



RISK ASSESSMENT FOR AN ACTIVITY (PLACE)

Workforce Australia Contract	
<input checked="" type="checkbox"/> Workforce Australia	<input type="checkbox"/> Workforce Australia – Transition to Work
<input type="checkbox"/> Employability Skills Training (EST)	<input type="checkbox"/> Career Transition Assistance (CTA)
Type of Activity	
<input type="checkbox"/> Work for the Dole – Project	<input checked="" type="checkbox"/> Work for the Dole – Placement
<input type="checkbox"/> Observational Work Experience	<input type="checkbox"/> Provider Sourced Voluntary Work
<input type="checkbox"/> Non-Government Program	<input type="checkbox"/> Local Jobs Program
	<input type="checkbox"/> Launch Into Work
Place/Activity Details	
Activity Name Salvation Army Retail Store South Melbourne	
Activity/Vacancy ID: 100444297	
Are any checks required for the job seeker(s) to participate in the Activity? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If yes, what checks are required?	
For example: National Police Check, Working with Vulnerable People Check	
Police Check	
Site Visit Completed: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If No, why? (Note: site visits are essential) 16 TH March 2023	
Risk Assessment Review Date (must be within 12 months): 16 th March 2024	
Host Organisation Details	
Host Organisation Name: The Salvation Army	
Location of the Activity/Vacancy: 183 Clarendon St, SOUTH MELBOURNE	
Contact Person for Activity/Vacancy: s 47F(1)	Telephone: s 47F(1)
Supervisor for Activity/Vacancy: s 47F(1) (First Aid Officer)	Telephone: s 47F(1)

Activity Description and Tasks

Place/Activity Description

For Example: Building Maintenance – activity is restoring a heritage building.

This activity will involve working as a retail assistant in a working store. The participants will be undertaking tasks such as, cash handling, cleaning, customer service, sorting of donated goods, hanging and tagging of clothing, pricing goods, empty of donation bins, stock control and Steaming of Clothes. This experience will enable the participants to add skills to their resume and give them opportunities to apply for employment in the retail sector.

Core Duties to be undertaken by a job seeker(s)

For Example: painting, moving furniture, checking for plumbing leaks/cracks, decorating, general maintenance, removal of unwanted materials, carpentry.

cash handling
cleaning
customer service
sorting of donated goods
hanging and tagging of clothing
empty of donation bins
stock control
Steaming of clothes

Does the Activity involve close proximity to Children, the elderly or other vulnerable cohorts?

Yes No

Vulnerable Cohorts include:

- Children (under 18 years of age)
- the elderly
- people with disability
- migrants who do not speak English
- Vulnerable Youth
- the homeless
- people with mental illness
- refugee residents (including men and women)

What are the supervision arrangements?

For Example: continuous supervision for vulnerable cohorts, ration and frequency

Supervisor to Participant Ratio: 1: 15

Is Continuous Supervision Required: yes no

Please list evidence of Supervisor's skills/Knowledge, training and/or experience, clearances: All the staff who act as WFD Supervisors have a current Police check, which have been organised by the host as it is the company's policy for all staff to have these checks.

What training, including work health and safety training is required and will be provided to the job seeker(s) to participate in the Activity safely.

Formal Training (e.g. Forklift Licence, White Card):

- N/A

Informal Training (WH&S Induction, etc.):

- Induction to be shown facilities, policies/procedures, arrange roster and WH&S.
- Induction will take place on the first day of the activity.
- Online application form to be completed before starting activity.

Formal Training (e.g. Forklift Licence, White Card):

- N/A

Informal Training (WH&S Induction, etc.):

- Induction to be shown facilities, policies/procedures, arrange roster and WH&S.
- Induction will take place on the first day of the activity.
- Online application form to be completed before starting activity.
- The supervisor prefers to interview participants before starting activity.

Does the Host Organisation have adequate work health and safety policies and processes in place to deliver the Activity safely? Yes No

For example, but not limited to:

	Yes	No	N/A		Yes	No	N/A
WHS policies	x			Emergency procedures in place	x		
Test and Tag regime	x			Working in heat or inclement weather	x		
Induction	x			Training manuals		x	
Incident and injury management procedures	x			Hazard identification and risk assessments control procedures and reporting process		x	
Safety Data Sheets	x			Hazardous substances storages and use procedures and register		x	
First aid and WHS officers	x			Traffic vehicle management plans/ procedures/ protocols		x	
Emergency Drill register	x			Safety equipment well maintained e.g. fire extinguishers, hose reels, alarms, sprinklers	x		
Infection control and prevention measures (including COVID-19)	x			Other: _____			

Has the host adequate facilities for the participants.

- Toilets Yes No
- Access to drinking water Yes No
- Fridge facilities Yes No
- Is a microwave available Yes No
- Is Coffee / Tea provided Yes No
- Car Parking Yes No
- Access to local shops Yes No

Are you and the Host Organisation satisfied that the Host Organisation is compliant with COVID-19 safety requirements specified by the relevant state/territory government and local health authorities? Yes No

Does the Host Organisation have an Asbestos register?

Yes No

When was the register created?

Are there any other Activities being conducted on the site other than this Activity? Yes No
 The Port Melbourne Salvation Army Store conducts normal retail business on the premises.

STEP 1 – Identify the Hazards

Biological (e.g. hygiene, disease, infection)		
<input type="checkbox"/> Blood/ Bodily Fluid	<input checked="" type="checkbox"/> Virus/Disease (including COVID-19)	<input type="checkbox"/> Food handling
<input type="checkbox"/> Radiation	<input type="checkbox"/> Lead	
Other Details: Good hygiene processes, regular cleaning of all the site.		
Please record any specific COVID-19 safety measures here:		
Hand sanitizer and washing facilities provided. Hygiene gloves and masks provided as required. Any accidents the WFD Supervisor will immediately call an ambulance. COVID-19 from staff or participants who are infected.		
Chemicals (Note: refer to the label and Safety Data Sheet (SDS) for the classification and management of all chemicals)		
<input checked="" type="checkbox"/> Non-hazardous chemical(s)	<input type="checkbox"/> 'Hazardous' chemicals	<input type="checkbox"/> asbestos
Name of chemicals(s)/Details: general household cleaning products used at site.		
Energy Systems - incident/issues involving:		
<input checked="" type="checkbox"/> Electricity (incl. Mains and Solar)	<input type="checkbox"/> LPG Gas	<input type="checkbox"/> Gas/Pressurised containers
Other Details: Instructions on any electrical appliance used, regular safety checks of appliances.		
Environment		
<input type="checkbox"/> Sun exposure	<input type="checkbox"/> Water (creek, river, beach, dam)	<input type="checkbox"/> Sound/Noise
<input type="checkbox"/> Animals/Insects	<input type="checkbox"/> Storms/Weather	<input checked="" type="checkbox"/> Temperature (heat/cold)
<input checked="" type="checkbox"/> Step/stairs	<input checked="" type="checkbox"/> Slippery surfaces	
Other Details: Ladders and steps in use as required, any slippery surface's marked, when temperature is too hot in store, participants to be sent home		
Facilities/Built Environment		
<input type="checkbox"/> Building and Fixtures	<input checked="" type="checkbox"/> Machinery (portable)	<input checked="" type="checkbox"/> Hand tools
<input type="checkbox"/> Vehicles/trailers		
Other Details: Instruction on powered appliances used ie vacuum cleaner		
Manual Tasks/Ergonomics		
<input checked="" type="checkbox"/> Manual tasks (repetitive, heavy)	<input type="checkbox"/> Working at heights	<input type="checkbox"/> Restricted space
Other Details: Manual handling procedures will be followed for any task as deemed so		
People		
<input checked="" type="checkbox"/> Physical	<input checked="" type="checkbox"/> Psychological/Stress	

