct hand washing displayed on site	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hand washing facilities available to participants	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hand sanitiser available to participants	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appropriate PPE available to participants (e.g. masks, gloves)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

# Activity Risk Assessment (Place)

List additional control measures and details of these controls below:

- Hand sanitiser available upon entry to store for both customers and staff
- Hand sanitiser also available throughout the store and back of house for staff to utilise
- Sign-in required for all staff for contact tracing purposes
- Markers on selling floor to indicate required distancing (1.5 metres)
- Signage throughout store as well as back of house about COVID safe practices (washing hands, maintaining safe distances etc)
- Masks and gloves available for use
- Specific bin for used gloves and masks which is securely disposed of
- Store is sanitised (counter and all surfaces) every hour
- COVID plan folder kept on site as well detailing the stores COVID safe plan
- QR codes displayed at entrance of store for check-in
- Verification of vaccination with store manager prior to commencement of employment for all volunteers

## Monitoring Frequency

Specify the frequency SRJA will monitor these controls (e.g. Weekly, Fortnightly, Monthly, Quarterly, 6 monthly):  
6 Monthly

*For COVID-19, it is recommended the Risk Assessment controls are reviewed within the first month of the Activity commencing and then on a quarterly basis ongoing.*

## Fire

Identify the Hazards (tick if applicable):

<input checked="" type="checkbox"/> Accumulation of Dust	<input checked="" type="checkbox"/> Electrical Circuits	<input checked="" type="checkbox"/> Combustible Materials
<input checked="" type="checkbox"/> Flammable Liquids	<input checked="" type="checkbox"/> Accumulation of Rubbish	<input type="checkbox"/> Smoking at Activity location
<input checked="" type="checkbox"/> No Fire Alarms	<input type="checkbox"/> Untested Fire Alarms	<input type="checkbox"/> Fire Alarms not working
<input type="checkbox"/> No Emergency Plan in place	<input type="checkbox"/> No fire extinguishers	<input type="checkbox"/> Fire exit signs not working
<input checked="" type="checkbox"/> Fire & Evacuation Drills not carried out at least annually	<input type="checkbox"/> Fire extinguishers not serviced every 6 months	<input type="checkbox"/> Blocked Fire Exits

List any other hazards identified:

N/A

Identify the Risks <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Accumulation of Dust	Medium	Regular cleaning of warehouse, including dusting, sweeping, moping and vacuuming.
Electrical Circuits/Fire	Medium	No damage to electrical circuits - not overcrowded and have been Test & Tagged (June 2021). Fire extinguishers and hose reels have also been checked (November 2021). Safe Fire Orders also displayed on WH&S noticeboard in break room.
Combustible Materials	Medium	Materials such as clothing, furniture and other combustible items can be found throughout the warehouse - items are stored and displayed safely and Fire Extinguishers can be found at various locations throughout the warehouse.
Flammable Liquids	Medium	Stored safely, away from electrical points. Label on bottle of liquids display flammable liquid warning and each liquid is clearly labelled.

# Activity Risk Assessment (Place)

Accumulation of Rubbish	High	Large dumpster bins bins located out the side of building, and these are emptied frequently.
No Fire Alarm	High	No Fire drill has been performed. (Horn is available). Illuminated emergency exits signs also displaying exit points. Evac Plan displayed throughout store, Fire drill discussed during site Induction
Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		
<b>Monitoring Frequency</b>		
If applicable, specify the frequency SRJA will monitor these controls (e.g. Weekly, Fortnightly, Monthly, Quarterly, 6 monthly): 6 Monthly		

Facilities		
Identify the Hazards (tick if applicable):		
<input type="checkbox"/> Floors with large cracks or holes	<input type="checkbox"/> Sharp edges	<input type="checkbox"/> Clutter
<input checked="" type="checkbox"/> Step/stairs	<input checked="" type="checkbox"/> Slippery surfaces	<input type="checkbox"/> Obstructions in walkways
<input checked="" type="checkbox"/> Heavy items stored at heights	<input type="checkbox"/> Overloaded shelves	<input type="checkbox"/> Direct or indirect glare
<input type="checkbox"/> Inadequate illumination	<input type="checkbox"/> No emergency lighting	<input type="checkbox"/> Overflowing bins
<input type="checkbox"/> Not enough bins provided	<input checked="" type="checkbox"/> Vehicles/trailers at location	<input type="checkbox"/> Gas/Pressurised containers
<input type="checkbox"/> LPG Gas	<input type="checkbox"/> Machinery	<input type="checkbox"/> Heavy Machinery
<input type="checkbox"/> Machinery/plant registers not maintained	<input type="checkbox"/> Unmarked walkways (i.e. traffic/pedestrian intersections)	<input type="checkbox"/> Kitchen areas not clean/well maintained
<input checked="" type="checkbox"/> Bathroom facilities not clean/well maintained	<input type="checkbox"/> No floor maps/exit signs	<input type="checkbox"/> Work areas not clean/well maintained
List any other hazards identified: - Theft of personal belongings - Ladders available		
Identify the Risk <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Slippery surfaces	High	Surfaces within warehouse that could potentially become slippery when wet. Mops and buckets available as a control measure, as

# Activity Risk Assessment (Place)

		well as Wet Floor Signs for use (stored neatly in corner of sorting room with Mops and Buckets)
Theft of personal belongings	Medium	Staff lockers available for all staff to utilise to store their personal belongings. CCTV Throughout building.
Ladders Available	High	Ladders available for use to reach items which are higher-up. Safe and correct usage procedures discussed at induction.
Vehicles	Med	Bins are located on side of building, all staff to remain on "store side" at all times as through traffic for cars. High vis vests are worn, in this area. Roller door closed when no drop offs happening.
Step/Stairs	High	Step into store. This is marked with yellow markings and has grip strips across the step.
Heavy items stored at heights	High	ladders and steb-cubes avaiable to safely handle items stored up high. Safe lifting procedures also discussed at induction, including team lifting for heavy items etc. These procedures are also displayed on the WH&S noticeboard and throughout the store. Candidates suprised during these tasks.
Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		

Electrical		
Identify the Hazards (tick if applicable):		
<input type="checkbox"/> Broken plugs	<input type="checkbox"/> Frayed or damaged cords	<input type="checkbox"/> Power tools
<input checked="" type="checkbox"/> Electrical equipment	<input checked="" type="checkbox"/> Kitchen appliances (fridge, microwave, kettle, sandwich press)	<input checked="" type="checkbox"/> No testing and tagging of electrical equipment
<input type="checkbox"/> Damaged wire insulation	<input type="checkbox"/> Electrical outlets close to water	<input type="checkbox"/> Overloaded circuits
<input type="checkbox"/> Power points not fixed to walls		
List any other hazards identified: N/A		

# Activity Risk Assessment (Place)

Identify the Risk <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Electrical equipment	Very High	Electrical equipment is in good condition and not damaged - all equipment has recently been Test & Tagged June 2021.
Kitchen appliances	Medium	All kitchen appliances have been Test & Tagged June 2021. All are well maintained and not damaged.
Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		

**First Aid**

Identify the Hazards (tick if applicable):

<input type="checkbox"/> No first aid kit available	<input type="checkbox"/> First aid kit not accessible	<input type="checkbox"/> First aid kit contents missing
<input type="checkbox"/> First aid kit contents expired	<input type="checkbox"/> No first aid officers	<input type="checkbox"/> Activity located long distance from emergency services

List any other hazards identified:  
 N/A - First Aid kit is available in the kitchen/staff break room and is clearly labelled and easily accesible. Store manager **s. 47F(1)** is the current First Aid officer for the store. First Aid kit is well stocked and nothing has passed the expiry date. Staff made aware of location of First Aid kit at induction.

Identify the Risks	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks

# Activity Risk Assessment (Place)

Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below:		

## Manual Handling/Ergonomics

Identify the Hazards (tick if applicable):

<input checked="" type="checkbox"/> Repetitive movements	<input checked="" type="checkbox"/> Heavy lifting	<input checked="" type="checkbox"/> Handling high or sudden force
<input type="checkbox"/> Improperly adjusted workstations and chairs	<input type="checkbox"/> Tasks with sustained or awkward postures	<input type="checkbox"/> Tasks involving exposure to vibration

List any other hazards identified:  
Standing for long periods of time whilst sorting donations

Identify the Risk <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Repetitive movements	Medium	Regular breaks provided to staff. Two staff break rooms are also available.
Heavy lifting	High	Various equipment is available for staff to utilise to handle and move goods around the store, including stillages, trolleys and pallet jacks. Safe lifting procedures also discussed at induction, including team lifting for heavy items etc. These procedures are also displayed on the WH&S noticeboard.
Handling high or sudden force	High	Various equipment is available for staff to utilise to access if the item is kept higher up, including ladders and step-cubes. Safe lifting procedures also discussed at induction. These procedures are also displayed on the WH&S noticeboard and throughout the store.
Standing for long periods of time whilst sorting donations	Medium	Regular breaks provided. Gel mats are also stationed at sorting areas to cushion these areas where candidates may be standing to sort through donations. Regular rotation of duties will occur as well. There is a staff break room available whereby staff can sit during their break.



