

RISK ASSESSMENT FOR AN ACTIVITY (PLACE)

Workford	ce Australia Contract
x Workforce Australia	☐ Workforce Australia – Transition to Work
Employability Skills Training (EST)	Career Transition Assistance (CTA)
Tamping to the second of the s	/pe of Activity
☐ Work for the Dole Project	x Work for the Dole – Placement
☐ Observational Work Experience	☐ Provider Sourced Voluntary Work
☐ Non-Government Program	☐ Local Jobs Program ☐ Launch Into Work
	Eddion into Fork
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 X No 🗖
If yes, what checks are required?	
For example: National Police Check, Working	with Vulnerable People Check
Police Check	
Site Visit Completed: Yes x No 🗖 If No, wh	ny? (Note: site visits are essential) 16TH March 2023
Risk Assessment Review Date (must be within	n 12 months): 16 th March 2024
Host 0	rganisation Details
Host Organisation Name: The Salvation Army	
Location of the Activity/Vacancy: 183 Clarence	don St, SOUTH MELBOURNE
Contact Person for Activity/Vacancy:	Telephone:
s 47F(1)	s 47F(1)
Supervisor for Activity/Vacancy:	Telephone:
(First Aid Officer)	s 47F(1)

Document 5 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 X							
Vulnerable Cohorts include:							
 Children (under 18 years of age) Vulnerable Youth 							
 the elderly the homeless 							
 people with disability people with mental illness 							
 migrants who do not speak English refuge 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 x							
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.

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# 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 X No  $\Box$ 

For example, but not limited to:

	Yes	No	N/A		Yes	No	N/A
WHS policies	х			Emergency procedures in place	X		
Test and Tag regime	Х			Working in heat or inclement weather	×	<del></del>	
Induction	х			Training manuals		Х	
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)	х			Other:			

Has the host adequate facilities for the participants.
Toilets Yes x No □  Access to drinking water Yes x No □  Fridge facilities Yes x No □  Is a microwave available Yes x No □  Is Coffee / Tea provided Yes x No □  Car Parking Yes □ No X  Access to local shops Yes X 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 x No
Does the Host Organisation have an Asbestos register?  Yes  No x  When was the register created?

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	Docum	ent 5
Are there any other Activities being conducted on the site other than this Activity?	Yes X	No 🗖
The Port Melbourne Salvation Army Store conducts normal retail business on the prer	nises.	

# STEP 1 – Identify the Hazards

Biological (e.g. hygiene, disease, infe	ection)	
☐ Blood/ Bodily Fluid	x Virus/Disease (including	☐ Food handling
	COVID-19)	
☐ Radiation	☐ Lead	
Other Details: Good hygiene process	es, regular cleaning of all the si	te.
	·	
Please record any specific COVID-19		
Hand sanitizer and washing facilities		
Hygiene gloves and masks provided a	•	
Any accidents the WFD Supervisor w	•	ce.
COVID-19 from staff or participants v	vho are infected.	
Chemicals (Note: refer to the label a	nd Safety Data Sheet (SDS) for t	he classification and
management of all chemicals)		
X Non-hazardous chemical(s)	☐ 'Hazardous' chemicals	asbestos
Name of chemicals(s)/Details: genera	al household cleaning products	used at site.
Energy Systems - incident/issues in	I The state of the	
x Electricity (incl. Mains and Solar)	☐ LPG Gas	Gas/Pressurised containers
Other Details: Instructions on any ele	ectrical appliance used, regular	safety checks of appliances.
Environment		
☐ Sun exposure	Mystan (avack vivor	D Causad (NIsisas
a sun exposure	☐ Water (creek, river,	☐ Sound/Noise
☐ Animals/Insects	beach, dam)  Storms/Weather	V Tomporature (heat/cold)
x Step/stairs		X Temperature (heat/cold)
	x Slippery surfaces	face/accepted as to a
Other Details: Ladders and steps in u temperature is too hot in store, parti		race's marked, when
Facilities/Built Environment	cipants to be sent nome	
Building and Fixtures	V Maghinamy (nagtable)	VIII
☐ Vehicles/trailers	X Machinery (portable)	X Hand tools
	d	
Other Details: Instruction on powere	u appliances used le vacuum ci	eaner
Manual Tasks/Ergonomics		
X Manual tasks (repetitive, heavy)	Morking at heights	D Postuinted space
	Working at heights	Restricted space
Other Details: Manual handling proce	edures will be followed for any	task as deemed so
People		
x Physical	y Bayahalagiaal/Stragg	
A FITYSICAL	x Psychological/Stress	