Biological (e.g. hygiene, disease, infection)		
X Manual tasks (repetitive, heavy)	<input type="checkbox"/> Working at heights	<input type="checkbox"/> Restricted space
Other Details: Manual handling procedures will be followed for any task as deemed so		
People		
x Physical	x Psychological/Stress	
Other Details: On site counselling will be available for any incidents or interaction as required.		
Does the activity require Personal Protection Equipment (PPE) yes <input type="checkbox"/> no <input type="checkbox"/>		
Detail PPE requirements.		
All participants must wear black closed in shoes, black pants, and black top.		

Note: The above hazards are only indicative as there may be other safety hazards associated with the activity tasks performed by the Participant.

STEP 2 – Assess the Level of Risk

Consider the hazards identified in Step One and use the risk assessment matrix below as a guide to assess the risk level in Step 3. You may want to consult with the Host Organisation management and/or supervisor for estimating both the consequence and likelihood of the risks.

Likelihood	Consequence				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Significant/Critical 5
Almost Certain 5	Medium	High	High	Extreme	Extreme
Likely 4	Medium	Medium	High	High	Extreme
Possible 3	Low	Medium	Medium	High	High
Unlikely 2	Low	Medium	Medium	Medium	High
Rare 1	Low	Low	Low	Medium	Medium

Consequence	Description of Consequence	Likelihood	Description of Likelihood
1. Insignificant	No treatment required	1. Rare	Will only occur in exceptional circumstances
2. Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)	2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
3. Moderate	Injury requiring medical treatment or lost time	3. Possible	May occur within the foreseeable future or within the project lifecycle
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	4. Likely	Likely to occur within the foreseeable future or within the project lifecycle
5. Significant/Critical	Loss of life, permanent disability or multiple injuries	5. Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

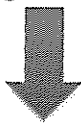
Assessed Risk Level	Description of Risk Level	Actions
Low	If an incident were to occur, there would be little likelihood that an injury would result	Undertake the activity with the existing controls in place. Keep constant monitoring and supervision. Update the risk controls frequently.
Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result	Needs to be addressed by eliminating, substituting or reducing the risk by establishing proper controls. Establish an action plan to reduce the risk to acceptable levels
High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result	Requires immediate action to eliminate or substitute risk. Establish an action plan

Assessed Risk Level	Description of Risk Level	Actions
		within 30 days to eliminate, substitute risk to reduce risk exposure
Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result	Stop activity until the risk is eliminated or substituted. The activity must not proceed.

STEP 3 – Control the Risk

In the table below:

1. List the hazards/risks you identified in Step One.
2. Rate their risk level (refer to information contained in Step Two to assist with this)
3. Detail the controls measures that will be put in place to eliminate or minimise the risk. Note Control measures should be implemented in accordance with the preferred hierarchy of control. If lower level controls (such as Administration and PPE) are to be implemented without higher level controls, it is important that the reasons are explained.

Hierarchy of Control	
Most effective (high level)  Least effective (Low level)	Elimination: remove the hazards completely from the workplace or activity
	Substitution: replace a hazard with a less dangerous one (e.g. less hazardous chemical?)
	Redesign: making a machine or work process safer (e.g. raise a bench to reduce bending)
	Isolation: separate people from the hazard
	Administration: putting rules, signage or training in place to make the workplace safer (e.g. induction training, highlighting trip hazards, adequate supervision)
	Personal Protective Equipment (PPE): protective clothing and equipment (e.g. gloves, hat)

Hazards/Risks and Control Measures

Activity Task	Description of Hazard/Risks	Assessed Risk Level	Control Measures	Residual Risk Level	Additional Control Measures	Key person Responsible (e.g. Provider, Coordinator, Host Organisation)
COVID-19 from staff or participants who are infected	Physical Injury – serious illness, death	High	<p>WH&S training and induction including, briefing on the symptoms of COVID-19 and have been told to stay home if unwell. If staff member or participant becomes unwell, isolation takes place and arrange for staff member or participant to be sent home for medical assessment.</p> <p>Cleaning and disinfecting in accordance with guidelines, especially frequently touched surfaces.</p> <p>Physical distancing on accordance with guidelines.</p> <p>Hand sanitiser provided.</p> <p>Hand washing facilities provided</p>	Medium		Host Organisation

Getting or spreading coronavirus by not washing hands or not washing them adequately	Injury – serious illness, death Physical.	High	Provide water, soap, and drying facilities at wash station. Provide hand sanitiser for the occasions when people cannot wash their hands.	Medium	Provide water, soap, and drying facilities at wash station. Provide hand sanitiser for the occasions when people cannot wash their hands.	Host Organisation
Getting or spreading coronavirus by not cleaning surfaces, equipment, and workstations.	Injury – serious illness, death Physical.	High	Identify surfaces that are frequently touched by many people (often common areas) e.g., handrails, doors handle, (inside and outside) Shared equipment etc. and specify the frequency and level of cleaning and by whom	Medium	Put in place monitoring and supervision to make sure people are following controls., ie Are the cleaning regimes implemented. Provide information telling people who needs to clean and when. Provide instruction and training to people who need to clean. Include information on the products they need to use. Precautions they need to follow, the areas they need to clean.	Host Organisation
persistent use of hand and sanitiser, latex gloves, and hand washing products.	Injury – Physical reactions to products, skin disorders, dermatitis.	Medium	WH&S training and induction. Instruction given on how to use each product efficiently. Hand washing with soap and water as alternative	Low	Assess history of individuals with those who may have history of dermatitis or allergies.	Host Organisation

