Risk & Opportunity Assessment Form

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| **Hazard or Task Being Risk Assessed:** | **Staff returning to offices/client locations and vaccination requirements (COVID19)** | | | **Location:** | Business-wide |
| **Name of Participant 1:** |  | **Name of Participant 2:** |  | **Name of Participant 3:** |  |
| **Signature of Participant 1:** |  | **Signature of Participant 2:** |  | **Signature of Participant 3:** |  |
| **Date of Completion:** |  | **Date of Review:** |  | **Revision Number:** |  |

***LEGEND:*** *S, Safety; E, Environmental; Q, Quality; C, Consequence; L, Likelihood; R, Risk Rating.*

| **Risk / Hazard Description** | **Impact** | | | **Initial**  **Risk** | | | | **Risk Control**  **Existing** | **Risk Control**  **Proposed** | **Residual**  **Risk** | | |
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| **S** | **E** | **Q** | **C** | **L** | **R** |  | | **C** | **L** | **R** |
| 1. Compliance risk to <<insert company>>   - Breach of discrimination laws  - Not following best practice as advised by <https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws/covid-19-vaccinations-and-the-workplace/covid-19-vaccinations-workplace-rights-and-obligations#lawful-and-reasonable-directions-to-get-vaccinated>  - Not recognising the 4 Tiers as laid out by Fair Work Australia  Tier 1 (e.g. hotel quarantine employees) = <<insert roles>>  Tier 2 (e.g. close contact with vulnerable people like aged care) = <<insert roles>>  Tier 3 (e.g. interact with colleagues in office) = <<insert roles>>  Tier 4 (e.g. work from home) = anyone <<insert company>> relevant  - Reputational risk to <<insert company>> particularly if an outbreak in a client workplace/facility is caused by one of our infected staff |  |  |  | 4 | B | **16** | - <<insert company>> has a strong suite of policies and procedures that actively promote safety and anti-discrimination.  - Regular advice from IR lawyers.  - Regular updates on the latest status of covid requirements state by state to all staff in both Zoom and email forums.  - Mandating QR code adhesion in offices.  - Mandating work from home directives before government directives.  - Development of SWMS infection control. | | - Completion of this risk assessment to determine <<insert company>> risks of infection and illness to staff, clients and customers, and visitors.  - Determine the <<insert company>> stance on vaccination requirements in the long term.  - Ensure our decisions are fair and legal.  - Educate our staff on our decision and internal rules and why the decisions were made.  - Ensure the long-term reputation of <<insert company>> is not marred.  - Continue to be seen as an employer of choice.  - Develop a Register of Vaccinated staff. | 2 | D | **4** |
| 1. Infection risk to clients, colleagues and others   **<<insert role Tier 2>>**  - <<insert role>> staff are Tier 2 as work with aged care and other vulnerable cohorts.  - Highest risk staff as interacting with many clients and customers in a day, including doctors waiting room  - Ensuring <<insert company>> is meeting its legal obligations to provide a safe place to work  - Respecting people rights to non-vaccinated (regardless of reason, e.g. beliefs, religion or medical requirements)  - Respecting people rights to be vaccinated  - Addressing concerns of vaccinated people who got vaccinated to reduce risk of infection then being placed in a work environment with non-vaccinated people |  |  |  | 5 | B | **20** | - Regular office cleaning – increased frequency with Covid.  - PPE provided to staff like hand sanitiser, masks, etc.  - Government QR code adhesion in offices.  - Work from home and other flexible arrangements  - Following all on-site and in public Covid control requirements. | | - <<insert role>> must be vaccinated to perform <<insert role>> duties.  - Vaccination evidence must be provided.  - Annual booster evidence must be provided (or whatever the relevant frequency of booters depending on vaccine type)  - If <<insert role>> staff will not/cannot be vaccinated and therefore cannot conduct <<insert role>> duties <<insert company>> will look for mutually sustainable and meaningful alternative duties for those staff.  - If alternative duties cannot be arranged <<insert company>> will have no alternative than to let the relevant staff go. | 4 | E | **4** |