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Biological (e.g. hygiene, disease, inf	ection)	
X Manual tasks (repetitive, heavy)	☐ Working at heights	☐ Restricted space
Other Details: Manual handling proc	edures will be followed for a	any task as deemed so
People		: .
x Physical	x Psychological/Stress	
Other Details: On site counselling wi	Il be available for any incider	nts or interaction as required
J		and an interest of an equilibrium
Does the activity require Personal P	Protection Equipment (PPE)	yes □ no □
Detail PPE requirements.		
·		
All participants must wear black clos	ed in shoes black pants and	hlack ton
w participants mast wear stack cros	ed in shoes, black parks, and	a 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.

				Consequenc	<b>e</b> ::::::::::::::::::::::::::::::::::::	
Likelihood		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

		Document 5
Assessed Risk Level	Description of Risk Level	Actions
		within 30 days to eliminate, substile 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 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
Most effective	Elimination: remove the hazards completely from the workplace or activity
(high level)	<b>Substitution:</b> replace a hazard with a less dangerous one (e.g. less hazardous chemical?
	<b>Redesign:</b> 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

Key person Responsible (e.g. Provider, Coordinator, Host Organisation)	Host Organisation
Additional Control Measures	
Residual Risk Level	Medium
Control Measures	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. Cleaning and disinfecting in accordance with guidelines, especially frequently touched surfaces. Physical distancing on accordance with guidelines. Hand sanitiser provided. Hand washing facilities provided
Assessed Risk Level	High
Description of Hazard/Risks	Physical Injury – serious illness, death
Activity Task	COVID-19 from staff or participants who infected infected Department of Employment and Workplace Relations Page 72 of 106

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Host Organisation							Host Organisation																			Host Organisation						
Provide water, soap, and drying facilities at wash	station.	Provide hand sanitiser	for the occasions when	people cannot wash	their hands.	more services and services are services are services and services are services and services are services are services and services are services are services and services are	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.	Assess history of	individuals with those	who may have history of	dermatitis or allergies.	ł		
Medium						V-1WA	Medium																			Low						
Provide water, soap, and	drying facilities at wash	station.	Provide hand sanitiser	for the occasions when	people cannot wash	their hands.	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									The state of the s	WH&S training and	induction.	Instruction given on how	to use each product	efficiently.	Hand washing with soap	and water as alternative
High							High	17000184																		Medium						
Injury – serious illness,	death Physical.					I PARALLE TO THE PARA		Injury – serious illness,	death Physical.																Of the second of	Injury – Physical	reactions to products,	skin disorders,	dermatitis.			An annual and a second a second and a second
Getting or spreading coronavirus by not	washing hands or not	washing them	adequately				Getting or spreading	coronavirus by not	Scleaning surfaces,	equipment, and	oworkstations.	Fr	mp	lov	me	ent	and	d V	Vor	-kp	lac	e F	Rel	atio	ons	Persistent use of	and sanitiser, latex	Sloves, and hand	washing products.	of 1	06	WANT TO THE PARTY OF THE PARTY

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	1	1		Document 5
Host Organisation	Host Organisation	Host Organisation	Host Organisation	Host Organisation
Good housekeeping	Regular checking of all cords and leads.	Fire drills to be held frequently. Fire Worden to be appointed.	Assess weather individual capable of using stairs.	Debriefing after any situation. Wearing of surgical masks as per NSW government requirements or
Low	Low	Medium	Low	Low
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.	WH&S training and induction. Test and tag of all equipment. Fire extinguishers readily available.	WH&S training and induction. Policies and procedures in place. Fire exits Cleary displayed.	WH&S training and induction. One person to use stairs at a time. Stairs to be kept clear of obstructions.	WH&S training and induction including. COVID 19 training procedures in the workplace for conflict on the workplace.
Medium	High	High	Medium	Medium
Physical injury- Bruising, strains, and sprains, musculoskeletal injuries.	Physical injury- burns electric shock.	Physical injury- sustained in confusion of evacuation, bruising strains and sprains.	Physical injury- Strains and sprains, fall injuries musculoskeletal injuries.	Physical and emotional stress. COVID and influenza sickness.
Slip and falls.	Dealing with electrical sappliances and bequipment.	Myorire evacuation.	Stairs.	Anteraction with espersons in the yorkplace.