Slip and falls.	Physical injury- Bruising, strains, and sprains, musculoskeletal injuries.	Medium	to other products if possible. WH&S training and induction. All spills to be marked and isolated. Any tripping dangers to be marked and isolated.	Low	Good housekeeping	Host Organisation
Dealing with electrical appliances and equipment.	Physical injury- burns electric shock.	High	WH&S training and induction. Test and tag of all equipment. Fire extinguishers readily available.	Low	Regular checking of all cords and leads.	Host Organisation
Fire evacuation.	Physical injury- sustained in confusion of evacuation, bruising strains and sprains.	High	WH&S training and induction. Policies and procedures in place. Fire exits clearly displayed.	Medium	Fire drills to be held frequently. Fire Warden to be appointed.	Host Organisation
Use of stairs.	Physical injury- Strains and sprains, fall injuries musculoskeletal injuries.	Medium	WH&S training and induction. One person to use stairs at a time. Stairs to be kept clear of obstructions.	Low	Assess weather individual capable of using stairs.	Host Organisation
Interaction with persons in the workplace.	Physical and emotional stress. COVID and influenza sickness.	Medium	WH&S training and induction including COVID 19 training procedures in the workplace for conflict on the workplace.	Low	Debriefing after any situation. Wearing of surgical masks as per NSW government requirements or	Host Organisation

Cash handling	Physical and emotional stress- Germ related illnesses	Medium	WH&S training and induction Good hygiene practices to be followed	Low	personal choice. Host Organisation Further training if required	Host Organisation
Cleaning	Physical injury- Bruising, strains, sprains, and musculoskeletal injuries. Slip and falls reaction to cleaning products.	Medium	WH&S training and induction. Instruction on use of all equipment, PPE to be used as required.	Low	Job rotation and regular breaks.	Host Organisation
Customer service.	Physical and emotional stress. COVID and influenza sickness.	Medium	WH&S training and induction including. COVID 19 training procedures in the workplace for conflict on the workplace.	Low	Debriefing after any situation. Wearing of surgical masks as per NSW government requirements or personal choice.	Host Organisation
Sorting of donated goods.	Physical injury- Back or muscle strain Injuries from slips, trips and from falling items. Needle stick injury	Medium	WH&S training and induction. Policies and procedures in place. Regular breaks from task. Manual handling instruction.	Low	Adequate rest periods for repetitive tasks Good housekeeping in place.	Host Organisation
Tagging and hanging of clothes	Physical injury- Strains and sprains Piercing injury	Medium	WH&S training and induction instruction and supervision if a tagging gun is used.	Low	Assess individual capability	Host Organisation

Pricing goods	Physical injury- Strains and sprains, RSI, musculoskeletal injuries	Medium	All equipment to be regularly checked WH&S training and induction Instruction and supervision if a tagging gun is used. All equipment to be regularly checked.	Low	Assess individual capability	Host Organisation
Empty donation bins	Physical injury- Strains and sprains Musculoskeletal injuries trips and falls, bruising.	Medium	WH&S training and induction Manual handling instruction Assessment of task care to be taken when removing goods from bins Use of moving and handling equipment as required.	Low	Assess individual capability.	Host Organisation
Stock control	Physical injury- Strains and sprains, RSI, musculoskeletal injuries	Medium	WH&S training and induction PPE provided as required. Manual handling instruction	Low	Adequate periods for repetitive tasks Good housekeeping in place	Host Organisation
Steaming of Clothes	Physical injury- Strains and sprains, burns, scalds, electric shock	High	WH&S training and induction Instruction on appliance used.	Medium	Assess individual capability. Good housekeeping of area where appliance is to be used	Host Organisation

			Appliance to be checked for functionality on a regular basis. Gloves can be worn to prevent scalding if required. Check that appliance is off when no in use			
Other Details: Note: If you have identified any significant work health and safety concerns that cannot be mitigated to create a safe working environment and/or cannot be adequately managed, the activity must not proceed.						

Completed by: [Redacted] Date: 16/03/2023.

Organisation: Jobs Statewide

Signature: [Redacted]

STEP 4 – Monitor and Review Controls (for Providers)

Monitoring	Yes	No
1. Have there been any changes to the activity tasks?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the planned control measures sufficient and effective in minimising the level of risk? (Explain why below)	<input type="checkbox"/>	<input type="checkbox"/>
3. Have there been any changes to the planned control measures?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are further control measures required? (if so, explain below)	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the Host Organisation’s COVID-Safe Plan up to date?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are additional COVID-19 controls required? (provide details below)	<input type="checkbox"/>	<input type="checkbox"/>
Details:		
Review completed by (Name and organisation):		
Signature:		
Date:		

RISK ASSESSMENT FOR AN ACTIVITY (PLACE)

Workforce Australia Contract

- | | |
|--|---|
| <input checked="" type="checkbox"/> Workforce Australia | <input type="checkbox"/> Workforce Australia – Transition to Work |
| <input type="checkbox"/> Employability Skills Training (EST) | <input type="checkbox"/> Career Transition Assistance (CTA) |

Type of Activity

- | | |
|--|---|
| <input type="checkbox"/> Work for the Dole – Project | <input checked="" type="checkbox"/> Work for the Dole – Placement |
| <input type="checkbox"/> Observational Work Experience | <input type="checkbox"/> Provider Sourced Voluntary Work |
| <input type="checkbox"/> Non-Government Program | <input type="checkbox"/> Local Jobs Program |
| | <input type="checkbox"/> Launch Into Work |

Place/Activity Details

Activity Name: Richmond Salvos

Activity/Vacancy ID: 100425706

Are any checks required for the job seeker(s) to participate in the Activity? Yes No

If yes, what checks are required?

For example: National Police Check, Working with Vulnerable People Check

Site Visit Completed: Yes No If No, why? (Note: site visits are essential) site visit completed 07/03/2023

Risk Assessment Review Date (must be within 12 months): by the 07/03/2024 or at the change of any task

Host Organisation Details

Host Organisation Name: THE SALVATION ARMY

Location of the Activity/Vacancy: 42 Victoria Street Richmond SA 3121

Contact Person for Activity/Vacancy:

s 47F(1)

Telephone:

s 47F(1)

Supervisor for Activity/Vacancy:

s 47F(1) (WH&S Officer & First Aid Officer), s 47F(1)

Telephone:

s 47F(1)

Activity Description and Tasks

Place/Activity Description

For Example: Building Maintenance – activity is restoring a heritage building.

This activity will involve working as a retail assistant in a working store. The participants will be undertaking duties such as cash handling, cleaning, sorting of goods and customer service. This experience will enable participants to add current skills to their resume and give them opportunities to apply for employment in this field.

