

WHS RISK ASSESSMENT & CONTROLS - 2021

How to complete the following form

- List the major tasks required to carry out a work activity.
- List the potential hazards associated with each task and the related WHS risks.
- Using the risk table, rate the identified risks.
- List what controls you will implement to reduce the risks to the lowest possible level.
- Rate the level of risk once those controls have been implemented (must be 4-6 before you can start work).

	How likely is it to be serious?			
	NOTE: If a hazard is rated 1, 2 or 3, take action immediately.			
What damage could it cause?	Very likely (could happen anytime)	Likely (could happen sometimes)	Unlikely (could happen, but only rarely)	Very unlikely (could happen, but probably never will)
Death or permanent disability	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off work	2	3	4	5
First aid needed	3	4	5	6

Specific Activity, Product or Service	Potential Hazards/Consequences	Risk	Control Measures/Action Required	Risk
Health and safety risks posed by COVID-19.	Infection spread within the workplace, people unaware of procedures and preventive controls Unknowns contact with infected persons, Lack of personal hygiene, Lack of onsite cleaning, Increased absenteeism, Job/project delays and/or worksite shutdowns – serious illness or death.	1	Specific employer actions <ul style="list-style-type: none"> • Limit worker numbers onsite (if working indoors) have plans and systems in place to monitor and control the numbers of workers in the workplace at any given time (based on 4 square metres per person). If outdoors, stay 1.5 meters away from others (where safe and practicable). • Provide hand sanitiser and / or hand washing facilities for workers. • Clean frequently handled surfaces such as amenities, plant, equipment, tools, materials which may be, or have been touched by others. • Use toolbox talks to discuss precautions, including social distancing, hand hygiene, cough and sneeze behaviour. Consider other ways to provide the same key messages (such as social media group chats). 	5

Specific Activity, Product or Service	Potential Hazards/Consequences	Risk	Control Measures/Action Required	Risk
<p>Health and safety risks posed by COVID-19 (continued).</p>	<p>Infection spread within the workplace, people unaware of procedures and preventive controls</p> <p>Unknowns contact with infected persons, Lack of personal hygiene, Lack of onsite cleaning, Increased absenteeism, Job/project delays and/or worksite shutdowns – serious illness or death.</p>	<p>1</p>	<ul style="list-style-type: none"> • Restrict visitors to only essential persons. • Think about suppliers and contractors and use the same general advice (below) with your interactions with them. <p>General advice for workers, customers and others</p> <ul style="list-style-type: none"> • Consult, educate and support workers about infection control measures to prevent spreading the virus and their health and safety. • Avoid touching your mouth, eyes, and nose with unwashed (or gloved) hands. • Clean your hands thoroughly for at least 20 seconds using soap and water, or alcohol based hand rub. • Cover your nose and mouth when coughing and sneezing with a tissue or a flexed elbow. Put tissues in the bin • Avoid close contact with anyone with cold or flu-like symptoms. • Social distancing maintain a 1.5 metre distance to others (two arm's length). • Ensure Customers remain away from your area of work maintaining physical 1.5m distancing guidelines, more where possible. • Stay home if you are sick. • Seek medical advice if you have a fever, cough, sore throat or shortness of breath (call your doctor or healthdirect 1800 022 222). 	<p>5</p>

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Health and safety risks posed by COVID-19 (continued).	<p>Infection spread within the workplace, people unaware of procedures and preventive controls</p> <p>Unknowns contact with infected persons, Lack of personal hygiene, Lack of onsite cleaning, Increased absenteeism, Job/project delays and/or worksite shutdowns – serious illness or death.</p>	1	<ul style="list-style-type: none"> • Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority. • All workers to wear appropriate PPE provided. • Ensure vehicle interiors and handles are cleaned regularly. • Clean all surfaces when work is complete, and clean general working area. • Frequently touched surfaces are regularly cleaned e.g. including phones, tools and equipment. • Alcohol based hand sanitiser is provided at all work sites and in company vehicles. 	5
COVID-19 from workers or others who are infected	Other workers or customers catching COVID-19 - serious illness or death.	1	<ul style="list-style-type: none"> • Cleaning and disinfecting is done in accordance with guidance from Safe Work Australia and Health authorities • Ensure vehicle interiors and handles are cleaned regularly. • Clean all surfaces when work is complete, and clean general working area. • Frequently touched surfaces are regularly cleaned e.g. including phones, tools and equipment. • Workers have been briefed on symptoms of COVID-19 and have been told to stay home if they aren't feeling well. • If a Worker becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention. • Workers don't have contact with delivery drivers, all paperwork is completed electronically. 	5

Specific Activity, Product or Service	Potential Hazards/Consequences	Risk	Control Measures/Action Required	Risk
COVID-19 from workers who are infected (continued)	Other workers or customers catching COVID-19 (could result in serious illness or death).	1	<ul style="list-style-type: none"> • Soap and water for hand washing and paper towel or air dryer for hand drying is available in bathrooms, break rooms, with instructional signs on hand washing. • Alcohol based hand sanitiser is also available in all Workers areas including bathrooms, break rooms, delivery vehicles and signs are displayed on appropriate use. . • Where Workers meetings are required, they are held over the phone and information sent by email where possible. • Break times are staggered to minimise the number of Workers using break room at one time. • Work vehicles are cleaned between swapping drivers. 	5
Business continuity disruptions	Significant number of workers unable to attend work due to illness and restrictions on travel and people movement.	3	<ul style="list-style-type: none"> • Develop business contingency plan/s prioritising critical business functions/services. • Consider coverage options for Management / Supervision critical roles etc. • Review the need for face to face meetings, including frequency and number of attendees. Consider use of skype, zoom meetings as an alternative. • Promote compliance with recommended social distancing (maintain minimum of 1.5 metres or greater) within all work areas. • Promote good personal hygiene practices – hand washing, sneezing and coughing etiquette, etc. • Ensure regular cleaning of all work areas, offices, amenities, etc. 	5

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Business continuity disruptions (continued)	Significant number of workers unable to attend work due to illness and restrictions on travel and people movement.	3	<ul style="list-style-type: none"> Keep up to date on the latest government announcements and changes e.g. regularly review information through Federal government (www.business.gov.au, www.safeworkaustralia.gov.au) and State government (www.safework.nsw.gov.au) websites. 	5