# Activity Risk Assessment (Place)

Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		

**Chemical**

Identify the Hazards (tick if applicable):

<input checked="" type="checkbox"/> Non-hazardous chemicals	<input checked="" type="checkbox"/> Hazardous chemicals	<input type="checkbox"/> Asbestos
<input type="checkbox"/> Acids	<input type="checkbox"/> Poison	

List names of chemical/s present at Activity:  
Dishwashing liquid, hand sanitizer, hand wash, disinfectant cleaner, toilet spray, Mr Sheen, Ajax, Jiff, oven cleaner.

List any other hazards identified:  
N/A

Identify the Risk <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Non-hazardous chemicals	High	All cleaning products stored safely throughout store (some in bathroom, some in kitchen). All items are clearly labelled. MSDS book on site.
Hazardous chemicals	High	All hazardous chemicals are stored safely on shelves in BOH area. All items are clearly labelled.

Are additional Control Measures required to manage these risks?  Yes  No

If yes, detail below:  
N/A

**Biological**

Identify the Hazards (tick if applicable):

<input type="checkbox"/> Food Handling	<input type="checkbox"/> Other Virus/Disease	<input checked="" type="checkbox"/> Blood/Bodily Fluid
<input type="checkbox"/> Animal Handling	<input type="checkbox"/> Radiation	<input type="checkbox"/> Lead (contained in paint, solders, batteries, radiation shielding, ammunition)

List any other hazards identified:  
N/A

# Activity Risk Assessment (Place)

Identify the Risk <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Blood/Bodily fluid	High	Potential for contact with blood/bodily fluid whilst sorting through donated goods. Gloves are available for use whilst sorting.
Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		

## Environment

Identify the Hazards (tick if applicable):		
<input type="checkbox"/> Work on Private Property (i.e. privately-owned land or privately-owned or occupied estate or house)	<input type="checkbox"/> Work with a sole trader (i.e. butcher or hairdresser who operate from a small shop or private residence)	<input type="checkbox"/> Working in one or more different workplaces/sites
<input type="checkbox"/> Alternative hours of work (i.e. early starts, night work)	<input type="checkbox"/> Working alone with another person	<input type="checkbox"/> Travel will take place during Activity (i.e. between sites)
<input type="checkbox"/> Working outdoors	<input type="checkbox"/> Working near water (creek, river, beach, dam)	<input type="checkbox"/> Exposure to wastewater/sewerage
<input checked="" type="checkbox"/> Work in a non-public area	<input type="checkbox"/> Exposure to harmful plants	<input type="checkbox"/> Exposure to Sound/Noise
<input type="checkbox"/> Exposure to Animals/Insects	<input checked="" type="checkbox"/> Sun exposure	<input checked="" type="checkbox"/> Temperature (heat/cold)
<input checked="" type="checkbox"/> Working at heights	<input checked="" type="checkbox"/> Dust or airborne particles	<input type="checkbox"/> Exposure to weather/storms/rain
List any other hazards identified: N/A		

Identify the Risk <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Work in non-public area	Medium	Working in sorting room - other volunteers to be in attendance.
Working at heights	High	Ladders, step-cubes and pallet jacks available for reaching higher-up items - safe and correct usage procedures discussed at induction.
Sun exposure	Low	The large dumpster bins are located outside the warehouse - candidates will not be spending

# Activity Risk Assessment (Place)

		long periods of time in these areas (only to empty rubbish into these bins)
Dust or airborne particles	Very High	Cleaning of surfaces is completed on a regular basis to minimise accumulation of dust. Masks are also available for use.
Temperature (heat/cold)	Medium	Fans and Split aircons available in the store to combat the heat and cold respectively.
Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		

Psychological		
Identify the Hazards (tick if applicable):		
<input checked="" type="checkbox"/> Workplace bullying	<input checked="" type="checkbox"/> High turnover of workers	<input checked="" type="checkbox"/> Fatigue
<input checked="" type="checkbox"/> Conflict between workers	<input checked="" type="checkbox"/> Working directly with customers	<input checked="" type="checkbox"/> Work-related stress
List any other hazards identified: N/A		
Identify the Risk <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Workplace bullying	Medium	Escalation process detailed at induction - confidential contact details provided to staff during induction as well
Conflict between workers	Medium	Supervisors/Warehouse Manager to intervene - moving to a new location and/or task
High turnover of workers	Low	Regular breaks
Working directly with customers	Very High	Supervisors/Warehouse Manager to intervene if incident arises. Local emergency services also contactable i.e. Police.
Fatigue	Medium	Regular breaks
Work-related stress	Medium	Regular breaks. Escalation processes detailed to staff at induction. Staff break room also available staff to utilise during their break times.

# Activity Risk Assessment (Place)

Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, detail below: N/A

Vulnerable People		
Does the Activity involve interaction with or proximity to vulnerable cohorts? Vulnerable cohorts include:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>• Children (under 18 years of age)</li> <li>• The elderly</li> <li>• People with disability</li> <li>• Migrants who do not speak English</li> </ul>	<ul style="list-style-type: none"> <li>• Vulnerable Youth</li> <li>• The homeless</li> <li>• People with mental illness</li> <li>• Refuge residents (including men and women)</li> </ul>	
If yes, what type of interaction or proximity will participants have with Vulnerable people? Visitors/Customers who attend the store, as well as other Salvos Volunteers and staff may be vulnerable (all cohorts listed above may attend the store).		
Identify the Risk <i>List specific Activity tasks related to Vulnerable People (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures
Customers in the store	Very High	Supervisors/Store Managers on site will be in attendance supervising WFD candidates.
Volunteers/Staff at the store	Very High	Supervisors/Store Managers on site will be in attendance supervising WFD candidates.
Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		

Other		
Identify any additional hazards specific to the location or tasks of the Activity not covered in the above categories:		
Kimble/Tagging gun available in store to secure price tags to stock	High	Safe usage procedure explained to candidates at induction and upon usage of gun. Supervision of candidates when item is in use. Disinfection also available to sterilize the needle of the gun.
Boiling water unit	High	There is a warning sign on this unit with "Caution Instant Boiling Water" written
COVID 19 Transmission	Very High	All WFD candidates must provide proof of double vaccination to store

# Activity Risk Assessment (Place)

		manager prior to commencement of placement.
Identify the Risk	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		

# Activity Risk Assessment (Place)

## Risk Rating Matrix

*RISK RATING MATRIX (Indicative Only)*

LIKELIHOOD	CONSEQUENCE				
	NEGLIGIBLE	MINOR	MODERATE	MAJOR	EXTREME
ALMOST CERTAIN	Medium	Very High	Very High	Extreme	Extreme
LIKELY	Medium	High	Very High	Very High	Extreme
POSSIBLE	Low	Medium	High	Very High	Very High
UNLIKELY	Low	Medium	Medium	High	Very High
RARE	Low	Low	Low	Medium	High

*RISK LIKELIHOOD TABLE*

LIKELIHOOD	Descriptors	
ALMOST CERTAIN	Is expected to occur frequently (in most circumstances)	Expected to occur at least daily
LIKELY	Is expected to occur occasionally (to be expected)	Expected to occur at least weekly
POSSIBLE	Could occur at least once (capable of happening / foreseeable)	Expected to occur at least monthly
UNLIKELY	Might occur at some time (not to be expected)	Expected to occur at least annually
RARE	May occur in exceptional circumstances only	Not expected to occur for years

**ACTIONS, DLEGATIONS AND ESCALATIONS:**

<b>Low:</b>	Manage by routine procedures
<b>Medium:</b>	Manage by specific monitoring or response procedures
<b>High:</b>	Senior management attention needed
<b>Very High:</b>	Executive / Senior management planning required
<b>Extreme:</b>	Executive / Senior management will be involved

# Activity Risk Assessment (Place)

CONSEQUENCE TYPE		CONSEQUENCE - DEGREE OF SEVERITY				
		NEGLIGIBLE	MINOR	MODERATE	MAJOR	EXTREME
Personal Injury	PI	No injury or harm caused	Minimal harm caused	Loss of function	Loss of life	Multiple deaths
		Minor adjustment to operational routine	Minor interruption to routine	Major harm caused		
Property Damage/Impact	PD	No damage caused.	Minimal damage caused.	Loss of building function	Loss of use of building	Loss of building
		Minor adjustment to operational routine	Minor interruption to routine	Major harm caused		
Disruption to Established Routines	D	Loss / interruption <1 hour	Some disruption manageable by altered operational routine  Loss / interruption <=4 hours	Disruption to a number of areas within a department or unit, possible flow on to other locations  Loss / interruption <=1 day	All operational areas of a department or unit compromised, other locations are affected  Loss / interruption >=1 week	Total system dysfunction and/or total shut-down of operations
Environmental Impact	E	No lasting detrimental effect on the environment	Short term local detrimental effect	Local detrimental effect on the environment	Long term detrimental effect	Extensive detrimental long-term effect
Financial Impact	FI	Under \$50,000	Between \$50K-250K	Between \$250K-\$500K	Between \$500K-\$1M	Greater than \$1M
Projects	P	Negligible increase in cost, disruption of schedule, or degradation of deliverable	Small increase in cost, disruption of schedule, or degradation of deliverable	Significant increase in cost, disruption of schedule, or degradation of deliverable	Large increase in cost, disruption of schedule, or degradation of deliverable	Catastrophic increase in cost, disruption of schedule, or degradation of deliverable

