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| ***Workplace*** | Workplace address covered by this Risk Assessment | **Date** | Date Risk Assessment was performed |
| ***Conducted by*** | Person responsible for conducting this Risk Assessment  |
| ***In consultation with*** | Insert employee representatives/HSRs if/where applicable, including relevant personnel (e.g. OH&S Coordinator, Safety Manager, Office Manager etc). |
| ***Reference Tools*** | Insert applicable OH&S/WHS legislation, Regulations, Codes of Practice and Guidance Material, Company Health and Safety Policy, COVIDSafe Plan and Mandatory Vaccination Policy |

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| **Assessment Area: Employee Well-being** |
| **No** | **Hazard** | **Potential Harm** | **Existing Controls** | **Current****Risk Rating** | **Revised Controls** | **Revised****Risk Rating** |
| 1 | Fatigue from working longer hours to meet higher work volumes | Injury to staff and/or others from fatigue related incidents  | * Encourage regular breaks
* Flexible work arrangements where appropriate to minimise travel time to/from work
* Close supervision of employee workflow to effectively manage spread of workload
 |  | * Explore ongoing-permanent hybrid work arrangements to support higher productivity and wellbeing outcomes
 |  |
| 2 | Frustration, anxiety and fatigue from ongoing disruption to work and personal commitments due to contracting COVID or being a close contact. | Mental health impact that may result in an illness or injury  | * Strong COVID protocols for workers and persons attending the workplace (refer to COVIDSafe Plan)
* Encourage workers to speak to their Manager to access appropriate organisational support
 |  | * Support workers to obtain their booster vaccination
* Update workplace check-in requirements to prompt workers to declare they do not have symptoms, travelled to hot spots or are isolating
* Review COVID Vaccination Policy to require all persons working or visiting workplaces to be fully vaccinated (including boosters when eligible)
* Source and supply Rapid Antigen Test kits to support employees who cannot readily access them when in need
 |  |
| 3 | Insufficient space between employee workstations to enable adequate social distancing practices | Heightened anxiety from workers about contracting COVID, and becoming seriously ill and/or injured if they were to contract it.  | * Maintain density limits
* Reinforce mask-wearing and good hygiene practices
* Movement (re-allocation) of individual workstations to maintain safe distancing requirements
* Flexible work arrangements to enable employees to work a portion of their work week remotely
 |  | * Review COVID Vaccination Policy to require all persons working or visiting workplaces to be fully vaccinated (including boosters when eligible)
* Investigate the need and suitability for alternative mask solutions to provide stronger protection
 |  |
| 4 | Sanitisation of employee workstations | Potential to contract illness resulting in serious injury or death | * Increase frequency of cleaner attendance to 3x a week
* Sprays/wipes available to employees to clean workstations daily
* Established practice to clean down meeting rooms immediately after use
* Provide hand sanitisers at multiple access points
 |  |  |  |
| 5 | Inadequate workstation and equipment set-up (ergonomics) | Musculoskeletal injury, including eye strain and headaches | * Ergonomic self-assessment and sign-off by Manager
* Provide additional tools and support to provide safe work area as appropriate
 |  |  |  |
| 6 | Sedentary work routines and habits | Could result in illness or injury | * Encourage regular breaks from workstation
* Encourage take-up of company sponsored wellbeing programs and initiatives
 |  | * Explore growing employee wellbeing initiatives to provide a diverse offering
 |  |
| 7 | Inconsistent and ineffective use of protective equipment  | Increase the risk of contracting an illness that could result injury  | * Signage on how to wear masks and the requirement to wear them
 |  | * Reinforce requirement to wear masks inside, and active management of this requirement by Managers and Leaders
 |  |
| 8 | Limited awareness and visibility of employees’ state of wellbeing (mental, physical) to provide appropriate support | Reduced performance, productivity, morale and potential risk of illness or injury.  | * Regular meetings with the team and Manager provides a platform to engage virtually
* EAP service is available and made aware of
 |  | * Explore implementation of regular wellbeing specific survey to measure, monitor and support employee’s state of health and happiness
 |  |
| **Assessment Area: Employee Workspace(s)** |
| **No** | **Hazard** | **Potential Harm** | **Existing Controls** | **Current****Risk Rating** | **Revised Controls** | **Revised****Risk Rating** |
| 1 | COVID-19 infection to employees and customers | Potential illness, injury or death | * Meetings to be conducted by videoconferencing or phone where possible
* Attendance to venues for work (i.e. clients, suppliers, partners, events venues) where strong COVID protocols are maintained
* Adhere to social distancing requirements
* Presentation or report of illness symptoms dictates non-attendance to workplace(s)
 |  | * Strict management of COVIDSafe Protocols for our worksites, and compliance to others venues’ COVIDSafe policies and procedures
* RAT testing prior to large group meetings and events
* Investigate HEPA filter solutions for high-risk areas across the workplace
 |  |
| 2 | Hygiene of shared meeting rooms / spaces | Potential cause of illness or injury | * Immediate cleaning after meeting room use by attendees / organisers
 |  | * Attendees to office to be fully vaccinated (including boosters upon becoming ligible)
 |  |
| 3 | Hygiene of shared devices and tools (e.g. landlines, photocopier, printers, TVs, whiteboards, projectors) | Potential cause of illness or injury | * Common handsets to be sanitised after each use
* Printer use as need only. Electronic printing and editing preferred.