| 1. Infection risk to clients, colleagues, and others   **<<insert role Tier 3>>**  - Work on site is usually at one place all day, but safety staff can work with aged care and other vulnerable cohorts. While they are lesser risk than <<insert role>> staff, we still class them as Tier 2  - Ensuring <<insert company>> is meeting its legal obligations to provide a safe place to work  - Respecting people's rights to non-vaccinated (regardless of reason, e.g., beliefs, religion, or medical requirements).  - Respecting people rights to be vaccinated  - Addressing concerns of vaccinated people who got vaccinated to reduce risk of infection then being placed in a work environment with non-vaccinated people. |  |  |  | 5 | C | **15** | - Regular office cleaning – increased frequency with Covid.  - PPE provided to staff like hand sanitiser, masks, etc.  - Government QR code adhesion in offices.  - Work from home and other flexible arrangements.  - Following all on-site and in public Covid control requirements. | | - Safety consultants must be vaccinated to perform safety duties.  - Vaccination evidence must be provided.  - Annual booster evidence must be provided (or whatever the relevant frequency of boosters depending on vaccine type).  - If Safety staff will not/cannot be vaccinated and therefore cannot conduct safety duties <<insert company>> will look for mutually sustainable and meaningful alternative duties for those staff.  - If alternative duties cannot be arranged <<insert company>> will have no alternative than to let the relevant staff go. | 4 | E | **4** |
| 1. Infection risk to clients, colleagues, and others   OFFICE/SUPPORT STAFF – TIER 4  - Minimal interaction – if any- with visitors and clients.  Or…..  -Office staff are Tier 3 however office staff will interact with both <<insert role>> and <<insert role>> staff. Non-vaccinated office staff will have a greater risk of passing Covid to <<insert role>> and <<insert role>> staff who will then go and visit clients at client workplaces, including high-vulnerable workplaces such as aged care facilities.  - Ensuring <<insert company>> is meeting its legal obligations to provide a safe place to work.  - Respecting people's rights to non-vaccinated (regardless of reason, e.g., beliefs, religion, or medical requirements).  - Respecting people rights to be vaccinated.  - Addressing concerns of vaccinated people who got vaccinated to reduce risk of infection then being placed in a work environment with non-vaccinated people. |  |  |  | 5 | D | **10** | - Social distancing in offices.  - Regular office cleaning – increased frequency with Covid.  - PPE provided to staff like hand sanitiser, masks, etc.  - Government QR code adhesion in offices  - Work from home and other flexible arrangements | | - Given the potential increase in the risk of non—vaccinated Office/Support staff more readily spreading Covid to <<insert role>> and <<insert role>> staff, who then go to sites and interact with vulnerable people.  - For this reason <<insert company>> will treat Office Staff and all staff as Tier 2.  - Office staff must be vaccinated to perform work in <<insert company>> offices.  - If duties cannot be completed at home <<insert company>> will have no alternative than to let the relevant staff go.  Or…  Office/support staff do not need double vaccination but must:  - Not come to work if feeling unwell  - Wear masks  - Get tested every week  - Undergo Rapid Antigen Testing  • Ensure that staff who attend the building/ office are aware of all relevant <<insert company>> health and safety procedures and arrangements.  • It is a requirement for all staff to be fully vaccinated against COVID-19 (2 doses of TGA-approved vaccine).  • Before workers return to the office, a deep clean of the building/office is conducted.  • Regular enhanced cleaning for washrooms is undertaken.  • Increase in ongoing cleaning frequency when the building is occupied.  • Throughout the day on a frequent basis, all hand contact points are cleaned, such as IT equipment, door handles, light switches, furniture, handrails, desks, phones, flush plates, taps, dispensers, toilets, and food preparations.  • To make cleaning and disinfecting easier, remove soft furnishes (for example, curtains, blinds, rugs, etc.) where practical to minimise the areas where viruses can be difficult or time-consuming.  • Appropriate cleaning products during the daily preventative clean regime are used.  • All staff are to minimise touching common pieces of equipment such as printers/scanners/faxes and try to use only dedicated work equipment on their designated workstations.  • Restrict and manage any use of common work equipment.  • So that staff can frequently clean their workstations during the day, appropriate cleaning products are provided.  • Waste bins lined with a disposable plastic bag are provided to staff so that they can be emptied without contacting the contents.  • Instruct staff to wash their hands after emptying bins and wastepaper baskets.  • Instruct clear safe usage to any persons undertaking cleaning.  • Providing correct storage and PPE for the use of cleaning materials.  • Ensure that all staff is aware of COVID-19 symptoms via training sessions and visual reminders (e.g., posters in key locations, screensavers.)  • Inform anyone attending the office/building not to enter if they're experiencing COVID-19 symptoms and should self-isolate in line with government recommendations.  • Instruct staff on how to wash their hands with soap and water for no less than 20 seconds following the use of an alcohol-based hand sanitiser containing at least 75-95% alcohol.  • All staff have been asked to increase the frequency of handwashing and surface cleaning.  • Provide adequate supplies of soap and water and alcohol-based hand rubs in the workplace.  • Gathering amongst employees has been discouraged whilst at work and managed out of tasks where reasonable.  • Whenever reasonable, all staff have been asked to keep in touch through remote technology such as phone or internet whenever reasonable.  • Physical distancing requirements are implemented as per the current government guidelines (1.5m). Facilities and equipment are set up to achieve this where reasonable. Work activities should be organised with this limitation in mind where reasonable.  • Where the physical distancing guidelines cannot be followed in full in relation to a particular activity, consideration has been made whether that activity needs to continue for the desired outcomes to be achieved. If the activity must continue, extra controls such as PPE must be implemented. Minimise the activity and frequency time to be kept as short as possible.  • While working indoors and outdoors when physical distancing cannot be maintained, masks must be worn at all times  • All staff must utilise implemented QR code system to check in and out of offices and work areas.  • Maximum occupancy to be implemented and adhered to for all areas to allow compliance with distancing requirements.  • Educate employees on preventative care such as, cover your cough or sneezing with a tissue, discarding the tissue into a bin straight away, as well as wash your hands, avoiding touching eyes, nose, mouth, and unwashed hands.  • Information communicated displayed that encourages staying home when sick along with other hygiene guidance.  • Avoid touching your face or face covering when wearing a face covering, as you could contaminate them with germs from your hands.  • If face-covering becomes damp or if you've touched it, it will need to be changed.  • Change and wash your face covering on a daily basis.  • If the face covering is made of material and is washable, wash as per the manufacturer's instructions. If it is not washable, carefully dispose of it in your usual waste.  • Natural ventilation is available in the workplace, e.g., open doorways or open windows.  • If there is insufficient natural ventilation, provide air conditioners, ventilators, or fans, ensuring a consistent fresh airflow.  • The air exchange rate of the air handling system meets standard requirements for the occupants in the building.  • Adequate servicing and maintenance of ventilation systems. | 5 | E | **5** |
| 1. Infection risk to clients, colleagues, and others   VISITORS, POTENTIAL NEW STAFF INTERVIEWS, OTHERS. |  |  |  | 5 | D | **10** | - Social distancing in offices  - Regular office cleaning – increased frequency with Covid  - PPE provided to staff like hand sanitiser, masks, etc.  - Government QR code adhesion in offices  - Pre-interview screening  - Pre office entry screening | | - All visitors must show proof of vaccination prior to entering offices.  - All deliveries to offices to remain contactless.  • Ensure that all staff knows their host responsibilities when they have visitors.  • Visitors are required to be fully vaccinated against COVID-19 (2 doses of TGA-approved vaccine).  • Review of entry and exit routes for visitors to reduce contact with other people.  • Reduce the number of visitors at any one time and provide specific appointment times to restrict access.  • Reduce interaction and overlap between visitors and staff as far as possible.  • Contactless sign-in procedure using QR code to be used.  • Keep a record of all visitors in case of transmission.  • Ensure that visitors who attend the building/ office are aware of all relevant <<insert company>> health and safety procedures and arrangements.  • Inform anyone attending the office/building not to enter if they're experiencing COVID-19 symptoms and should self-isolate in line with government recommendations.  • Try to eliminate visitors, where reasonable, by utilising remote technology.  • Physical distancing requirements are implemented as per the current government guidelines (1.5m). Facilities and equipment are set up to achieve this where reasonable. All activities should be organised with this limitation in mind where reasonable.  • Information communicated/ displayed that encourages staying home when sick along with other hygiene guidance. | 5 | E | **5** |