# Activity Risk Assessment (Place)

## Competent Person Declaration

By signing this Activity Risk Assessment, I declare I am satisfied that:

- This Risk Assessment (Place) has been undertaken by Competent Person/s who have the relevant training and experience
- There is a safe system of work in place
- The Host Organisation has adequate work health and safety processes in place to deliver the activity safely
- The Host Organisation is compliant with legislative and regulatory obligations imposed on it in relation to work health and safety
- There are no other reasons that would make it inappropriate for the Activity to proceed, including any work health and safety issues that could not be reasonably and appropriately managed

**Name:** s. 47F(1)

**Position:** Work for the Dole Manager

**Signature:**

**s. 47F(1)**

**Date:** 16/11/2021



# Activity Risk Assessment (Place)

Risk Assessment Details	
<b>Activity Type</b> (Work for the Dole, PaTH Internship, National Work Experience Programme, Regional Employment Trial, Work Experience (Other), Launch into Work, Voluntary Work): Work for the Dole	
<b>Activity Name:</b> VIC St Vincent de Paul - Port Melbourne Retail	
<b>Activity ID:</b> 100211863, 100172400, 100172406, 100172409, 100172411	
<b>Host Organisation Name:</b> St Vincent de Paul Society Victoria Inc Note: For the purposes of this document, the term 'Host Organisation' includes Host business, Launch into Work Organisation and RET Grant Recipient.	
<b>Activity Location Address:</b> 276-278 Bay Street Port Melbourne	
<b>Employment Region:</b> Inner Melbourne	
<b>Contact Person for Activity:</b> s. 47F(1)	<b>Contact Person Phone Number:</b> s. 47F(1)
<b>Risk Assessment Conducted By:</b> s. 47F(1)	
<b>Host Organisation Staff Member Risk Assessment conducted in consultation with:</b> s. 47F(1)	
<b>Site Visit Date:</b> 08/12/2021	

Activity Details	
<b>Activity Description</b> (e.g. food and hospitality – activity involves working in a café): Customer service, pricing of items, secondary sorting of Items, tagging, packing, learning Point of Sale, merchandising goods, displaying items, cleaning floors, removing rubbish and assisting with stocktake when required.	
<b>Core duties to be undertaken by the Participant(s)</b> (e.g. food preparation, serving customers, working the till, cleaning):	<ul style="list-style-type: none"> <li>• Picking and packing stock</li> <li>• Loading and unloading stock from vehicles</li> <li>• Sorting</li> <li>• Counting stock</li> <li>• Labelling</li> <li>• Cleaning.</li> <li>• Tagging</li> <li>• Merchandising</li> <li>• Customer Service</li> <li>• Pricing</li> </ul>
<b>What are the Supervision arrangements of the Activity?</b> (e.g. ratio and frequency, continuous supervision for vulnerable cohorts) 15:1	
<b>Name of Supervisor(s):</b> s. 47F(1)	<b>Experience, skills, and knowledge of the Supervisor:</b> s. 47F(1) is the current store manager, and has been with Vinnies for 5 years s. 47F(1) has lots of experience supervising and inducting volunteers.
s. 47F(1)	s. 47F(1) is the current assistant manager of the Port Melbourne Vinnies store and has been working for Vinnies for 2 years. She has experience inducting, supervising and assisting WFD participants.

# Activity Risk Assessment (Place)

<b>What checks has the Host Organisation undertaken on Supervisors (e.g. Police Checks or Working with Children/Vulnerable People Checks):</b> Police Checks and Working with Children Checks	
<b>Considering the nature of the Activity (e.g. its proximity to Vulnerable People) and any relevant legislative requirements, would additional checks for Supervisors be required?</b> <b>Details of checks required:</b> N/A If additional checks are required, these must be completed prior to the Supervisors being given responsibility for the Supervision of participants.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Activity Requirements	
Does this Activity require a Police Check?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does this Activity require a Working with Children/Vulnerable People Check?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is any training (including Work Health and Safety Training and COVID-19 safe practices) required for participants to conduct the activity task(s) safely at commencement and for the duration of the Activity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details of training to be undertaken (including the nature, scope, and duration of the training): - Work Health and Safety Training, including COVID-19 safety practices such as practicing good hygiene and social distancing, - Site Specific Induction Training	
Is any Personal Protective Equipment (PPE) required for the participant to conduct the Activity task(s) safely?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please detail what PPE is required: Face Masks (Provider/Job Seeker), Gloves (Provider), Enclosed Shoes (Provider/Job Seeker)	
If PPE is required, who will provide this to participants? (Host Organisation or SRJA): Both (listed above)	

Activity Checks	
Where no is answered for any of the below questions, the Activity must not proceed.	
Does the Host Organisation have a COVID-Safe plan (or similar) in place in accordance with the requirements specified by the relevant state or territory government?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required by state or territory government
Are you and is the Host Organisation satisfied that the Host Organisation is compliant with COVID-19 safety requirements set by the relevant state/territory government and local health authorities?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the Host Organisation satisfied that it has current and appropriate insurance to cover any risks associated with the Activity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the Activity meet the department's insurance policies purchased for participants as outlined in the Deeds, Guidelines and Insurance Readers Guide? If applicable, provide details of additional insurance purchased:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No, but additional insurance has been purchased
Are there appropriate facilities (access to drinking water and toilets) that will be available to the participant/s for the duration of the Activity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the Host Organisation have adequate WHS policies and processes in place to deliver the Activity safely? For example: <ul style="list-style-type: none"> <li>• WHS policies</li> <li>• Test and tag regime</li> <li>• Induction</li> <li>• Incident and injury management procedures</li> <li>• Safety data sheets</li> <li>• Hazard identification and risk assessments control procedures and reporting process</li> <li>• Safety equipment well maintained e.g. fire extinguishers, hose reels, alarms, sprinklers Traffic vehicle</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

# Activity Risk Assessment (Place)

<ul style="list-style-type: none"> <li>Hazardous substances storages and use of procedures and register</li> <li>Training manuals</li> <li>Emergency procedures in place</li> <li>First aid and WHS officers</li> </ul>	<ul style="list-style-type: none"> <li>management plans/procedures/protocols</li> <li>Infection control and prevention measures</li> </ul>	
Are you satisfied that the Host Organisation is compliant with WHS legislative and regulatory obligations?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is there adequate transport for participants to access the Activity?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Work for the Dole Activities only</b>		
Will the Activity be held on Private Property? <i>Work for the Dole Activities must not be conducted on Private property without express approval from the Department in writing.</i>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you confirmed that the Activity does not fall within the scope of clause 108.1 of the jobactive Deed (which outlines prohibited activities) and or/any exclusions listed in the Work for the Dole Guideline?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If the Activity involves vulnerable people, will there be Continuous Supervision of the participants? <i>i.e. a participant must be with or alongside the Supervisor, or within the Supervisor's line of sight, always while undertaking the Activity.</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Identify Hazards, Assess the level of Risk and Control the Risk		
<b>COVID-19</b>		
Identify the Hazards (tick if applicable):		
<input checked="" type="checkbox"/> COVID-19 Infection from Host Organisation staff	<input checked="" type="checkbox"/> COVID-19 Infection from other participants	
<input checked="" type="checkbox"/> COVID-19 Infection from visitors to Activity location	<input checked="" type="checkbox"/> COVID-19 Infection from touching surfaces	
Identify the level of Risk		
List specific Activity tasks associated with these hazards if applicable (e.g. serving customers): Serving customers, handling merchandise and donations, working with other volunteers and WFD participants, touching surfaces throughout store, handling cash		
Assessed Risk Level (refer to the Risk Rating Matrix below): Very High		
Control Measures	Implemented by Host?	
Host Organisation will provide specific training to participants in relation to COVID-19 Safety measures	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Participants are informed of Host Organisations COVID Safe plan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Staff and participants briefed on symptoms of COVID-19 and told to stay home if they have <u>any</u> cold or flu symptoms	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Cleaning and disinfecting processes in place in accordance with guidance from Safe Work Australia and public health authorities	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Physical distancing measures in place (e.g. calculating people per square metre permitted in enclosed spaces)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Contact tracing mechanisms in place	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Signage on correct hand washing displayed on site	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Hand washing facilities available to participants	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Hand sanitiser available to participants	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Appropriate PPE available to participants (e.g. masks, gloves)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

# Activity Risk Assessment (Place)

List additional control measures and details of these controls below:

- Hand sanitiser available upon entry to store for both customers and staff
- Hand sanitiser also available throughout the store and back of house for staff to utilise
- Sign-in required for all staff for contact tracing purposes
- Markers on selling floor to indicate required distancing (1.5 metres)
- Signage throughout store as well as back of house about COVID safe practices (washing hands, maintaining safe distances etc)
- Masks and gloves available for use
- Specific bin for used gloves and masks which is securely disposed of
- Store is sanitised (counter and all surfaces) throughout the day
- COVID plan folder kept on site as well detailing the stores COVID safe plan
- QR codes displayed at the entrance of the store for check-in
- Verification of vaccination with store manager prior to commencement of employment for all volunteers.