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| **Assessment Area: Amenities** |
| **No** | **Hazard** | **Potential Harm** | **Existing Controls** | **Current****Risk Rating** | **Revised Controls** | **Revised****Risk Rating** |
| 1 | Insufficient supply of hand sanitising and/or handwashing facilities  | Potential to cause illness or injury | * Encourage employees to wash hands with soap/handwash in place of hand sanitisers
* Daily check on inventory including checklist
* Secure storage of supplies
 |  |  |  |
| 2 | Insufficient supply of PPE (gloves, masks) | Potential to cause illness or injury | * Employees encouraged to use cloth masks for personal re-use
* Daily check on inventory including checklist
* Secure storage of supplies
 |  |  |  |
| 3 | No or insufficient supply of Rapid Antigen Tests to determine infection spread, following a known positive case within the workplace | Operational disruption from workers not being able to attend the work as the result of not being able to access a test | * Nil
 |  | * Secure RAT kit supplies
* Establish a process for the appropriate use and distribution of the kits to support employees
 |  |
| 4 | Use of shared equipment and resources (e.g. fridges, drinkware, cutlery, crockery) | Potential to cause illness or injury | * No sharing of cutlery or crockery. Utensils to be brought from home and for personal use only.
* Daily inspection and clean of fridges
 |  |  |  |
| 5 | Hygiene of bathrooms and shower facilities. | Potential to cause illness or injury | * Cleaning of toilets and bathrooms is undertaken by a contracted cleaning service, 3x a week
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| **Assessment Area: Common Areas**  |
| **No** | **Hazard** | **Potential Harm** | **Existing Controls** | **Current****Risk Rating** | **Revised Controls** | **Revised** **Risk Rating** |
| 1 | Insufficient space in common areas (e.g. kitchen, shared spaces) to maintain safe distancing rules). | Potential to cause illness or injury | * Limit number of persons to use common areas at any one time
* Signage to communicate requirements
* Encourage staggered lunch breaks and breaks
 |  |  |  |
| 2 | Sanitisation of frequent touch-points, such as doors handles, light switches, lifts, printers, microwave, fridges, cupboards etc.  | Potential to cause illness or injury | * Hand sanitisers fitted in high-access/contact areas
* Signage to encourage use of sanitisers
* High-touch areas cleaned daily
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| **Assessment Area: Emergency Preparedness**  |
| **No** | **Hazard** | **Potential Harm** | **Existing Controls** | **Current****Risk Rating** | **Revised Controls** | **Revised****Risk Rating** |
| 1 | COVID-19 incident response and management | Containment of infectious disease from causing illness, injury and death to others | * Report to direct Manager if unwell and presenting symptoms of illness for management
* Safety Policy and Guidelines updated and communicated, requiring employees to stay home if unwell or presenting symptoms of being unwell
 |  | * Review and update Emergency Procedures
* Establish a list of relevant resources for employees and Managers
 |  |
| 2 | Knowledge and skills by Managers to manage safety hazards and incidents | Insufficient knowledge and skills by Managers to manage safety hazards and incidents | * Emergency processes training for Managers
* ‘Allstaff’ email protocol to notify of critical hazards and serious incidents
 |  | * Establish a COVID-specific email to manage communications (inbound/out) and incidents
 |  |
| 3 | Knowledge and skills of First Aid Attendants to respond and manage COVID19 | Insufficient skills, knowledge, and confidence by First Aid Attendants to respond to an incident | * Refresher training provided to First-Aiders
* Briefing from Management on changed emergency process requirements as needed
 |  | * Meet with First-Aiders to brief on Omicron variant and any new considerations and practices to safely administer First-Aid
 |  |
| 4 | Unclear communication on new workplace practices and requirements | Non-compliance to safe work practices, creating risk of harm others’ health | * Signage across the workplace and in common area

Team Meeting with employees to communicate changes |  | * Establish a COVID-specific email to manage communications (inbound/out) and incidents
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| **Assessment Area: Management Processes**  |
| **No** | **Hazard** | **Potential Harm** | **Existing Controls** | **Current****Risk Rating** | **Revised Controls** | **Revised****Risk Rating** |
| 1 | Effectiveness of workplace COVIDSafe measures upon easing of COVID-19 restrictions  | Anxiety by employees to return to the workplace on mass  | * Consultation with employees on evolving needs and requirements, including their circumstances
 |  | * Regular communication with employees to update them on workplace and protocol changes
 |  |
| 2 | Difficulty adapting to change in processes | Frustration, anxiety and distrust within the workplace resulting in reduced performance, productivity and morale | Nil |  | * Increased HR support for Managers and Leaders to plan, manage and support change processes
 |  |
| 3 | Ineffective and/or consistent management of COVID non-compliance incidents | Frustration, anxiety and distrust within the workplace between employees which can impact employee performance, productivity and morale |  |  | * Increased HR and Safety support for Managers and Leaders to plan, manage and support change processes
* Regular communication with employees to update and reinforce protocols
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| **Assessment Area: Other** |
| **No** | **Hazard** | **Potential Harm** | **Existing Controls** | **Current****Risk Rating** | **Revised Controls** | **Revised****Risk Rating** |
| 1 | Persistent use of hand sanitisers | Dermatitis and skin irritations | * Encourage handwashing as preferred method of cleaning hands
* Employees encouraged to use personal hand lotion
* Supply of gloves for employees with sensitivity to hand sanitisers
 |  | Nil |  |
| 2 | Discomfort, marks and irritation arising from persistent mask wearing | Dermatitis, skin irritation and markings on face | * Signage to show workers how to effectively fit a mask
 |  | * Explore alternative mask options to improve comfort to frontline workers or workers who are required to continuously have their masks
 |  |
| 3 | Non-work related visitors at the workplace | Non-compliance to safe workplace practices create potential to cause illness or injury | * Avoid non-work-related visitors attending the workplace unless necessary
* Visitors, including children, to keep to a designated room/area upon visiting
 |  | * Adhere to workplace COVIDSafe protocols including QR sign-in, temperature checking, vaccination status validation.
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