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					Document 5
	Host Organisation	Host Organisation	Host Organisation	Host Organisation	Host Organisation
personal choice. Host Organisation	Further training if required	Job rotation and regular breaks.	Debriefing after any situation. Wearing of surgical masks as per NSW government requirements or personal choice.	Adequate rest periods for repetitive tasks Good housekeeping in place.	Assess individual capability
Tomas A	Low	Low	Low	Low	Low
	WH&S training and induction Good hygiene practices to be followed	WH&S training and induction. Instruction on use of all equipment, PPE to be used as required.	WH&S training and induction including. COVID 19 training procedures in the workplace for conflict on the workplace.	WH&S training and induction. Policies and procedures in place. Regular breaks from task. Manual handling instruction.	WH&S training and induction lastruction and supervision if a tagging gun is used.
and delimination of the state o	Medium	Medium	Medium	Medium	Medium
	Physical and emotional stress- Germ related illnesses	Physical injury- Bruising, strains, sprains, and musculoskeletal injuries. Slip and falls reaction to cleaning products.	Physical and emotional stress. COVID and influenza sickness.	Physical injury- Back or muscle strain Injuries from slips, trips and from falling items. Needle stick injury	Physical injury- Strains and sprains Piercing injury
**Committee	Cash handling	Cleaning Departmen	Customer service.	Sorting of donated as a solution of donated as	agging and hanging of clothes of 106

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TERMS.			All equipment to be regularly checked			Total Control of the
goods	Physical injury- Strains and sprains, RSI, musculoskeletal injuries	Medium	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
The property donation bins and property donation	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
	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
teaming of Clothes	Physical injury- Strains and sprains, burns, scalds, electric shoch	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

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Other Details:

# STEP 4 – Monitor and Review Controls (for Providers)

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



# RISK ASSESSMENT FOR AN ACTIVITY (PLACE)

Workford	e Australia Contract
x Workforce Australia	☐ Workforce Australia – Transition to Work
Employability Skills Training (EST)	☐ Career Transition Assistance (CTA)
Ту	pe of Activity
Work for the Dole – Project	x Work for the Dole – Placement
☐ Observational Work Experience	□ Provider Sourced Voluntary Work
☐ Non-Government Program	☐ Local Jobs Program ☐ 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 x
If yes, what checks are required?	
For example: National Police Check, Working	with Vulnerable People Check
Site Visit Completed: Yes x No 🗖 If No. wh	ny? (Note: site visits are essential) site visit completed
07/03/2023	
Risk Assessment Review Date (must be within	n 12 months): by the 07/03/2024 or at the change of any
task	
Host Or	rganisation Details
Host Organisation Name: THE SALVATION ARI	MY
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	Telephone: s 47F(1)
Officer), s 47F(1)	
· · · · · · · · · · · · · · · · · · ·	
Activity D	escription and Tasks
Place/Activity Description	
For Example: Building Maintenance — activity	is restoring a heritage building:
	istant in a working store. The participants will be
	ning, sorting of goods and customer service. This
	rent skills to their resume and give them opportunities to
apply for employment in this field.	

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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.
Stock control
Sorting of donated goods
Customer service
Cleaning
Cash handling
Pricing of goods
Empty donation bins
Unloading furniture from vehicles
Does the Activity involve close proximity to Children, the elderly or other vulnerable cohorts?
Yes No x
Vulnerable Cohorts include:
Children (under 18 years of age)     Vulnerable Youth
the elderly     the homeless
people with disability     people with mental illness
<ul> <li>migrants who do not speak English</li> <li>refuge residents (including men and women)</li> </ul>
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 $\square$ no x
Is Continuous Supervision Required: yes Lino x   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.
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.):
a Industion to be aboun facilities, policies/presedures, presents will 0.5 and COVID about
Induction to be shown facilities, policies/procedures, arrange roster, WH&S and COVID checks.  All participants complete an online safeguarding children module.
All participants complete an online safeguarding children module