<p>Core Duties to be undertaken by a job seeker(s):</p> <p>For Example: painting, moving furniture, checking for plumbing leaks/cracks, decorating, general maintenance, removal of unwanted materials, carpentry.</p> <p>Stock control Sorting of donated goods Customer service Cleaning Cash handling Pricing of goods Empty donation bins Unloading furniture from vehicles</p>		
<p>Does the Activity involve close proximity to Children, the elderly or other vulnerable cohorts? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Vulnerable Cohorts include:</p> <table border="0"> <tr> <td> <ul style="list-style-type: none"> • Children (under 18 years of age) • the elderly • people with disability • migrants who do not speak English </td> <td> <ul style="list-style-type: none"> • Vulnerable Youth • the homeless • people with mental illness • refuge residents (including men and women) </td> </tr> </table>	<ul style="list-style-type: none"> • Children (under 18 years of age) • the elderly • people with disability • migrants who do not speak English 	<ul style="list-style-type: none"> • Vulnerable Youth • the homeless • people with mental illness • refuge residents (including men and women)
<ul style="list-style-type: none"> • Children (under 18 years of age) • the elderly • people with disability • migrants who do not speak English 	<ul style="list-style-type: none"> • Vulnerable Youth • the homeless • people with mental illness • refuge residents (including men and women) 	
<p>What are the supervision arrangements?</p> <p>For Example: continuous supervision for vulnerable cohorts, ration and frequency</p> <p>Supervisor to Participant Ratio: 1:15 Is Continuous Supervision Required: yes <input type="checkbox"/> no <input checked="" type="checkbox"/> Please list evidence of Supervisor's skills/Knowledge, training and/or experience, clearances: All the staff who act as WFD Supervisors have police checks that have been conducted by their employer, The Salvation Army, who is the host. The Manager of the store also holds a first aid certificate and has completed a safeguarding children course. All the current WFD Supervisors have extensive experience in Retail, and all have previously worked with volunteers and WFD participants.</p>		
<p>What training, including work health and safety training is required and will be provided to the job seeker(s) to participate in the Activity safely.</p> <p>Formal Training (e.g. Forklift Licence, White Card):</p> <ul style="list-style-type: none"> • • <p>Informal Training (WH&S Induction, etc.):</p> <ul style="list-style-type: none"> • Induction to be shown facilities, policies/procedures, arrange roster, WH&S and COVID checks. • All participants complete an online safeguarding children module 		

Does the Host Organisation have adequate work health and safety policies and processes in place to deliver the Activity safely? Yes No

For example, but not limited to:

	Yes	No	N/A		Yes	No	N/A
WHS policies	x			Emergency procedures in place	x		
Test and Tag regime	x			Working in heat or inclement weather	x		
Induction	x			Training manuals		x	
Incident and injury management procedures	x			Hazard identification and risk assessments control procedures and reporting process		x	
Safety Data Sheets	x			Hazardous substances storages and use procedures and register		x	
First aid and WHS officers	x			Traffic vehicle management plans/ procedures/ protocols	x		
Emergency Drill register	x			Safety equipment well maintained e.g. fire extinguishers, hose reels, alarms, sprinklers	x		
Infection control and prevention measures (including COVID-19)	x			Other: _____			

Has the host adequate facilities for the participants.

Toilets Yes No

Access to drinking water Yes No

Fridge facilities Yes No

Is a microwave available Yes No

Is Coffee / Tea provided Yes No

Car Parking Yes No

Access to local shops Yes No

Are you and the Host Organisation satisfied that the Host Organisation is compliant with COVID-19 safety requirements specified by the relevant state/territory government and local health authorities? Yes No

Does the Host Organisation have an Asbestos register?

Yes When was the register created ____/20____

No

Are you and is the Host Organisation satisfied that the Host Organisation is compliant with WHS legislative and regulatory obligations? Yes No

Are there any other Activities being conducted on the site other than this Activity? Yes No

The Store conducts normal retail trading on the premises.

STEP 1 – Identify the Hazards

Biological (e.g. hygiene, disease, infection)		
<input type="checkbox"/> Blood/ Bodily Fluid	<input checked="" type="checkbox"/> Virus/Disease (including COVID-19)	<input type="checkbox"/> Food handling
<input type="checkbox"/> Radiation	<input type="checkbox"/> Lead	
Other Details: good hygiene processes, regular cleaning of all the site, all staff and participants must have had 2 COVID vaccinations		
Please record any specific COVID-19 safety measures here:		
All staff and participants have had a COVID-19 induction. All staff and participants must have had 2 COVID vaccinations. Sanitizer and hand washing facilities provided. Hygiene gloves and hygiene masks provided as required.		
Chemicals (Note: refer to the label and Safety Data Sheet (SDS) for the classification and management of all chemicals)		
<input checked="" type="checkbox"/> Non-hazardous chemical(s)	<input type="checkbox"/> 'Hazardous' chemicals	<input type="checkbox"/> asbestos
Name of chemical(s)/Details: general household cleaning products used at site		
Energy Systems – incident/issues involving:		
<input checked="" type="checkbox"/> Electricity (incl. Mains and Solar)	<input type="checkbox"/> LPG Gas	<input type="checkbox"/> Gas/Pressurised containers
Other Details: instruction on any electrical appliance used, regular safety check of appliances		
Environment		
<input type="checkbox"/> Sun exposure	<input type="checkbox"/> Water (creek, river, beach, dam)	<input type="checkbox"/> Sound/Noise
<input type="checkbox"/> Animals/Insects	<input type="checkbox"/> Storms/Weather	<input checked="" type="checkbox"/> Temperature (heat/cold)
<input checked="" type="checkbox"/> Step/stairs	<input checked="" type="checkbox"/> Slippery surfaces	
Other Details: ladders, steps in use as required, any slippery surfaces marked		
Facilities/Built Environment		
<input type="checkbox"/> Building and Fixtures	<input checked="" type="checkbox"/> Machinery (portable)	<input checked="" type="checkbox"/> Hand tools
<input type="checkbox"/> Vehicles/trailers		
Other Details: instruction on powered appliances used ie vacuum cleaner		
Manual Tasks/Ergonomics		
<input checked="" type="checkbox"/> Manual tasks (repetitive, heavy)	<input type="checkbox"/> Working at heights	<input type="checkbox"/> Restricted space
Other Details: manual handling procedures will be followed for any task as deemed so		
People		
<input checked="" type="checkbox"/> Physical	<input checked="" type="checkbox"/> Psychological/Stress	
Other Details: on site counselling will be available for any incidents or interactions as required		

Biological (e.g. hygiene, disease, infection)

All participants will be required to have 2 COVID vaccinations.
 Participants will need to provide evidence of this at the signing of the job seeker risk assessment and/or before commencement at the activity.