## Monitoring Frequency

Specify the frequency SRJA will monitor these controls (e.g. Weekly, Fortnightly, Monthly, Quarterly, 6 monthly):

6 Monthly

*For COVID-19, it is recommended the Risk Assessment controls are reviewed within the first month of the Activity commencing and then on a quarterly basis ongoing.*

## Fire

Identify the Hazards (tick if applicable):

<input checked="" type="checkbox"/> Accumulation of Dust	<input checked="" type="checkbox"/> Electrical Circuits	<input checked="" type="checkbox"/> Combustible Materials
<input checked="" type="checkbox"/> Flammable Liquids	<input checked="" type="checkbox"/> Accumulation of Rubbish	<input type="checkbox"/> Smoking at Activity location
<input checked="" type="checkbox"/> No Fire Alarms	<input type="checkbox"/> Untested Fire Alarms	<input type="checkbox"/> Fire Alarms not working
<input type="checkbox"/> No Emergency Plan in place	<input type="checkbox"/> No fire extinguishers	<input type="checkbox"/> Fire exit signs not working
<input checked="" type="checkbox"/> Fire & Evacuation Drills not carried out at least annually	<input type="checkbox"/> Fire extinguishers not serviced every 6 months	<input type="checkbox"/> Blocked Fire Exits

List any other hazards identified:

N/A

Identify the Risks <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Accumulation of Dust	Medium	Regular cleaning of store, including dusting, sweeping, moping and vacuuming.
No Fire Drill Performed	Medium	Safe Fire Orders displayed on WH&S noticeboard. Illuminated emergency exits signs, installed. Evac plan located in various locations, also displaying exit points. Fire/ Drill not performed, evacuation process discussed during Induction. Horn is used to notify.
Combustible Materials	Medium	Materials such as clothing, furniture and other combustible items can be found throughout the store- items are stored and displayed safely and Fire Extinguishers can be found at various locations throughout the warehouse.
Flammable Liquids	Medium	Stored safely, away from electrical points. Label on bottle of liquids display flammable liquid warning and each liquid is clearly labelled.

# Activity Risk Assessment (Place)

Accumulation of Rubbish	High	Large dumpster bins located out the back/side of the store, and these are emptied frequently.
Electrical Circuits	High	No damage to electrical circuits - not overcrowded and have recently been Test & Tagged (May 2021). Fire extinguishers have also been checked within the last 6 months (Nov 21). Safe Fire Orders also displayed on WH&S noticeboard in break room. Illuminated emergency exit signs also displaying exit points.
Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		
<b>Monitoring Frequency</b>		
If applicable, specify the frequency SRJA will monitor these controls (e.g. Weekly, Fortnightly, Monthly, Quarterly, 6 monthly): 6 Monthly		

<b>Facilities</b>		
Identify the Hazards (tick if applicable):		
<input type="checkbox"/> Floors with large cracks or holes	<input type="checkbox"/> Sharp edges	<input type="checkbox"/> Clutter
<input checked="" type="checkbox"/> Step/stairs	<input checked="" type="checkbox"/> Slippery surfaces	<input type="checkbox"/> Obstructions in walkways
<input checked="" type="checkbox"/> Heavy items stored at heights	<input type="checkbox"/> Overloaded shelves	<input type="checkbox"/> Direct or indirect glare
<input type="checkbox"/> Inadequate illumination	<input type="checkbox"/> No emergency lighting	<input type="checkbox"/> Overflowing bins
<input type="checkbox"/> Not enough bins provided	<input type="checkbox"/> Vehicles/trailers at location	<input type="checkbox"/> Gas/Pressurised containers
<input type="checkbox"/> LPG Gas	<input type="checkbox"/> Machinery	<input type="checkbox"/> Heavy Machinery
<input type="checkbox"/> Machinery/plant registers not maintained	<input type="checkbox"/> Unmarked walkways (i.e. traffic/pedestrian intersections)	<input type="checkbox"/> Kitchen areas not clean/well maintained
<input type="checkbox"/> Bathroom facilities not clean/well maintained	<input type="checkbox"/> No floor maps/exit signs	<input type="checkbox"/> Work areas not clean/well maintained
List any other hazards identified: - Theft of personal belongings - Ladders available		
Identify the Risk <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks

# Activity Risk Assessment (Place)

Slippery surfaces	High	Surfaces within store that could potentially become slippery when wet. Mops and buckets available as a control measure, as well as Wet Floor Signs for use (stored neatly in corner of sorting room with Mops and Buckets)
Theft of personal belongings	Medium	Staff lockers available for all staff to utilise to store their personal belongings. CCTV installed throughout store.
Ladders Available	High	Ladders available for use to reach items which are higher-up. Safe and correct usage procedures discussed at induction.
Stairs	Med	Stairs leading to upstairs are sound, have handrails and Rubber non slip treads
Heavy items stored at heights	High	Ladders and steb-cubes available to safely handle items stored up high. Safe lifting procedures also discussed at induction, including team lifting for heavy items etc. These procedures are also displayed on the WH&S noticeboard.
Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		

Electrical		
Identify the Hazards (tick if applicable):		
<input type="checkbox"/> Broken plugs	<input type="checkbox"/> Frayed or damaged cords	<input type="checkbox"/> Power tools
<input checked="" type="checkbox"/> Electrical equipment	<input checked="" type="checkbox"/> Kitchen appliances (fridge, microwave, kettle, sandwich press)	<input checked="" type="checkbox"/> No testing and tagging of electrical equipment
<input type="checkbox"/> Damaged wire insulation	<input type="checkbox"/> Electrical outlets close to water	<input type="checkbox"/> Overloaded circuits
<input type="checkbox"/> Power points not fixed to walls		
List any other hazards identified: N/A		
Identify the Risk	Risk Level (refer to the	Current Control Measures for the Risks

# Activity Risk Assessment (Place)

List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks	Risk Rating Matrix below)	
Electrical equipment	Very High	Electrical equipment is in good condition and not damaged - all equipment has been Test & Tagged (May 2021).
Kitchen appliances	Medium	All kitchen appliances have been Test & Tagged (May 2021).
Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		

First Aid		
Identify the Hazards (tick if applicable):		
<input type="checkbox"/> No first aid kit available	<input type="checkbox"/> First aid kit not accessible	<input checked="" type="checkbox"/> First aid kit contents missing
<input checked="" type="checkbox"/> First aid kit contents expired	<input checked="" type="checkbox"/> No first aid officers	<input type="checkbox"/> Activity located long distance from emergency services
List any other hazards identified: First Aid kit is available in the kitchen/staff room and is clearly labelled and easily accesible. First Aid kit is well stocked and nothing has passed the expiry date. Staff made aware of location of First Aid kit at induction.		
Identify the Risks	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
No First Aid Officers	Med	Emergency Information located on notice board, sorting room.

# Activity Risk Assessment (Place)

Are additional Control Measures required to manage these risks?  Yes  No

If yes, detail below:

**Manual Handling/Ergonomics**

Identify the Hazards (tick if applicable):

<input checked="" type="checkbox"/> Repetitive movements	<input checked="" type="checkbox"/> Heavy lifting	<input checked="" type="checkbox"/> Handling high or sudden force
<input type="checkbox"/> Improperly adjusted workstations and chairs	<input type="checkbox"/> Tasks with sustained or awkward postures	<input type="checkbox"/> Tasks involving exposure to vibration

List any other hazards identified:  
Standing for long periods of time whilst sorting donations

Identify the Risk <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Repetitive movements	Medium	Regular breaks provided to staff. Staff break room is available.
Heavy lifting	High	Various equipment is available for staff to utilise to handle and move goods around the store, including stillages. Safe lifting procedures also discussed at induction, including team lifting for heavy items etc. These procedures are also displayed on the WH&S noticeboard.
Handling high or sudden force	High	Various equipment available for staff to utilise to access if the item is kept higher up, including ladders and step-cubes. Safe lifting/ moving procedures also discussed during induction, removing bins, heavier items etc.
Standing for long periods of time whilst sorting donations	Medium	Regular breaks provided. Gel mats are also stationed at sorting areas to cushion these areas where candidates may be standing to sort through donations. Regular rotation of duties will occur as well. There is a staff break room available whereby staff can sit during their break.