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Does the Host Organisation deliver the Activity safely?		•		ork health and safety policies and prod	esses i	in pla	ce to
For example, but not limited to			-				
	Yes	No	N/A		Yes	No	N/A
WHS policies	х			Emergency procedures in place	×		
Test and Tag regime	х			Working in heat or inclement weather	х		·
Induction	х			Training manuals		х	
Incident and injury management procedures	х			Hazard identification and risk assessments control procedures and reporting process		x	
Safety Data Sheets	х			Hazardous substances storages and use procedures and register		x	
First aid and WHS officers	х			Traffic vehicle management plans/ procedures/ protocols	х		
Emergency Drill register	x			Safety equipment well maintained e.g. fire extinguishers, hose reels, alarms, sprinklers	х		
Infection control and prevention measures (including COVID-19)	х			Other:			

Has the host adequate facilities for the participants.
Toilets Yes x No   Access to drinking water Yes x No   Fridge facilities Yes x No   Is a microwave available Yes x No   Is Coffee / Tea provided Yes x No   Car Parking Yes x No   Access to local shops Yes x No   Access to local shops Yes x 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 x No $\Box$
Does the Host Organisation have an Asbestos register?
Yes When was the register created/20
No x
Are you and is the Host Organisation satisfied that the Host Organisation is compliant with WHS legislative and regulatory obligations? Yes x No $\Box$
Are there any other Activities being conducted on the site other than this Activity? Yes x No 🗆
The Store conducts normal retail trading on the premises.

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### 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.

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### 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.

	W.	Consequence: Language is the Consequence of Consequence						
Likelihood		Insignificant	Minor	Moderate	Major	Significant/Critical		
	). (1.	1	2	3	4	5		
Almost Certain	5	Medium	High	High				
Likely	4	Medium-	Medium	digh	(digih)			
Possible	3	[=@\\(r)	Medium	. Médium	la ga	Her		
Unlikely	2	(COXXX	Medium	Medium	Medium	(4) <u>(5)</u> 1		
Rare	1	1-0/0	Low	Low	Medium	Medium		

Consequence	Description of Consequence	Likelihöod	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
. Law	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
HAREA.	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, substile 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
Most effective	Elimination: remove the hazards completely from the workplace or activity
(high level)	<b>Substitution:</b> replace a hazard with a less dangerous one (e.g. less hazardous chemical?
1	<b>Redesign:</b> 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)

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# Hazards/Risks and Control Measures

		Document
Key person Responsible (e.g. Provider, Coordinator, Host Organisation)	Host Organisation	
Additional Control Measures	All participants will be required to have had 2 COVID vaccinations.	
Residual Risk Level	Medium	
Control Measures	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	
Assessed Risk Level	High	
Description of Hazard/Risks	Physical Injury - serious illness, death	
Activity Task	COVID-19 from staff or participants who are infected	

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		Document 6	
Host Organisation	Host Organisation	Host Organisation	
All participants will be required to have had 2 COVID vaccinations.	All participants will be required to have had 2 COVID vaccinations.	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.	Page <b>9</b> of <b>14</b> Version: November 2022 Revision: November 2024
Medium	Medium	Medium	
Provide water, soap, and drying facilities at wash stations Provide hand sanitiser for the occasions when people can't wash their hands	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	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	PERSONAL
High	High	High	Place) JSWA-01
Physical Injury - serious illness, death	Physical Injury - serious illness, death	Physical Injury - serious illness, death	Risk Assessment (Place) Document number: JSWA-01 Created: June 2022
Getting or spreading coronavirus by not washing hands or not washing them adequately	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	Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	

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

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

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

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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 Date: 3rd March 2023 be adequately managed, the activity must not proceed. s 47F(1) Organisation: Jobs Stetewide Completed by: Signature Other Details:

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# STEP 4 - Monitor and Review Controls (for Providers)

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



### RISK ASSESSMENT FOR AN ACTIVITY (PLACE)

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

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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.