Is Personal Protection Equipment (PPE) is required for the job seeker(s)?

For example: Hi-Vis vest, steel cap boots, safety glasses, safety gloves, hard hat

All participants must wear black closed in shoes, black pants, and a black top.
 If the participants do not have this the Supervisor will provide the participant with these items from the store.

Note: The above hazards are only indicative as there may be other safety hazards associated with the activity tasks performed by the Participant.

STEP 2 – Assess the Level of Risk

Consider the hazards identified in Step One and use the risk assessment matrix below as a guide to assess the risk level in Step 3. You may want to consult with the Host Organisation management and/or supervisor for estimating both the consequence and likelihood of the risks.

Likelihood	Consequence				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Significant/Critical 5
Almost Certain 5	Medium	High	High	High	High
Likely 4	Medium	Medium	High	High	High
Possible 3	Low	Medium	Medium	High	High
Unlikely 2	Low	Medium	Medium	Medium	High
Rare 1	Low	Low	Low	Medium	Medium


Consequence	Description of Consequence	Likelihood	Description of Likelihood
1. Insignificant	No treatment required	1. Rare	Will only occur in exceptional circumstances
2. Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)	2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
3. Moderate	Injury requiring medical treatment or lost time	3. Possible	May occur within the foreseeable future or within the project lifecycle
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	4. Likely	Likely to occur within the foreseeable future or within the project lifecycle
5. Significant/Critical	Loss of life, permanent disability or multiple injuries	5. Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level	Description of Risk Level	Actions
Low	If an incident were to occur, there would be little likelihood that an injury would result	Undertake the activity with the existing controls in place. Keep constant monitoring and supervision. Update the risk controls frequently.
Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result	Needs to be addressed by eliminating, substituting or reducing the risk by establishing proper controls. Establish an action plan to reduce the risk to acceptable levels
High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result	Requires immediate action to eliminate or substitute risk. Establish an action plan within 30 days to eliminate, substitute risk to reduce risk exposure
	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result	Stop activity until the risk is eliminated or substituted. The activity must not proceed.

STEP 3 – Control the Risk

In the table below:

1. List the hazards/risks you identified in Step One.
2. Rate their risk level (refer to information contained in Step Two to assist with this)
3. Detail the controls measures that will be put in place to eliminate or minimise the risk. Note Control measures should be implemented in accordance with the preferred hierarchy or control. If lower level controls (such as Administration and PPE) are to be implemented without higher level controls, it is important that the reasons are explained.

Hierarchy of Control	
<p>Most effective (high level)</p>  <p>Least effective (Low level)</p>	Elimination: remove the hazards completely from the workplace or activity
	Substitution: replace a hazard with a less dangerous one (e.g. less hazardous chemical?)
	Redesign: making a machine or work process safer (e.g. raise a bench to reduce bending)
	Isolation: separate people from the hazard
	Administration: putting rules, signage or training in place to make the workplace safer (e.g. induction training, highlighting trip hazards, adequate supervision)
	Personal Protective Equipment (PPE): protective clothing and equipment (e.g. gloves, hat)

Hazards/Risks and Control Measures

Activity/Task	Description of Hazard/Risks	Assessed Risk Level	Control Measures	Residual Risk Level	Additional Control Measures	Key person Responsible (e.g. Provider, Coordinator, Host Organisation)
COVID-19 from staff or participants who are infected	Physical Injury - serious illness, death	High	WH&S training and induction including briefing on symptoms of COVID-19 and have been told to stay home if unwell If staff member or participant becomes unwell, isolation takes place and arrange for staff member or participant to be sent home for medical assessment Cleaning and disinfecting in accordance with guidelines, especially frequently touched surfaces Hand sanitiser provided Hand washing facilities provided	Medium	All participants will be required to have had 2 COVID vaccinations.	Host Organisation

Getting or spreading coronavirus by not washing hands or not washing them adequately	Physical Injury - serious illness, death	High	Provide water, soap, and drying facilities at wash stations Provide hand sanitiser for the occasions when people can't wash their hands	Medium	All participants will be required to have had 2 COVID vaccinations.	Host Organisation
Getting or spreading coronavirus in common use high traffic areas such as lunchrooms, corridors, toilet facilities, entry/exit points to facilities and other communal areas	Physical Injury - serious illness, death	High	Provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas Put in place cleaning regimes to make sure, high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it	Medium	All participants will be required to have had 2 COVID vaccinations.	Host Organisation
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Physical Injury - serious illness, death	High	Identify surfaces that are frequently touched and by many people (often common areas), eg handrails, door handles, (inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom	Medium	Provide information telling people who needs to clean and when Provide instruction and training to people who need to clean. Include information on the products they need to use, precautions they need to follow, the areas they need to clean All participants will be required to have had 2 COVID vaccinations.	Host Organisation

Persistent use of hand sanitiser, latex gloves and hand washing products	Physical Injury – reactions to products, skin disorders, dermatitis	Medium	WH&S training and induction Instruction given on how to use each product efficiently Hand washing with soap and water as alternative to other products if possible	Low	Assess history of individuals with those who may have history of dermatitis or allergies	Host Organisation
Slips and falls	Physical injury – bruising, strains, and sprains, musculoskeletal injuries	Medium	WH&S training and induction All spills to be marked and isolated Any tripping dangers to be marked and isolated	Low	Good housekeeping	Host Organisation
Dealing with electrical appliances and equipment	Physical injury – burns, electric shock	High	WH&S training and induction Test and tag of all equipment Fire extinguishers readily available	Low	Regular checking of all cords and leads	Host Organisation
Fire evacuation	Physical injury – injuries sustained in confusion of evacuation, bruising, strains, sprains	High	WH&S training and induction Policies and procedures in place Fire exits clearly displayed	Medium	Fire drills to regularly held Fire warden to be appointed	Host Organisation
Use of Stairs	Physical injury – strains and sprains, fall injuries, musculoskeletal injuries	Medium	WH&S training and induction One person at a time to use stairs Stairs to be kept clear of obstructions	Low	Assess whether individual capable of using stairs	Host Organisation