Are additional Control Measures required to manage these risks?  Yes  No

If yes, detail below:



# Activity Risk Assessment (Place)

N/A

Chemical		
Identify the Hazards (tick if applicable):		
<input checked="" type="checkbox"/> Non-hazardous chemicals	<input type="checkbox"/> Hazardous chemicals	<input type="checkbox"/> Asbestos
<input type="checkbox"/> Acids	<input type="checkbox"/> Poison	
List names of chemical/s present at Activity: Dishwashing liquid, hand sanitizer, hand wash, disinfectant cleaner, toilet spray, Mr Sheen.		
List any other hazards identified: N/A		
Identify the Risk <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Non-hazardous chemicals	High	All cleaning products stored safely throughout store. All items are clearly labelled.
Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		

Biological		
Identify the Hazards (tick if applicable):		
<input type="checkbox"/> Food Handling	<input type="checkbox"/> Other Virus/Disease	<input checked="" type="checkbox"/> Blood/Bodily Fluid
<input type="checkbox"/> Animal Handling	<input type="checkbox"/> Radiation	<input type="checkbox"/> Lead (contained in paint, solders, batteries, radiation shielding, ammunition)
List any other hazards identified: N/A		
Identify the Risk <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Blood/Bodily fluid	High	Potential for contact with blood/bodily fluid whilst sorting through donated goods. Gloves are available for use whilst sorting.

# Activity Risk Assessment (Place)

Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		

Environment		
Identify the Hazards (tick if applicable):		
<input type="checkbox"/> Work on Private Property (i.e. privately-owned land or privately-owned or occupied estate or house)	<input type="checkbox"/> Work with a sole trader (i.e. butcher or hairdresser who operate from a small shop or private residence)	<input type="checkbox"/> Working in one or more different workplaces/sites
<input type="checkbox"/> Alternative hours of work (i.e. early starts, night work)	<input type="checkbox"/> Working alone with another person	<input type="checkbox"/> Travel will take place during Activity (i.e. between sites)
<input type="checkbox"/> Working outdoors	<input type="checkbox"/> Working near water (creek, river, beach, dam)	<input type="checkbox"/> Exposure to wastewater/sewerage
<input checked="" type="checkbox"/> Work in a non-public area	<input type="checkbox"/> Exposure to harmful plants	<input type="checkbox"/> Exposure to Sound/Noise
<input type="checkbox"/> Exposure to Animals/Insects	<input type="checkbox"/> Sun exposure	<input checked="" type="checkbox"/> Temperature (heat/cold)
<input checked="" type="checkbox"/> Working at heights	<input checked="" type="checkbox"/> Dust or airborne particles	<input type="checkbox"/> Exposure to weather/storms/rain
List any other hazards identified: N/A		
Identify the Risk <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Work in non-public area	Medium	Working in sorting room - other volunteers to be in attendance.
Working at heights	High	Ladders, step-cubes are available for reaching higher-up items - safe and correct usage procedures discussed at induction.
Dust or airborne particles	Very High	Cleaning of surfaces is completed on a regular basis to minimise accumulation of dust. Masks are also available for use.
Temperature (heat/cold)	Medium	Fans/ Split aircon available throughout the store and sorting to combat the heat and cold respectively.

# Activity Risk Assessment (Place)

Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		

Psychological		
Identify the Hazards (tick if applicable):		
<input checked="" type="checkbox"/> Workplace bullying	<input checked="" type="checkbox"/> High turnover of workers	<input checked="" type="checkbox"/> Fatigue
<input checked="" type="checkbox"/> Conflict between workers	<input checked="" type="checkbox"/> Working directly with customers	<input checked="" type="checkbox"/> Work-related stress
List any other hazards identified: N/A		
Identify the Risk <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Workplace bullying	Medium	Escalation process detailed at induction - confidential contact details provided to staff during induction as well
Conflict between workers	Medium	Supervisors/Warehouse Manager to intervene - moving to a new location and/or task
High turnover of workers	Low	Regular breaks
Working directly with customers	Very High	Supervisors/Warehouse Manager to intervene if incident arises. Local emergency services also contactable i.e. Police.
Fatigue	Medium	Regular breaks
Work-related stress	Medium	Regular breaks. Escalation processes detailed to staff at induction. Staff break room also available staff to utilise during their break times.
Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		

Vulnerable People	
Does the Activity involve interaction with or proximity to vulnerable cohorts? Vulnerable cohorts include:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Children (under 18 years of age)</li> <li>The elderly</li> <li>Vulnerable Youth</li> <li>The homeless</li> </ul>	

# Activity Risk Assessment (Place)

<ul style="list-style-type: none"> <li>• People with disability</li> <li>• Migrants who do not speak English</li> </ul>	<ul style="list-style-type: none"> <li>• People with mental illness</li> <li>• Refuge residents (including men and women)</li> </ul>	
<p>If yes, what type of interaction or proximity will participants have with Vulnerable people? Visitors/Customers who attend the store, as well as other Volunteers and staff may be vulnerable (all cohorts listed above may attend the store).</p>		
Identify the Risk <i>List specific Activity tasks related to Vulnerable People (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures
Customers in the store	Very High	Supervisors/Store Managers on site will be in attendance supervising WFD candidates.
Volunteers/Staff at the store	Very High	Supervisors/Store Managers on site will be in attendance supervising WFD candidates.
<p>Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>If yes, detail below: N/A</p>		

Other		
<p>Identify any additional hazards specific to the location or tasks of the Activity not covered in the above categories:</p>		
Kimble/Tagging gun available in store to secure price tags to stock	High	Safe usage procedure explained to candidates at induction and upon usage of gun. Supervision of candidates when item is in use. Disinfectant also available to sterilize the needle of the gun.
COVID 19 Transmission	Very High	All WFD candidates must provide proof of double vaccination to store manager prior to commencement of placement.
Identify the Risk	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks

# Activity Risk Assessment (Place)


Are additional Control Measures required to manage these risks?  Yes  No

If yes, detail below:  
 N/A

# Activity Risk Assessment (Place)

## Risk Rating Matrix

*RISK RATING MATRIX (Indicative Only)*

LIKELIHOOD	CONSEQUENCE				
	NEGLIGIBLE	MINOR	MODERATE	MAJOR	EXTREME
ALMOST CERTAIN	Medium	Very High	Very High	Extreme	Extreme
LIKELY	Medium	High	Very High	Very High	Extreme
POSSIBLE	Low	Medium	High	Very High	Very High
UNLIKELY	Low	Medium	Medium	High	Very High
RARE	Low	Low	Low	Medium	High

*RISK LIKELIHOOD TABLE*

LIKELIHOOD	Descriptors	
ALMOST CERTAIN	Is expected to occur frequently (in most circumstances)	Expected to occur at least daily
LIKELY	Is expected to occur occasionally (to be expected)	Expected to occur at least weekly
POSSIBLE	Could occur at least once (capable of happening / foreseeable)	Expected to occur at least monthly
UNLIKELY	Might occur at some time (not to be expected)	Expected to occur at least annually
RARE	May occur in exceptional circumstances only	Not expected to occur for years

**ACTIONS, DLEGATIONS AND ESCALATIONS:**

<b>Low:</b>	Manage by routine procedures
<b>Medium:</b>	Manage by specific monitoring or response procedures
<b>High:</b>	Senior management attention needed
<b>Very High:</b>	Executive / Senior management planning required
<b>Extreme:</b>	Executive / Senior management will be involved

# Activity Risk Assessment (Place)

CONSEQUENCE TYPE		CONSEQUENCE - DEGREE OF SEVERITY				
		NEGLIGIBLE	MINOR	MODERATE	MAJOR	EXTREME
Personal Injury	PI	No injury or harm caused	Minimal harm caused	Loss of function	Loss of life	Multiple deaths
		Minor adjustment to operational routine	Minor interruption to routine	Major harm caused		
Property Damage/Impact	PD	No damage caused.	Minimal damage caused.	Loss of building function	Loss of use of building	Loss of building
		Minor adjustment to operational routine	Minor interruption to routine	Major harm caused		
Disruption to Established Routines	D	Loss / interruption <1 hour	Some disruption manageable by altered operational routine  Loss / interruption <=4 hours	Disruption to a number of areas within a department or unit, possible flow on to other locations  Loss / interruption <=1 day	All operational areas of a department or unit compromised, other locations are affected  Loss / interruption >=1 week	Total system dysfunction and/or total shut-down of operations
Environmental Impact	E	No lasting detrimental effect on the environment	Short term local detrimental effect	Local detrimental effect on the environment	Long term detrimental effect	Extensive detrimental long-term effect
Financial Impact	FI	Under \$50,000	Between \$50K-250K	Between \$250K-\$500K	Between \$500K-\$1M	Greater than \$1M
Projects	P	Negligible increase in cost, disruption of schedule, or degradation of deliverable	Small increase in cost, disruption of schedule, or degradation of deliverable	Significant increase in cost, disruption of schedule, or degradation of deliverable	Large increase in cost, disruption of schedule, or degradation of deliverable	Catastrophic increase in cost, disruption of schedule, or degradation of deliverable

# Activity Risk Assessment (Place)

## Competent Person Declaration

By signing this Activity Risk Assessment, I declare I am satisfied that:

- This Risk Assessment (Place) has been undertaken by Competent Person/s who have the relevant training and experience
- There is a safe system of work in place
- The Host Organisation has adequate work health and safety processes in place to deliver the activity safely
- The Host Organisation is compliant with legislative and regulatory obligations imposed on it in relation to work health and safety
- There are no other reasons that would make it inappropriate for the Activity to proceed, including any work health and safety issues that could not be reasonably and appropriately managed

Name: s. 47F(1)