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Formal Training (e.g. Forklif	t Licer	ice, W	/hite C	card):	Docun	nent 7	7
•							
Informal Training (WH&S In	ductio	n, etc	:.):				
<ul><li>Induction to be show</li></ul>	n facil	ities,	policie	s/procedures, arrange roster and WH8	kS.		
<ul> <li>Induction will take pl</li> </ul>	ace or	the f	irst da	y of the activity.			
<ul> <li>Online application fo</li> </ul>	rm to	be co	mplete	ed before starting activity.			
Does the Host Organisation deliver the Activity safely? The For example, but not limited to	Yes x			ork health and safety policies and pro	cesses	in plad	ce to
	Yes	No	N/A		Yes	No	N/A
WHS policies	х			Emergency procedures in place	X		<u> </u>
est and Tag regime	х			Working in heat or inclement weather	x	*******	
nduction	х			Training manuals		х	
ncident and injury management	х			Hazard identification and risk assessments		Х	
orocedures				control procedures and reporting process			
afety Data Sheets	X			Hazardous substances storages and use procedures and register		Х	
irst aid and WHS officers	x			Traffic vehicle management plans/		******	
				procedures/ protocols		x	
mergency Drill register	х			Safety equipment well maintained e.g. fire	×		
				extinguishers, hose reels, alarms, sprinklers			
nfection control and prevention	x						
neasures (including COVID-19)				Other:		<del></del>	
las the host adequate facilit coilets Yes x No □ ccess to drinking water Ye ridge facilities Yes x No □ s a microwave available Ye s Coffee / Tea provided Yes ar Parking Yes □ No x ccess to local shops Yes x	esx N ] 'esx sx N	o □ No □ o □		pants.			
are you and the Host Organi afety requirements specifie uthorities? Yes x No loes the Host Organisation I ses No x When was the register created	d by ti	he rel	evant	at the Host Organisation is compliant state/territory government and local register?	with C health	OVID-	19
are you and is the Host Orga	nisatio	on sat	isfied	that the Host Organisation is complia	nt with	WHS	
gislative and regulatory ob	ugatio	nc? V	PCV	No I I			

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Are there any other Activities being conducted on the site other than this Activity? Yes No x Document 7
The St Kilda Salvation Army Store conducts normal business on the premises.

# STEP 1 – Identify the Hazards

Biological (e.g. hygiene, disease, inf	ection)	
☐ Blood/ Bodily Fluid	x Virus/Disease (including	☐ Food handling
Dadietie	COVID-19)	
Radiation	Lead	•.
Other Details: Good hygiene process	ses, regular cleaning of all the si	ite.
Please record any specific COVID-19	safety measures here:	
Hand sanitizer and washing facilities	provided.	
Hygiene gloves and masks provided	•	
Any accidents the WFD Supervisor w	•	ce.
COVID-19 from staff or participants v	who are infected.	
Chemicals (Note: refer to the label a	nd Safety Data Sheet (SDS) for t	the classification and
management of all chemicals)		
X Non-hazardous chemical(s)	☐ 'Hazardous' chemicals	☐ asbestos
Name of chemicals(s)/Details: genera	al household cleaning products	used at site.
Energy Systems - incident/issues in	volving:	
x Electricity (incl. Mains and Solar)	☐ LPG Gas	☐ Gas/Pressurised containers
Other Details: Instructions on any ele	ectrical appliance used, regular	safety checks of appliances.
Environment		
☐ Sun exposure	☐ Water (creek, river, beach, dam)	☐ Sound/Noise
☐ Animals/Insects	☐ Storms/Weather	X Temperature (heat/cold)
x Step/stairs	x Slippery surfaces	
Other Details: Ladders and steps in u		face's marked, when
temperature is too hot in store, parti		,
Facilities/Built Environment		
☐ Building and Fixtures	X Machinery (portable)	X Hand tools
☐ Vehicles/trailers	- 1	
Other Details: Instruction on powere	d appliances used ie vacuum cle	eaner
Manual Tasks/Ergonomics		
X Manual tasks (repetitive, heavy)	☐ Working at heights	☐ Restricted space
Other Details: Manual handling proce	edures will be followed for any	task as deemed so
People		
x Physical	x Psychological/Stress	

Risk Assessment (Place)

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Biological (e.g. hygiene, disease, inf	ection)	Document 7							
X Manual tasks (repetitive, heavy)									
Other Details: Manual handling proc	edures will be followed for	any task as deemed so							
People									
x Physical	x Psychological/Stress								
Other Details: On site counselling wi	ll be available for any incide	ents or interaction as required.							
Does the activity require Personal P	Protection Equipment (PPE)	yes □ no □							
Detail PPE requirements.									
All participants must wear black clo	sed in shoes, black pants, an	nd 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.