Interaction with persons in the workplace	Physical and emotional stress COVID and influenza sickness	Medium	WH&S training and induction including COVID training Procedures in place for conflict in the workplace	Low	Debriefing after any situation Wearing of surgical masks as per SA government requirements or personal choice	Host Organisation
Customer service	Physical and emotional stress COVID and influenza sickness	Medium	WH&S training and induction including COVID training Procedures in place for conflict in the workplace	Low	Debriefing after any situation Wearing of surgical masks as per SA government requirements or personal choice	Host organisation
Sorting of goods	Physical injury – strains and sprains, RSI, musculoskeletal injuries Injuries from slips, trips and from falling items Needle stick injuries	Medium	WH&S training and induction PPE provided as required Ergonomic workstations Manual handling instruction	Low	Adequate rest periods for repetitive tasks Good housekeeping in place	Host organisation
Stock control	Physical injury – strains and sprains, RSI, musculoskeletal injuries Injuries from slips, trips and from falling items	Medium	WH&S training and induction PPE provided as required Ergonomic workstations Manual handling instruction	Low	Adequate rest periods for repetitive tasks Good housekeeping in place	Host organisation
Cash handling	Physical and emotional stress Germ related illnesses	Medium	WH&S training and induction Good hygiene practices to be followed	Low	Further training if required	Host organisation

General cleaning and housekeeping of site	Physical injury – strains and sprains, RSI, musculoskeletal injuries Reaction to cleaning products, skin irritations	Medium	WH&S training and induction Manual handling instruction Instruction on all cleaning equipment used PPE used when handling cleaning products Assessment of tasks	Low	Adequate rest periods for repetitive tasks	Host Organisation
Pricing of Goods	Physical injury – strains and sprains, RSI, musculoskeletal injuries	Medium	WH&S training and induction Instruction on all equipment used	Low		Host Organisation
Emptying donation goods	Physical injury – strains and sprains, RSI, musculoskeletal injuries Injuries from slips, trips and from falling items Needle stick injuries	Medium	WH&S training and induction Monitor amount of goods being carried Manual handling instruction PPE provided as required	Medium	Assess whether individual capable of carrying goods	Host Organisation
Unloading furniture from vehicles	Physical injury - Back and MSD injuries Crushing and entrapment injuries Fall injuries, injury	Medium	WH&S training and induction Manual handling instruction Assessment of task Care to be taking when loading and unloading Qualified driver to oversee all vehicles Driver to ensure adequate clearance when positioning vehicle	Low	Adequate rest periods Assess individual capability	Host Organisation

Other Details:

Note: If you have identified any significant work health and safety concerns that cannot be mitigated to create a safe working environment and/or cannot be adequately managed, the activity must not proceed.

s 47F(1)

Completed by:

Date: 3rd March 2023

Organisation: Jobs Statewide

Signature

[Redacted Signature]

STEP 4 – Monitor and Review Controls (for Providers)

Monitoring	Yes	No
1. Have there been any changes to the activity tasks?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the planned control measures sufficient and effective in minimising the level of risk? (Explain why below)	<input type="checkbox"/>	<input type="checkbox"/>
3. Have there been any changes to the planned control measures?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are further control measures required? (if so, explain below)	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the Host Organisation’s COVID-Safe Plan up to date?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are additional COVID-19 controls required? (provide details below)	<input type="checkbox"/>	<input type="checkbox"/>
Details:		
Review completed by (Name and organisation):		
Signature:		
Date:		

RISK ASSESSMENT FOR AN ACTIVITY (PLACE)

Workforce Australia Contract	
<input checked="" type="checkbox"/> Workforce Australia <input type="checkbox"/> Employability Skills Training (EST)	<input type="checkbox"/> Workforce Australia – Transition to Work <input type="checkbox"/> Career Transition Assistance (CTA)
Type of Activity	
<input type="checkbox"/> Work for the Dole – Project <input type="checkbox"/> Observational Work Experience <input type="checkbox"/> Non-Government Program	<input checked="" type="checkbox"/> Work for the Dole – Placement <input type="checkbox"/> Provider Sourced Voluntary Work <input type="checkbox"/> Local Jobs Program <input type="checkbox"/> Launch Into Work
Place/Activity Details	
Activity Name Salvation Army Retail Store ABBOTSFORD	
Activity/Vacancy ID: 100443993	
Are any checks required for the job seeker(s) to participate in the Activity? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, what checks are required?	
For example: National Police Check, Working with Vulnerable People Check	
Police Check	
Site Visit Completed: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If No, why? (Note: site visits are essential) 15 TH March 2023	
Host Organisation Details	
Host Organisation Name: The Salvation Army	
Location of the Activity/Vacancy: 81 Victoria Cres, ABBOTSFORD VIC 3067	
Contact Person for Activity/Vacancy: s 47F(1)	Telephone: s 47F(1)
Supervisor for Activity/Vacancy: s 47F(1) (First Aid Officer) s 47F(1)	Telephone: s 47F(1)

Activity Description and Tasks

Place/Activity Description

For Example: Building Maintenance – activity is restoring a heritage building.

This activity will involve working as a retail assistant in a working store. The participants will be undertaking tasks such as, cash handling, cleaning, customer service, sorting of donated goods, hanging and tagging of clothing, pricing goods, empty of donation bins and stock control. This experience will enable the participants to add their resume and give them opportunities to apply for employment in the retail sector.

Core Duties to be undertaken by a job seeker(s)

For Example: painting, moving furniture, checking for plumbing leaks/cracks, decorating, general maintenance, removal of unwanted materials, carpentry.

cash handling
cleaning
customer service
sorting of donated goods
hanging and tagging of clothing
Pricing goods
empty of donation bins
stock control

Does the Activity involve close proximity to Children, the elderly or other vulnerable cohorts?

Yes No

Vulnerable Cohorts include:

- Children (under 18 years of age)
- the elderly
- people with disability
- migrants who do not speak English
- Vulnerable Youth
- the homeless
- people with mental illness
- refugee residents (including men and women)

What are the supervision arrangements?

For Example: continuous supervision for vulnerable cohorts, ration and frequency

Supervisor to Participant Ratio: 1: 15

Is Continuous Supervision Required: yes no

Please list evidence of Supervisor's skills/Knowledge, training and/or experience, clearances: All the staff who act as WFD Supervisors have a current Police check, which have been organised by the host as it is the company's policy for all staff to have these checks.

What training, including work health and safety training is required and will be provided to the job seeker(s) to participate in the Activity safely.

Formal Training (e.g. Forklift Licence, White Card):

-
-

Informal Training (WH&S Induction, etc.):

- Induction to be shown facilities, policies/procedures, arrange roster and WH&S.
- Induction will take place on the first day of the activity.
- Online application form to be completed before starting activity.

Does the Host Organisation have adequate work health and safety policies and processes in place to deliver the Activity safely? Yes No

For example, but not limited to:

	Yes	No	N/A		Yes	No	N/A
WHS policies	x			Emergency procedures in place	x		
Test and Tag regime	x			Working in heat or inclement weather	x		
Induction	x			Training manuals		x	
Incident and injury management procedures	x			Hazard identification and risk assessments control procedures and reporting process		x	
Safety Data Sheets	x			Hazardous substances storages and use procedures and register		x	
First aid and WHS officers	x			Traffic vehicle management plans/ procedures/ protocols		x	
Emergency Drill register	x			Safety equipment well maintained e.g. fire extinguishers, hose reels, alarms, sprinklers	x		
Infection control and prevention measures (including COVID-19)	x			Other: _____			

Has the host adequate facilities for the participants.