Position: Work for the Dole Manager

Signature:

s. 47F(1)

Date: 08/12/2021



# Activity Risk Assessment (Place)

Risk Assessment Details	
<b>Activity Type</b> (Work for the Dole, PaTH Internship, National Work Experience Programme, Regional Employment Trial, Work Experience (Other), Launch into Work, Voluntary Work): Work for the Dole	
<b>Activity Name:</b> VIC St Vincent de Paul - Ascot Vale Retail	
<b>Activity ID:</b> 100248988, 100215690, 100169633, 100169639, 100172423, 100169645, 100169647	
<b>Host Organisation Name:</b> St Vincent de Paul Society Victoria Inc Note: For the purposes of this document, the term 'Host Organisation' includes Host business, Launch into Work Organisation and RET Grant Recipient.	
<b>Activity Location Address:</b> 155 Maribyrnong Rd, Ascot Vale VIC 3032	
<b>Employment Region:</b> North West Melbourne	
<b>Contact Person for Activity:</b> s. 47F(1)	<b>Contact Person Phone Number:</b> s. 47F(1)
<b>Risk Assessment Conducted By:</b> s. 47F(1)	
<b>Host Organisation Staff Member Risk Assessment conducted in consultation with:</b> s. 47F(1)	
<b>Site Visit Date:</b> 16/11/2021	

Activity Details	
<b>Activity Description</b> (e.g. food and hospitality – activity involves working in a café): Retail/Customer Service - duties range from customer services at the front house to production area at the back of house.	
<b>Core duties to be undertaken by the Participant(s)</b> (e.g. food preparation, serving customers, working the till, cleaning):	<ul style="list-style-type: none"> <li>• Serving customers</li> <li>• Merchandising</li> <li>• Sales</li> <li>• Stock-take</li> <li>• Pricing</li> <li>• Steaming</li> <li>• Cleaning</li> <li>• Sorting</li> </ul>
<b>What are the Supervision arrangements of the Activity?</b> (e.g. ratio and frequency, continuous supervision for vulnerable cohorts) 15:1	
<b>Name of Supervisor(s):</b> s. 47F(1)	<b>Experience, skills, and knowledge of the Supervisor:</b> s. 47F(1) is the current store manager, and has been with Vinnies for 3 years. He was previously managing the Heidelberg West store. s. 47F(1) has lots of experience supervising and inducting WFD candidates.
s. 47F(1)	s. 47F(1) is the Retail Assistant Manager at the Ascot Vale store, and has has been working with Vinnies for 9 years. She also has experience supervising and assisting the WFD participants.
<b>What checks has the Host Organisation undertaken on Supervisors (e.g. Police Checks or Working with Children/Vulnerable People Checks):</b> Police Checks and Working with Children Checks	

# Activity Risk Assessment (Place)

<p><b>Considering the nature of the Activity (e.g. its proximity to Vulnerable People) and any relevant legislative requirements, would additional checks for Supervisors be required?</b></p> <p><b>Details of checks required:</b> N/A</p> <p>If additional checks are required, these must be completed prior to the Supervisors being given responsibility for the Supervision of participants.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Activity Requirements	
Does this Activity require a Police Check?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does this Activity require a Working with Children/Vulnerable People Check?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is any training (including Work Health and Safety Training and COVID-19 safe practices) required for participants to conduct the activity task(s) safely at commencement and for the duration of the Activity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>If yes, please provide details of training to be undertaken (including the nature, scope, and duration of the training):</p> <ul style="list-style-type: none"> <li>- Work Health and Safety Training, including COVID-19 safety practices such as practicing good hygiene and social distancing,</li> <li>- Site Specific Induction Training</li> </ul>	
Is any Personal Protective Equipment (PPE) required for the participant to conduct the Activity task(s) safely?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>If yes, please detail what PPE is required: Face Masks (Provider/Job Seeker), Gloves (Provider), Enclosed Shoes (Provider/Job Seeker)</p>	
<p>If PPE is required, who will provide this to participants? (Host Organisation or SRJA): Both (listed above)</p>	

Activity Checks	
<b>Where no is answered for any of the below questions, the Activity must not proceed.</b>	
Does the Host Organisation have a COVID-Safe plan (or similar) in place in accordance with the requirements specified by the relevant state or territory government?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required by state or territory government
Are you and is the Host Organisation satisfied that the Host Organisation is compliant with COVID-19 safety requirements set by the relevant state/territory government and local health authorities?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the Host Organisation satisfied that it has current and appropriate insurance to cover any risks associated with the Activity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the Activity meet the department's insurance policies purchased for participants as outlined in the Deeds, Guidelines and Insurance Readers Guide?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No, but additional insurance has been purchased
<p>If applicable, provide details of additional insurance purchased:</p>	
Are there appropriate facilities (access to drinking water and toilets) that will be available to the participant/s for the duration of the Activity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>Does the Host Organisation have adequate WHS policies and processes in place to deliver the Activity safely? For example:</p> <ul style="list-style-type: none"> <li>• WHS policies</li> <li>• Test and tag regime</li> <li>• Induction</li> <li>• Incident and injury management procedures</li> <li>• Safety data sheets</li> <li>• Hazardous substances storages and use of procedures and register</li> <li>• Training manuals</li> <li>• Hazard identification and risk assessments control procedures and reporting process</li> <li>• Safety equipment well maintained e.g. fire extinguishers, hose reels, alarms, sprinklers Traffic vehicle management plans/procedures/protocols</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

# Activity Risk Assessment (Place)

<ul style="list-style-type: none"> <li>Emergency procedures in place</li> <li>First aid and WHS officers</li> </ul>	<ul style="list-style-type: none"> <li>Infection control and prevention measures</li> </ul>	
Are you satisfied that the Host Organisation is compliant with WHS legislative and regulatory obligations?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is there adequate transport for participants to access the Activity?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Work for the Dole Activities only</b>		
Will the Activity be held on Private Property? <i>Work for the Dole Activities must not be conducted on Private property without express approval from the Department in writing.</i>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you confirmed that the Activity does not fall within the scope of clause 108.1 of the jobactive Deed (which outlines prohibited activities) and or/any exclusions listed in the Work for the Dole Guideline?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If the Activity involves vulnerable people, will there be Continuous Supervision of the participants? <i>i.e. a participant must be with or alongside the Supervisor, or within the Supervisor's line of sight, always while undertaking the Activity.</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## Identify Hazards, Assess the level of Risk and Control the Risk

### COVID-19

Identify the Hazards (tick if applicable):

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> COVID-19 Infection from Host Organisation staff       | <input checked="" type="checkbox"/> COVID-19 Infection from other participants |
| <input checked="" type="checkbox"/> COVID-19 Infection from visitors to Activity location | <input checked="" type="checkbox"/> COVID-19 Infection from touching surfaces  |

Identify the level of Risk

List specific Activity tasks associated with these hazards if applicable (e.g. serving customers):  
Serving customers, handling merchandise and donations, working with other volunteers and WFD participants, touching surfaces throughout store, handling cash

Assessed Risk Level (refer to the Risk Rating Matrix below): Very High

Control Measures	Implemented by Host?
Host Organisation will provide specific training to participants in relation to COVID-19 Safety measures	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Participants are informed of Host Organisations COVID Safe plan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Staff and participants briefed on symptoms of COVID-19 and told to stay home if they have <u>any</u> cold or flu symptoms	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cleaning and disinfecting processes in place in accordance with guidance from Safe Work Australia and public health authorities	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Physical distancing measures in place (e.g. calculating people per square metre permitted in enclosed spaces)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Contact tracing mechanisms in place	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Signage on correct hand washing displayed on site	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hand washing facilities available to participants	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hand sanitiser available to participants	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appropriate PPE available to participants (e.g. masks, gloves)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

List additional control measures and details of these controls below:

- Hand sanitiser available upon throughout the store and back of house for staff and customers to utilise
- Plexi-glass barriers erected at POS
- Tape at POS to prevent close contact from customers or other staff
- Markers on selling floor to indicate required distancing (1.5 metres)

# Activity Risk Assessment (Place)

- Signage throughout store as well as back of house about COVID safe practices (washing hands, maintaining safe distances etc)
- Masks and gloves available for use
- Store is sanitised (counter and all surfaces) throughout the day
- COVID plan available on Intranet
- A 2<sup>nd</sup> break room has been fashioned to ensure there is not an accumulation of staff in the original break room
- Tongs to be used when grabbing food items to eat
- All staff and volunteers must provide proof of double vaccination to store manager in order for them to work within the store
- QR codes displayed at entry points for sign in purposes

## Monitoring Frequency

Specify the frequency SRJA will monitor these controls (e.g. Weekly, Fortnightly, Monthly, Quarterly, 6 monthly):  
6 Monthly

*For COVID-19, it is recommended the Risk Assessment controls are reviewed within the first month of the Activity commencing and then on a quarterly basis ongoing.*

## Fire

Identify the Hazards (tick if applicable):

<input checked="" type="checkbox"/> Accumulation of Dust	<input checked="" type="checkbox"/> Electrical Circuits	<input checked="" type="checkbox"/> Combustible Materials
<input checked="" type="checkbox"/> Flammable Liquids	<input checked="" type="checkbox"/> Accumulation of Rubbish	<input type="checkbox"/> Smoking at Activity location
<input type="checkbox"/> No Fire Alarms	<input type="checkbox"/> Untested Fire Alarms	<input type="checkbox"/> Fire Alarms not working
<input type="checkbox"/> No Emergency Plan in place	<input type="checkbox"/> No fire extinguishers	<input type="checkbox"/> Fire exit signs not working
<input type="checkbox"/> Fire & Evacuation Drills not carried out at least annually	<input type="checkbox"/> Fire extinguishers not serviced every 6 months	<input type="checkbox"/> Blocked Fire Exits

List any other hazards identified:

Smoke detectors can be found in the store as control measure to a potential fire hazard, and will sound in the event of a fire. An evacuation drill was also recently conducted by management and staff.