| 1. COVID-19 transmission from the environment. |  |  |  | 5 | D | **10** | - Social distancing in offices  - Regular office cleaning – increased frequency with Covid  - PPE provided to staff like hand sanitiser, masks, etc.  - Government QR code adhesion in offices  - Work from home and other flexible arrangements | | • Before workers return to the office, a deep clean of the building/office is conducted.  • Regular enhanced cleaning for washrooms is undertaken.  • Increase in ongoing cleaning frequency of all common areas when the building is occupied.  • Throughout the day on a frequent basis, all hand contact points are cleaned, such as IT equipment, door handles, light switches, furniture, handrails, desks, phones, flush plates, taps, dispensers, toilets and food preparations.  • To make cleaning and disinfecting easier, remove soft furnishes (for example, curtains, blinds, rugs, etc.) where practical to minimise the areas where viruses can be difficult or time-consuming.  • Appropriate cleaning products during the daily preventative clean regime are used.  • All staff are to minimise touching common pieces of equipment such as printers/scanners/faxes and try to use only dedicated work equipment on their workstations.  • Restrict and manage any use of common work equipment.  • So that staff can frequently clean their workstations during the day, appropriate cleaning products are provided.  • Waste bins lined with a disposable plastic bag are provided to staff so that they can be emptied without contacting the contents.  • Instruct staff to wash their hands after emptying bins and wastepaper baskets.  • Instruct clear safe usage to any persons undertaking cleaning.  • Provide correct storage and PPE for the use of cleaning materials.  • Natural ventilation available in the workplace, e.g., open doorways or windows.  • If there is insufficient natural ventilation, provide air conditioners, ventilators, or fans, ensuring a consistent fresh airflow.  • The air exchange rate of the air handling system meets the standard requirements for the occupants in the building.  • Adequate servicing and maintenance of ventilation systems. | 5 | E | **5** |
| 1. Overuse of hand sanitiser due to perception of transmission risk   - Increased sensitivity  - Skin reaction  - Dermatitis or other skin condition |  |  |  | 5 | D | **10** | - Ensure that staff who attend the building/ office are aware of all relevant <<insert company>> health and safety procedures and arrangements.  - Inform anyone attending the office/building not to enter if they're experiencing COVID-19 symptoms and should self-isolate in line with government recommendations. | | • Educate employees on preventative care such as, cover your cough or sneezing with a tissue, discarding the tissue into a bin straight away, as well as wash your hands, avoiding touching eyes, nose, mouth, and unwashed hands.  • Information communicated and displayed with hygiene guidance.  • Where office attendance is required, guidance on social distancing and hygiene should be explained to all on or before arrival.  • Educational information is communicated on the proper use and the dangers of overuse of sanitiser. | 5 | E | **5** |
| 1. Travelling to and from work.   - The risk of infection is higher in public settings with people in unknown vaccination status.  - <<insert company>> cannot control how our staff get to work.  - Confined areas increases the risk.  - There is greater likelihood of non-vaccinated <<insert company>> staff contracting Covid and spreading to <<insert role>> and <<insert role>> staff who frequent client sites including high-vulnerable facilities such as aged care.  - Infection outbreak amongst staff.  - Infection transmission to the wider community.  - Serious illness.  - Death.  - Shutdown of facilities.  - Lost productivity.  - Reputational damage to <<insert company>>. |  |  |  | 5 | C | **15** | - Social distancing in offices  - Regular office cleaning – increased frequency with Covid  - PPE provided to staff like hand sanitiser, masks, etc.  - Government QR code adhesion in offices  - Work from home and other flexible arrangements | | • To maintain social distancing, ensure sufficient parking is in place.  • For work activities, Instruct employees to use their own transport.  • Additional facilities or parking provided to help people cycle, run or walk to work where possible, e.g., bike racks.  • Advise all employees to avoid public transport where applicable and use alternatives, e.g., cycling, walking to work, etc.  • Provide and encourage clothes and bags storage areas for employees to change into if running or cycling into work.  • To reduce concurrent usage, regulate the use of changing areas and other facilities.  • It is a requirement for all staff to be fully vaccinated against COVID-19 (2 doses of TGA-approved vaccine). | 5 | E | **5** |
| 1. Sharing of Pool Cars.   - Non-cleaned vehicles between usage increase the risk of cross-infection from one staff member to another. |  |  |  | 5 | C | **15** | n/a | | • All cars have sanitisers; wipes and all staff have been instructed to clean prior to use and after. | 5 | E | **5** |