Toilets Yes No

Access to drinking water Yes No

Fridge facilities Yes No

Is a microwave available Yes No

Is Coffee / Tea provided Yes No

Car Parking Yes No

Access to local shops Yes No

Are you and the Host Organisation satisfied that the Host Organisation is compliant with COVID-19 safety requirements specified by the relevant state/territory government and local health authorities? Yes No

Does the Host Organisation have an Asbestos register?

Yes No

When was the register created

Are you and is the Host Organisation satisfied that the Host Organisation is compliant with WHS legislative and regulatory obligations? Yes No

Are there any other Activities being conducted on the site other than this Activity? Yes No Document 7

The St Kilda Salvation Army Store conducts normal business on the premises.

STEP 1 – Identify the Hazards

Biological (e.g. hygiene, disease, infection)		
<input type="checkbox"/> Blood/ Bodily Fluid	<input checked="" type="checkbox"/> Virus/Disease (including COVID-19)	<input type="checkbox"/> Food handling
<input type="checkbox"/> Radiation	<input type="checkbox"/> Lead	
Other Details: Good hygiene processes, regular cleaning of all the site.		
Please record any specific COVID-19 safety measures here:		
Hand sanitizer and washing facilities provided. Hygiene gloves and masks provided as required. Any accidents the WFD Supervisor will immediately call an ambulance. COVID-19 from staff or participants who are infected.		
Chemicals (Note: refer to the label and Safety Data Sheet (SDS) for the classification and management of all chemicals)		
<input checked="" type="checkbox"/> Non-hazardous chemical(s)	<input type="checkbox"/> 'Hazardous' chemicals	<input type="checkbox"/> asbestos
Name of chemicals(s)/Details: general household cleaning products used at site.		
Energy Systems - incident/issues involving:		
<input checked="" type="checkbox"/> Electricity (incl. Mains and Solar)	<input type="checkbox"/> LPG Gas	<input type="checkbox"/> Gas/Pressurised containers
Other Details: Instructions on any electrical appliance used, regular safety checks of appliances.		
Environment		
<input type="checkbox"/> Sun exposure	<input type="checkbox"/> Water (creek, river, beach, dam)	<input type="checkbox"/> Sound/Noise
<input type="checkbox"/> Animals/Insects	<input type="checkbox"/> Storms/Weather	<input checked="" type="checkbox"/> Temperature (heat/cold)
<input checked="" type="checkbox"/> Step/stairs	<input checked="" type="checkbox"/> Slippery surfaces	
Other Details: Ladders and steps in use as required, any slippery surface's marked, when temperature is too hot in store, participants to be sent home		
Facilities/Built Environment		
<input type="checkbox"/> Building and Fixtures	<input checked="" type="checkbox"/> Machinery (portable)	<input checked="" type="checkbox"/> Hand tools
<input type="checkbox"/> Vehicles/trailers		
Other Details: Instruction on powered appliances used ie vacuum cleaner		
Manual Tasks/Ergonomics		
<input checked="" type="checkbox"/> Manual tasks (repetitive, heavy)	<input type="checkbox"/> Working at heights	<input type="checkbox"/> Restricted space
Other Details: Manual handling procedures will be followed for any task as deemed so		
People		
<input checked="" type="checkbox"/> Physical	<input checked="" type="checkbox"/> Psychological/Stress	

Biological (e.g. hygiene, disease, infection)		
X Manual tasks (repetitive, heavy)	<input type="checkbox"/> Working at heights	<input type="checkbox"/> Restricted space
Other Details: Manual handling procedures will be followed for any task as deemed so		
People		
x Physical	x Psychological/Stress	
Other Details: On site counselling will be available for any incidents or interaction as required.		
Does the activity require Personal Protection Equipment (PPE) yes <input type="checkbox"/> no <input type="checkbox"/>		
Detail PPE requirements.		
All participants must wear black closed in shoes, black pants, and black top.		

Note: The above hazards are only indicative as there may be other safety hazards associated with the activity tasks performed by the Participant.

STEP 2 – Assess the Level of Risk

Consider the hazards identified in Step One and use the risk assessment matrix below as a guide to assess the risk level in Step 3. You may want to consult with the Host Organisation management and/or supervisor for estimating both the consequence and likelihood of the risks.

Likelihood	Consequence				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Significant/Critical 5
Almost Certain 5	Medium	High	High	Extreme	Extreme
Likely 4	Medium	Medium	High	High	Extreme
Possible 3	Low	Medium	Medium	High	High
Unlikely 2	Low	Medium	Medium	Medium	High
Rare 1	Low	Low	Low	Medium	Medium

Consequence	Description of Consequence	Likelihood	Description of Likelihood
1. Insignificant	No treatment required	1. Rare	Will only occur in exceptional circumstances
2. Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)	2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
3. Moderate	Injury requiring medical treatment or lost time	3. Possible	May occur within the foreseeable future or within the project lifecycle
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	4. Likely	Likely to occur within the foreseeable future or within the project lifecycle
5. Significant/Critical	Loss of life, permanent disability or multiple injuries	5. Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level	Description of Risk Level	Actions
Low	If an incident were to occur, there would be little likelihood that an injury would result	Undertake the activity with the existing controls in place. Keep constant monitoring and supervision. Update the risk controls frequently.
Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result	Needs to be addressed by eliminating, substituting or reducing the risk by establishing proper controls. Establish an action plan to reduce the risk to acceptable levels

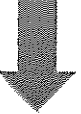
Assessed Risk Level	Description of Risk Level	Actions
High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result	Requires immediate action to eliminate or substitute risk. Establish an action plan within 30 days to eliminate, substitute risk to reduce risk exposure
Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result	Stop activity until the risk is eliminated or substituted. The activity must not proceed.

Document 7

STEP 3 – Control the Risk

In the table below:

1. List the hazards/risks you identified in Step One.
2. Rate their risk level (refer to information contained in Step Two to assist with this)
3. Detail the controls measures that will be put in place to eliminate or minimise the risk. Note Control measures should be implemented in accordance with the preferred hierarchy or control. If lower level controls (such as Administration and PPE) are to be implemented without higher level controls, it is important that the reasons are explained.