Identify the Risks <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Accumulation of Dust	Medium	Regular cleaning of store and back sorting area, including dusting, sweeping, moping and vacuuming.
Electrical Circuits	Medium	No damage to electrical circuits - not overcrowded and have recently been Test & Tagged (16/06/2021). Fire extinguishers have also been checked within the last 6 months (May 2021). Safe Fire Orders also displayed on WH&S noticeboard in break room. Illuminated emergency exits signs also displaying exit points.
Combustible Materials	Medium	Materials such as clothing, furniture and other combustible items can be found throughout the store and sorting room - items are stored and displayed safely and Fire Extinguishers can be found at various locations throughout the store. Smoke detectors set up throughout store.

# Activity Risk Assessment (Place)

Flammable Liquids	Medium	Stored safely in sorting area, away from electrical points. Label on bottle of liquids display flammable liquid warning and each liquid is clearly labelled.
Accumulation of Rubbish	High	Rubbish bins located out the back of store, and bins are emptied at least once a week
Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		
<b>Monitoring Frequency</b>		
If applicable, specify the frequency SRJA will monitor these controls (e.g. Weekly, Fortnightly, Monthly, Quarterly, 6 monthly): 6 Monthly		

Facilities		
Identify the Hazards (tick if applicable):		
<input type="checkbox"/> Floors with large cracks or holes	<input type="checkbox"/> Sharp edges	<input type="checkbox"/> Clutter
<input checked="" type="checkbox"/> Step/stairs	<input checked="" type="checkbox"/> Slippery surfaces	<input type="checkbox"/> Obstructions in walkways
<input type="checkbox"/> Heavy items stored at heights	<input type="checkbox"/> Overloaded shelves	<input type="checkbox"/> Direct or indirect glare
<input type="checkbox"/> Inadequate illumination	<input type="checkbox"/> No emergency lighting	<input type="checkbox"/> Overflowing bins
<input type="checkbox"/> Not enough bins provided	<input checked="" type="checkbox"/> Vehicles/trailers at location	<input type="checkbox"/> Gas/Pressurised containers
<input type="checkbox"/> LPG Gas	<input type="checkbox"/> Machinery	<input type="checkbox"/> Heavy Machinery
<input type="checkbox"/> Machinery/plant registers not maintained	<input type="checkbox"/> Unmarked walkways (i.e. traffic/pedestrian intersections)	<input type="checkbox"/> Kitchen areas not clean/well maintained
<input type="checkbox"/> Bathroom facilities not clean/well maintained	<input type="checkbox"/> No floor maps/exit signs	<input type="checkbox"/> Work areas not clean/well maintained
List any other hazards identified: - Theft of personal belongings - Ladders available		
Identify the Risk	Risk Level	Current Control Measures for the Risks
<i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	(refer to the Risk Rating Matrix below)	
Slippery surfaces	High	Surfaces within store that could potentially become slippery when wet. Mops and buckets available as a control measure, as well as Wet Floor Signs for use.

# Activity Risk Assessment (Place)

Theft of personal belongings	Medium	Staff lockers available for all staff to utilise to store their personal belongings. CCTV also set up throughout store and surrounding areas
Ladders Available	High	3 step ladders available for use to reach items which are higher-up. Safe and correct usage procedures discussed at induction.
Vehicles/trailers at location	High	Vehicles within location at the receiving area at front of store, which leads out to a laneway, but cars cannot travel up this laneway (donations are dropped of at designated areas at the beginning of the laneway). Hi Vis clothing is also available for staff to wear whilst working within this area.
Step/stairs	High	There is one step leading into the kitchen/tea room. This has been painted yellow to highlight it and minimise the risk of tripping.
Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		

Electrical		
Identify the Hazards (tick if applicable):		
<input type="checkbox"/> Broken plugs	<input type="checkbox"/> Frayed or damaged cords	<input type="checkbox"/> Power tools
<input checked="" type="checkbox"/> Electrical equipment	<input checked="" type="checkbox"/> Kitchen appliances (fridge, microwave, kettle, sandwich press)	<input type="checkbox"/> No testing and tagging of electrical equipment
<input type="checkbox"/> Damaged wire insulation	<input type="checkbox"/> Electrical outlets close to water	<input type="checkbox"/> Overloaded circuits
<input type="checkbox"/> Power points not fixed to walls		
List any other hazards identified: N/A		
Identify the Risk <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks

# Activity Risk Assessment (Place)

Electrical equipment	Very High	Electrical equipment is in good condition and not damaged - all equipment has recently been Test & Tagged (16/06/2021).
Kitchen appliances	Medium	All kitchen appliances have recently been Test & Tagged (16/06/2021). All are well maintained and not damaged.
Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		

First Aid		
Identify the Hazards (tick if applicable):		
<input type="checkbox"/> No first aid kit available	<input type="checkbox"/> First aid kit not accessible	<input type="checkbox"/> First aid kit contents missing
<input type="checkbox"/> First aid kit contents expired	<input type="checkbox"/> No first aid officers	<input type="checkbox"/> Activity located long distance from emergency services
List any other hazards identified: N/A - First Aid kit is available in the kitchen/staff break room and is clearly labelled and easily accesible. Staff members <b>s. 47F(1)</b> and <b>s. 47F(1)</b> are the current First Aid officers for the store. First Aid kit is well stocked and nothing has passed the expiry date. Staff made aware of location of First Aid kit at induction.		
Identify the Risks	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below:		

# Activity Risk Assessment (Place)

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**Manual Handling/Ergonomics**

Identify the Hazards (tick if applicable):

<input checked="" type="checkbox"/> Repetitive movements	<input checked="" type="checkbox"/> Heavy lifting	<input checked="" type="checkbox"/> Handling high or sudden force
<input type="checkbox"/> Improperly adjusted workstations and chairs	<input type="checkbox"/> Tasks with sustained or awkward postures	<input type="checkbox"/> Tasks involving exposure to vibration

List any other hazards identified:  
Standing for long periods of time whilst sorting donations

Identify the Risk <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Repetitive movements	Medium	Regular breaks provided to staff. Staff break rooms are also available.
Heavy lifting	High	Various equipment is available for staff to utilise to move and handle goods around the store, including stillages, trolleys, roller racks, hand trucks, furniture/mattress trolleys and ladders. Safe lifting procedures also discussed at induction, including team lifting for heavy items etc. These procedures are also displayed on the WH&S noticeboard and throughout the store.
Handling high or sudden force	High	Step ladders available throughout the sorting area for staff to utilise.
Standing for long periods of time whilst sorting donations	Medium	Regular breaks provided. Regular rotation of duties will occur as well. There is a staff break room available whereby staff can sit during their break. There are also chairs available for staff to utilise if need be.

Are additional Control Measures required to manage these risks?  Yes  No

If yes, detail below:  
N/A

**Chemical**

Identify the Hazards (tick if applicable):



# Activity Risk Assessment (Place)

<input checked="" type="checkbox"/> Non-hazardous chemicals	<input checked="" type="checkbox"/> Hazardous chemicals	<input type="checkbox"/> Asbestos
<input type="checkbox"/> Acids	<input type="checkbox"/> Poison	
List names of chemical/s present at Activity: Dishwashing soap, disinfectant spray, hand sanitizer, toilet cleaner, hand soap, floor cleaner and disinfectant cleaner.		
List any other hazards identified: N/A		
<b>Identify the Risk</b> <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	<b>Risk Level</b> (refer to the Risk Rating Matrix below)	<b>Current Control Measures for the Risks</b>
Non-hazardous chemicals	High	All cleaning products stored safely throughout store (some in bathroom, some in kitchen). All items are clearly labelled.
Hazardous Chemicals	High	All hazardous chemicals are stored safely on shelves in BOH area. All items are clearly labelled.
Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		

<b>Biological</b>		
Identify the Hazards (tick if applicable):		
<input type="checkbox"/> Food Handling	<input type="checkbox"/> Other Virus/Disease	<input checked="" type="checkbox"/> Blood/Bodily Fluid
<input type="checkbox"/> Animal Handling	<input type="checkbox"/> Radiation	<input type="checkbox"/> Lead (contained in paint, solders, batteries, radiation shielding, ammunition)
List any other hazards identified: N/A		
<b>Identify the Risk</b> <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	<b>Risk Level</b> (refer to the Risk Rating Matrix below)	<b>Current Control Measures for the Risks</b>
Blood/Bodily fluid	High	Potential for contact with blood/bodily fluid whilst sorting through donated goods. Gloves are available for use whilst sorting.