			Consequenc	e : : : : : : : : : : :	
Likelihood	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 Document 7
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, substile risk to reduce risk exposure
Extreme Associated Street, Control of the Control o	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								
Most effective (high 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?								
	<b>Redesign:</b> 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

Key person Responsible (e.g. Provider, Coordinator, Host Organisation)	Host Organisation  Document 7
Additional Control Measures	요
Residual Risk Level	Medium
Control Measures	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. Cleaning and disinfecting in accordance with guidelines, especially frequently touched surfaces. Physical distancing on accordance with guidelines. Hand sanitiser provided. Hand washing facilities provided
Assessed Risk Level	High
Description of Hazard/Risks	Physical Injury – serious illness, death
Activity Task	covID-19 from staff or participants who are infected

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Host Organisation	Host Organisation	Document 7
Provide water, soap, and drying facilities at wash station. Provide hand sanitiser for the occasions when people cannot wash their hands.	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 use. Precautions they areas they need to clean.	Assess history of individuals with those who may have history of dermatitis or allergies.
Medium	Medium	Low
Provide water, soap, and drying facilities at wash station. Provide hand sanitiser for the occasions when people cannot wash their hands.	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	WH&S training and induction. Instruction given on how to use each product efficiently. Hand washing with soap and water as alternative
High	H B H	Medium
Injury – serious illness, death Physical.	Injury – serious illness, death Physical.	Injury – Physical reactions to products, skin disorders, dermatitis.
Getting or spreading coronavirus by not washing hands or not washing them adequately	Getting or spreading coronavirus by not cleaning surfaces, equipment, and workstations.	Persistent use of hand sanitiser, latex gloves, and hand washing products.

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	Host Organisation						Host Organisation	•					Host Organisation	· · · · · · · · · · · · · · · · · · ·					Host Organisation					THE PARTY OF THE P	Host Organisation		oc	um	en	t 7	
	Good housekeeping						Regular checking of all	cords and leads.					Fire drills to be held	frequently.	Fire Worden to be	appointed.			Assess weather	individual capable of	using stairs.				Debriefing after any	situation.	Wearing of surgical	masks as per NSW	government	requirements or	11111111111111111111111111111111111111
	Low						Low						Medium						Low						Low						
possible.	WH&S training and	All snills to he marked	and isolated.	A 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Any unpping dangers to be marked and isolated.		WH&S training and	induction.	Test and tag of all	equipment.	Fire extinguishers readily	available.	WH&S training and	induction.	Policies and procedures	in place.	Fire exits Cleary	displayed.	WH&S training and	induction.	One person to use stairs	at a time.	Stairs to be kept clear of	obstructions.	WH&S training and	induction including.	COVID 19 training	procedures in the	workplace for conflict on	the workplace.	TOTAL CONTRACTOR OF THE PARTY O
	Medium						High						High						Medium						Medium						
	Physical injury- Bruising, strains, and sprains	musculoskeletal injuries					Physical injury- burns	electric shock.					Physical injury-	sustained in confusion of	evacuation, bruising	strains and sprains.		· version in a second s	Physical injury-	Strains and sprains, fall	injuries musculoskeletal	injuries.			Physical and emotional	stress.	COVID and influenza	sickness.			
	Slip and falls.					Translation	Dealing with electrical	appliances and	equipment.			Trimiting	Fire evacuation.						Use of stairs.						Interaction with	persons in the	workplace.			101	Market State of the State of th

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

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•••	Host Organisation	Host Organisation	Host Organisation	
	Assess individual capability	Assess individual capability.	Adequate periods for repetitive tasks Good housekeeping in place	Page <b>12</b> of <b>14</b> Version: November 2022 Revision: November 2024
	Low	Low	Low	
regularly checked	WH&S training and induction lustruction and supervision if a tagging gun is used. All equipment to be regularly checked.	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.	WH&S training and induction PPE provided as required. Manual handling instruction	PERSONAL
	Medium	Medium	Medium	Place) JSWA-01
	Physical injury- Strains and sprains, RSI, musculoskeletal injuries	Physical injury- Strains and sprains Musculoskeletal injuries trips and falls, bruising.	Physical injury- Strains and sprains, RSI, musculoskeletal injuries	Risk Assessment (Place) Document number: JSWA-01 Created: June 2022

**Empty donation bins** 

All equipment to be

Pricing of goods

Document 7

Stock control

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: (1) 124 of Completed by: (2) 124 of Completed by: (3) 124 of Complete by: (3) 124 of Completed by: (3) 124

Date: 15/03/2023.

Signature:

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# STEP 4 – Monitor and Review Controls (for Providers)

Document 7

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

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