Hierarchy of Control	
<p>Most effective (high level)</p> 	Elimination: remove the hazards completely from the workplace or activity
	Substitution: replace a hazard with a less dangerous one (e.g. less hazardous chemical?)
	Redesign: making a machine or work process safer (e.g. raise a bench to reduce bending)
	Isolation: separate people from the hazard
	Administration: putting rules, signage or training in place to make the workplace safer (e.g. induction training, highlighting trip hazards, adequate supervision)
Least effective (Low level)	Personal Protective Equipment (PPE): protective clothing and equipment (e.g. gloves, hat)

Hazards/Risks and Control Measures

Activity Task	Description of Hazard/Risks	Assessed Risk Level	Control Measures	Residual Risk Level	Additional Control Measures	Key person Responsible (e.g. Provider, Coordinator, Host Organisation)
COVID-19 from staff or participants who are infected	Physical Injury – serious illness, death	High	<p>WH&S training and induction including, briefing on the symptoms of COVID-19 and have been told to stay home if unwell. If staff member or participant becomes unwell, isolation takes place and arrange for staff member or participant to be sent home for medical assessment.</p> <p>Cleaning and disinfecting in accordance with guidelines, especially frequently touched surfaces.</p> <p>Physical distancing on accordance with guidelines.</p> <p>Hand sanitiser provided.</p> <p>Hand washing facilities provided</p>	Medium		Host Organisation

Getting or spreading coronavirus by not washing hands or not washing them adequately	Injury – serious illness, death Physical.	High	Provide water, soap, and drying facilities at wash station. Provide hand sanitiser for the occasions when people cannot wash their hands.	Medium	Provide water, soap, and drying facilities at wash station. Provide hand sanitiser for the occasions when people cannot wash their hands.	Host Organisation
Getting or spreading coronavirus by not cleaning surfaces, equipment, and workstations.	Injury – serious illness, death Physical.	High	Identify surfaces that are frequently touched by many people (often common areas) e.g., handrails, doors handle, (inside and outside) Shared equipment etc. and specify the frequency and level of cleaning and by whom	Medium	Put in place monitoring and supervision to make sure people are following controls., ie Are the cleaning regimes implemented. Provide information telling people who needs to clean and when. Provide instruction and training to people who need to clean. Include information on the products they need to use. Precautions they need to follow, the areas they need to clean.	Host Organisation
Persistent use of hand sanitiser, latex gloves, and hand washing products.	Injury – Physical reactions to products, skin disorders, dermatitis.	Medium	WH&S training and induction. Instruction given on how to use each product efficiently. Hand washing with soap and water as alternative	Low	Assess history of individuals with those who may have history of dermatitis or allergies.	Host Organisation Document 7

Slip and falls.	Physical injury- Bruising, strains, and sprains, musculoskeletal injuries.	Medium	to other products if possible. WH&S training and induction. All spills to be marked and isolated. Any tripping dangers to be marked and isolated.	Low	Good housekeeping	Host Organisation
Dealing with electrical appliances and equipment.	Physical injury- burns electric shock.	High	WH&S training and induction. Test and tag of all equipment. Fire extinguishers readily available.	Low	Regular checking of all cords and leads.	Host Organisation
Fire evacuation.	Physical injury- sustained in confusion of evacuation, bruising strains and sprains.	High	WH&S training and induction. Policies and procedures in place. Fire exits clearly displayed.	Medium	Fire drills to be held frequently. Fire Wardens to be appointed.	Host Organisation
Use of stairs.	Physical injury- Strains and sprains, fall injuries musculoskeletal injuries.	Medium	WH&S training and induction. One person to use stairs at a time. Stairs to be kept clear of obstructions.	Low	Assess weather individual capable of using stairs.	Host Organisation
Interaction with persons in the workplace.	Physical and emotional stress. COVID and influenza sickness.	Medium	WH&S training and induction including COVID 19 training procedures in the workplace for conflict on the workplace.	Low	Debriefing after any situation. Wearing of surgical masks as per NSW government requirements or	Host Organisation Document 7

						personal choice. Host Organisation	Host Organisation
Cash handling	Physical and emotional stress- Germ related illnesses	Medium	WH&S training and induction Good hygiene practices to be followed	Low	Further training if required	Host Organisation	
Cleaning	Physical injury- Bruising, strains, sprains, and musculoskeletal injuries. Slip and falls reaction to cleaning products.	Medium	WH&S training and induction. Instruction on use of all equipment, PPE to be used as required.	Low	Job rotation and regular breaks.	Host Organisation	
Customer service.	Physical and emotional stress. COVID and influenza sickness.	Medium	WH&S training and induction including. COVID 19 training procedures in the workplace for conflict on the workplace.	Low	Debriefing after any situation. Wearing of surgical masks as per NSW government requirements or personal choice.	Host Organisation	
Sorting of donated goods.	Physical injury- Back or muscle strain Injuries from slips, trips and from falling items. Needle stick injury	Medium	WH&S training and induction. Policies and procedures in place. Regular breaks from task. Manual handling instruction.	Low	Adequate rest periods for repetitive tasks Good housekeeping in place.	Host Organisation	
Tagging and hanging of clothes	Physical injury- Strains and sprains Piercing injury	Medium	WH&S training and induction Instruction and supervision if a tagging gun is used.	Low	Assess individual capability	Host Organisation Document 7	

Pricing of goods	Physical injury- Sprains and sprains, RSI, musculoskeletal injuries	Medium	All equipment to be regularly checked WH&S training and induction Instruction and supervision if a tagging gun is used. All equipment to be regularly checked.	Low	Assess individual capability	Host Organisation
Empty donation bins	Physical injury- Sprains and sprains Musculoskeletal injuries trips and falls, bruising.	Medium	WH&S training and induction Manual handling instruction Assessment of task care to be taken when removing goods from bins Use of moving and handling equipment as required.	Low	Assess individual capability.	Host Organisation
Stock control	Physical injury- Sprains and sprains, RSI, musculoskeletal injuries	Medium	WH&S training and induction PPE provided as required. Manual handling instruction	Low	Adequate periods for repetitive tasks Good housekeeping in place	Host Organisation
Other Details:						

Note: If you have identified any significant work health and safety concerns that cannot be mitigated to create a safe working environment and/or cannot be adequately managed, the activity must not proceed.

Completed by: [Redacted] Date: 15/03/2023.

Organisation: Jobs Statewide

Signature: [Redacted] _____

Monitoring	Yes	No
1. Have there been any changes to the activity tasks?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the planned control measures sufficient and effective in minimising the level of risk? (Explain why below)	<input type="checkbox"/>	<input type="checkbox"/>
3. Have there been any changes to the planned control measures?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are further control measures required? (if so, explain below)	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the Host Organisation’s COVID-Safe Plan up to date?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are additional COVID-19 controls required? (provide details below)	<input type="checkbox"/>	<input type="checkbox"/>
Details:		
Review completed by (Name and organisation):		
Signature:		
Date:		