Control Action Plan

**Short Term 0-3 months**

| **Hazard No.** | **Control Strategies** | **Action By:** | **Time Frame:** | **Completed By:** | **Completed Date:** |
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**Medium Term 3- 6 months**

| **Hazard No.** | **Control Strategies** | **Action By:** | **Time Frame:** | **Completed By:** | **Completed Date:** |
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**Long Term 6- 12 months**

| **Hazard No.** | **Control Strategies** | **Action By:** | **Time Frame:** | **Completed By:** | **Completed Date:** |
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Monitoring the Risk

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| **Controls effective?** |  |
| **Have any new hazards been created?** |  |
| **Are they being used correctly?** |  |

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| **Name** |  | **Signature** |  | **Date** |  |
| **Comments** | | | | | |
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References used for developing this assessment include:

* **Top of Form**
* **Bottom of Form**

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|  | **Risk Matrix** | | | | | | |
| **Consequences** | | **Likelihood** | | | | |
| **Level** | **People** | **Reputation/Environment** | **A** | **B** | **C** | **D** | **E** |
| **Almost Certain**  *(Expected)* | **Likely**  *(Will probably occur)* | **Moderate**  *(Might occur – has happened)* | **Unlikely**  *(Could occur – known to happen)* | **Rare**  *(Practically impossible)* |
| **1** | Report Only or First Aid Injury | Negligible Impact | **Minor**  5 | **Low**  4 | **Low**  3 | **Low**  2 | **Low**  1 |
| **2** | Medical Treatment | Short term; 1 day to 6 months | **Moderate**  10 | **Minor**  8 | **Minor**  6 | **Low**  4 | **Low**  2 |
| **3** | Restricted Work Case | Medium term; 6 to 12 months | **High**  15 | **Moderate**  12 | **Minor**  9 | **Minor**  6 | **Low**  3 |
| **4** | Lost Time Injury – Non-Permanent | Long term; 12 months or longer | **Extreme**  20 | **High**  16 | **Moderate**  12 | **Minor**  8 | **Low**  4 |
| **5** | Permanent Injury/Fatality | Permanent effects | **Extreme**  25 | **Extreme**  20 | **High**  15 | **Moderate**  10 | **Minor**  5 |

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| **Risk Rating** | **Risk Description** | **Control Application** |
| **Low**  1 - 4 | Tolerable. Monitor, manage and carryout activity in accordance with identified controls. | Any hazard assessed as presenting a low and/or medium risk level will be permitted to be controlled using a combination of controls as appropriate. |
| **Minor**  5 – 9 |
| **Moderate**  10 - 14 | Management must determine appropriate level of supervision required. Site Coordinator able to approve method | Any hazard assessed as presenting a high-risk level will only be allowed to be controlled using a combination of at least one engineering control and lower level controls as appropriate. |
| **High**  15 – 19 | Activity must not commence without Project Manager or higher approval and appropriate supervision present. |
| **Extreme**  20 – 25 | Intolerable. Activity must not commence. | Any hazard assessed as presenting an extreme risk level will only be allowed to be controlled using elimination and engineering as the primary source of controls. |

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| **Hierarchy of Control** | | |
| **Eliminate** | Removal of the risk e.g. Risk of fall is eliminated if task is done at ground level. |  |
| **Substitute** | Replacing the plant or substance with another with a lower risk e.g. Risk of inhaling fumes from oil-based paints – substitute by using water-based paints. |
| **Isolation** | Removing or separating people from the hazard e.g. Risk of injury from falling object. Isolate by setting up barricades, fence protection, screens. |
| **Engineering Control** | Changing the physical characteristics of plant or workplace to remove or reduce risk e.g. Risk of entanglement in machine can be reduced by installing guards. |
| **Administrative** | Using policies, procedures, SWMS and training e.g. workers not aware of site hazards, administrate by providing on site induction. |
| **Personal Protective Equipment** | Equipment or clothing designed to provide protection e.g. risk of being hit from falling objects –control by using hard hat. |