# Activity Risk Assessment (Place)

Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		

Environment		
Identify the Hazards (tick if applicable):		
<input type="checkbox"/> Work on Private Property (i.e. privately-owned land or privately-owned or occupied estate or house)	<input type="checkbox"/> Work with a sole trader (i.e. butcher or hairdresser who operate from a small shop or private residence)	<input type="checkbox"/> Working in one or more different workplaces/sites
<input type="checkbox"/> Alternative hours of work (i.e. early starts, night work)	<input type="checkbox"/> Working alone with another person	<input type="checkbox"/> Travel will take place during Activity (i.e. between sites)
<input type="checkbox"/> Working outdoors	<input type="checkbox"/> Working near water (creek, river, beach, dam)	<input type="checkbox"/> Exposure to wastewater/sewerage
<input checked="" type="checkbox"/> Work in a non-public area	<input type="checkbox"/> Exposure to harmful plants	<input type="checkbox"/> Exposure to Sound/Noise
<input type="checkbox"/> Exposure to Animals/Insects	<input checked="" type="checkbox"/> Sun exposure	<input checked="" type="checkbox"/> Temperature (heat/cold)
<input checked="" type="checkbox"/> Working at heights	<input checked="" type="checkbox"/> Dust or airborne particles	<input type="checkbox"/> Exposure to weather/storms/rain

List any other hazards identified:  
N/A

Identify the Risk <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Work in non-public area	Medium	Working in sorting room - other volunteers to be in attendance.
Working at heights	High	Ladders available for reaching higher-up items - safe and correct usage procedures discussed at induction.
Temperature (heat/cold)	Medium	A heating/cooling system and fans can be found throughout the store for temperature control.
Dust or airborne particles	Very High	Cleaning of surfaces is completed on a regular basis to minimise accumulation of dust (cleaning roster created by store management followed twice daily). Masks are also available for use.
Sun exposure	High	The receiving area is located outside. Candidates will not be spending prolonged periods of time in this area.

# Activity Risk Assessment (Place)

Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		

Psychological		
Identify the Hazards (tick if applicable):		
<input checked="" type="checkbox"/> Workplace bullying	<input checked="" type="checkbox"/> High turnover of workers	<input checked="" type="checkbox"/> Fatigue
<input checked="" type="checkbox"/> Conflict between workers	<input checked="" type="checkbox"/> Working directly with customers	<input checked="" type="checkbox"/> Work-related stress
List any other hazards identified: N/A		
Identify the Risk <i>List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Workplace bullying	Medium	Escalation process detailed at induction - confidential contact details provided to staff during induction as well
Conflict between workers	Medium	Supervisors/Store Management to intervene - moving to a new location and/or task
High turnover of workers	Low	Regular breaks
Working directly with customers	Very High	Supervisors/Store Management to intervene if incident arises. Local emergency services also contactable i.e. Police.
Fatigue	Medium	Regular breaks provided.
Work-related stress	Medium	Regular breaks. Escalation processes detailed to staff at induction. Staff break room also available staff to utilise during their break times.
Are additional Control Measures required to manage these risks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, detail below: N/A		

Vulnerable People	
Does the Activity involve interaction with or proximity to vulnerable cohorts? Vulnerable cohorts include:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

# Activity Risk Assessment (Place)

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Children (under 18 years of age)</li> <li>• The elderly</li> <li>• People with disability</li> <li>• Migrants who do not speak English</li> </ul> | <ul style="list-style-type: none"> <li>• Vulnerable Youth</li> <li>• The homeless</li> <li>• People with mental illness</li> <li>• Refuge residents (including men and women)</li> </ul> |
|--|--|

--

If yes, what type of interaction or proximity will participants have with Vulnerable people? Visitors/Customers who attend the store, as well as other Salvos Volunteers and staff may be vulnerable (all cohorts listed above may attend the store).

Identify the Risk <i>List specific Activity tasks related to Vulnerable People (if applicable) and the associated risks</i>	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures
Customers in the store	Very High	Supervisors/Store Managers on site will be in attendance supervising WFD candidates.
Volunteers/Staff at the store	Very High	Supervisors/Store Managers on site will be in attendance supervising WFD candidates.

Are additional Control Measures required to manage these risks?  Yes  No

If yes, detail below:  
N/A

## Other

Identify any additional hazards specific to the location or tasks of the Activity not covered in the above categories:

Kimble/Tagging gun available in store to secure price tags to stock	High	Safe usage procedure explained to candidates at induction and upon usage of gun. Supervision of candidates when item is in use. Disinfectant also available to sterilize the needle of the gun. Only select staff will be using these guns.
Hot water unit in kitchen	High	A warning sign is displayed on this unit which reads '! Instant Boiling Water'
Contracting COVID-19 & Transmission of COVID-19	Very High	All WFD candidates must provide proof of double vaccination to the store manager prior to commencement of placement at location

Identify the Risk	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks

# Activity Risk Assessment (Place)


Are additional Control Measures required to manage these risks?  Yes  No

If yes, detail below:  
N/A

# Activity Risk Assessment (Place)

## Risk Rating Matrix

*RISK RATING MATRIX (Indicative Only)*

LIKELIHOOD	CONSEQUENCE				
	NEGLIGIBLE	MINOR	MODERATE	MAJOR	EXTREME
ALMOST CERTAIN	Medium	Very High	Very High	Extreme	Extreme
LIKELY	Medium	High	Very High	Very High	Extreme
POSSIBLE	Low	Medium	High	Very High	Very High
UNLIKELY	Low	Medium	Medium	High	Very High
RARE	Low	Low	Low	Medium	High

*RISK LIKELIHOOD TABLE*

LIKELIHOOD	Descriptors	
ALMOST CERTAIN	Is expected to occur frequently (in most circumstances)	Expected to occur at least daily
LIKELY	Is expected to occur occasionally (to be expected)	Expected to occur at least weekly
POSSIBLE	Could occur at least once (capable of happening / foreseeable)	Expected to occur at least monthly
UNLIKELY	Might occur at some time (not to be expected)	Expected to occur at least annually
RARE	May occur in exceptional circumstances only	Not expected to occur for years

**ACTIONS, DLEGATIONS AND ESCALATIONS:**

<b>Low:</b>	Manage by routine procedures
<b>Medium:</b>	Manage by specific monitoring or response procedures
<b>High:</b>	Senior management attention needed
<b>Very High:</b>	Executive / Senior management planning required
<b>Extreme:</b>	Executive / Senior management will be involved

# Activity Risk Assessment (Place)

CONSEQUENCE TYPE		CONSEQUENCE - DEGREE OF SEVERITY				
		NEGLIGIBLE	MINOR	MODERATE	MAJOR	EXTREME
Personal Injury	PI	No injury or harm caused	Minimal harm caused	Loss of function	Loss of life	Multiple deaths
		Minor adjustment to operational routine	Minor interruption to routine	Major harm caused		
Property Damage/Impact	PD	No damage caused.	Minimal damage caused.	Loss of building function	Loss of use of building	Loss of building
		Minor adjustment to operational routine	Minor interruption to routine	Major harm caused		
Disruption to Established Routines	D	Loss / interruption <1 hour	Some disruption manageable by altered operational routine  Loss / interruption <=4 hours	Disruption to a number of areas within a department or unit, possible flow on to other locations  Loss / interruption <=1 day	All operational areas of a department or unit compromised, other locations are affected  Loss / interruption >=1 week	Total system dysfunction and/or total shut-down of operations
Environmental Impact	E	No lasting detrimental effect on the environment	Short term local detrimental effect	Local detrimental effect on the environment	Long term detrimental effect	Extensive detrimental long-term effect
Financial Impact	FI	Under \$50,000	Between \$50K-250K	Between \$250K-\$500K	Between \$500K-\$1M	Greater than \$1M
Projects	P	Negligible increase in cost, disruption of schedule, or degradation of deliverable	Small increase in cost, disruption of schedule, or degradation of deliverable	Significant increase in cost, disruption of schedule, or degradation of deliverable	Large increase in cost, disruption of schedule, or degradation of deliverable	Catastrophic increase in cost, disruption of schedule, or degradation of deliverable

# Activity Risk Assessment (Place)

## Competent Person Declaration

By signing this Activity Risk Assessment, I declare I am satisfied that:

- This Risk Assessment (Place) has been undertaken by Competent Person/s who have the relevant training and experience
- There is a safe system of work in place
- The Host Organisation has adequate work health and safety processes in place to deliver the activity safely
- The Host Organisation is compliant with legislative and regulatory obligations imposed on it in relation to work health and safety
- There are no other reasons that would make it inappropriate for the Activity to proceed, including any work health and safety issues that could not be reasonably and appropriately managed

**Name:** s. 47F(1)

**Position:** Work for the Dole Manager

**Signature:**  
s. 47F(1)

**Date:** 18/11/2021