Australian Government

Workforce Australia
Employment

Work for the Dole – Activity Risk Assessment Checklist

The *Work for the Dole Chapter of Part B: Workforce Australia Services – Workforce Australia Guideline* states that the Provider must complete an Activity Risk Assessment Checklist, in the form specified by the Department, in relation to each potential Work for the Dole activity and upload a copy of it to the Department's IT Systems, prior to a Work for the Dole activity commencing.

This Activity Risk Assessment Checklist must be completed in the below format and the content **must not** be altered.

This Activity Risk Assessment Checklist must not, under any circumstances, be used as a replacement for an Activity Risk Assessment for assessing work health and safety for Work for the Dole activities.

This Activity Risk Assessment Checklist should be used as a cover page to the Activity Risk Assessment. **Note: This Activity Risk Assessment Checklist does not cover every obligation that the Provider has with respect to completing an Activity Risk Assessment or with respect to work health and safety for Work for the Dole activities. It does not in any way limit the obligations of the Provider under the relevant Deed.**

A reference in this document to a 'Deed' includes a reference to a Head Licence issued under the Workforce Australia Services Deed of Standing Offer 2022 – 2028.

Host Organisation and Work for the Dole activity details
Host Organisation: The Trustee for the Salvation Army (Victoria) Property Trust trading as Salvos Stores
Activity Name: Salvos Abbotsford
Activity ID: 100799767
Placement ☒ **Project** ☐ **Number of Places:** 10
Disclaimer: *Notwithstanding any information provided on this checklist, the Provider must ensure that they, and any Host Organisation, are adhering to all obligations under the relevant Deed and any relevant legislation. This checklist should be read in conjunction with the relevant Deed and Guidelines and any reference material issued by the Department, or in connection with, the relevant Deed.*



To be completed by the Arranging Provider who has sourced the Work for the Dole activity			
Host Organisation		**Yes**	**No**
1	Are you satisfied the Host Organisation has adequate work health and safety processes in place to deliver the activity safely?	X	
2	Are you satisfied the Host Organisation is compliant with work health and safety legislative and regulatory obligations?	X	
3	Have you advised the Host Organisation that it must immediately contact the Arranging Provider if the circumstances or tasks being undertaken by the Participant(s) change and that: (a) another Activity Risk Assessment will be required; and (b) depending on the outcome of the Activity Risk Assessment, the Provider may need to remove the Participant(s) or end the activity?	X	
Policy and procedures		**Yes**	**No**
4	Are you, and the Host Organisation, satisfied that there are appropriate processes in place to ensure that the Participant(s) are aware of the relevant work health and safety issues and how to report, prevent and manage those issues and concerns?	X	
5(a)	Are the tasks being undertaken on the activity covered by the Department's Insurance coverage?	X	
5(b)	If no, has additional Insurance been purchased?		N/A
6	Is the Host Organisation satisfied that it has current and appropriate insurance to cover any risks associated with the Work for the Dole activity?	X	
7(a)	Does the activity involve work on private property?		X
7(b)	If yes, has departmental approval been sought in accordance with the Guidelines?		N/A
Activity assessment		**Yes**	**No**
8	Have you undertaken an Activity Risk Assessment, as required under the Deed and Guidelines?	X	
9	Will identified work health and safety issues be adequately addressed and managed before the activity commences and at all times during the activity?	X	
10	Does the activity involve work that is inherently dangerous (i.e. working with electricity, heavy machinery or at heights; or work that requires formal competency assessment or operator tickets)?		X
11	Have you identified any particular training, including work health and safety training, to be undertaken by the Participant(s) to participate safely in the task(s)? If training is required, outline this information in the Activity Risk Assessment.	X	
12	Is Personal Protection Equipment and clothing required to undertake the activity? If yes, provide details of the required safety equipment in the Activity Risk Assessment.	X	
13	Will the Host Organisation make available appropriate facilities to the Participant(s) at all times during the course of the activity? If yes, provide details in the Activity Risk Assessment.	X	
14	Is there any reason that it would not be appropriate for the Participant(s) to participate in the activity?		X

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	Displacement, Suitability and Supervision	Yes	No
15	Has the Host Organisation confirmed, and are you satisfied, that this activity does not involve work that would have been undertaken by a paid worker if the activity had not taken place, as outlined in the Deeds and Guidelines?	X	
16	Have you ensured that the activity does not fall within the prohibited activities, as outlined under the Deed and Guidelines, unless otherwise agreed by the department in writing?	X	
17	Does the activity require checks (e.g. National Police Check, Working with Vulnerable People Check) to be undertaken for the Participant(s)?		X
18	Does the activity involve close proximity to vulnerable people as per the Deed and Guidelines?	X	
19	Have you identified the level of Supervision that will be provided to the Participant(s) as part of undertaking the activity and outlined this information in the Activity Risk Assessment?	X	
20	Will the Supervisor(s) be shared with other activities arranged by Workforce Australia Employment Services Providers?		X
21	Are you and the Host Organisation satisfied that the Supervisor(s) are appropriate and adequate for the specific activity, as per the Deed and Guidelines?	X	

Competent Person name: s. 22(1)(a)(ii) Organisation: AKG

Signature: s. 22(1)(a)(ii) Date: 7/4/26

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s. 22(1)(a)(ii) : 2 years experience at this store, supervising WFD participants, WHS and induction experience.
-Team member: s. 22(1)(a)(ii)

akg

Activity Risk Assessment

Work for the Dole Host Organisation Details					
Activity Name:	Salvos Abbotsford	Host Organisation Name:	The Trustee for the Salvation Army (Victoria) Property Trust trading as Salvos Stores		
Place/Activity Address:	81 Victoria Cr Abbotsford VIC 3067				
Contact Person for Place/Activity:	s. 22(1)(a)(ii)	Position:	National Volunteer Business Partner	Phone:	s. 22(1)(a)(ii)
Supervisor for Place/Activity:	s. 22(1)(a)(ii)	Position:	Store manager Team Member 2IC	Phone:	(03) 9419 7410 (03) 9419 7410 (03) 9419 7410
Supervisor Skills, Knowledge and Experiences: (For example: Previous supervisory experience, relevant training and qualifications, number of years in current role, familiarity with the Work for the Dole program.)	s. 22(1)(a)(ii) - 1.5 years of experience at this store, supervising WFD participants, WHS, and induction experience s. 22(1)(a)(ii) - 13 years of experience at this store, supervising WFD participants, WHS, and induction experience s. 22(1)(a)(ii) - 2.5 years of experience at this store, supervising WFD participants, WHS, and induction experience				

Work for the Dole Activity Type/Activity Details - Description and Tasks (✓)				
Work for the Dole Placements: ☑ Work for the Dole Project: ☐	Number of Places:	10	Activity ID:	100799767
Attended Site: (✓) Yes ☑ Date of Attendance: 2/04/2026	No ☐	If No, why?		
Place/Activity Description: (For example: Building Maintenance - Activity is restoring a heritage building)				
Participants will undertake retail related tasks including customer service, cleaning, sorting of donated goods, housekeeping, merchandising, packing and tagging.				
Core Duties to be undertaken: (For example: Painting, maintenance, carpentry)				
Customer Service, packing of items, sorting of items, tagging, Core Competencies are: oral communication (basic), teamwork (basic), numeracy (basic), planning and organising (basic)				

Questions to ask the Host Organisation (✓)			
Is the Host Organisation a registered place of business?	Yes ☑	No ☐	Comment:

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As the Host Organisation are you satisfied that you have current and appropriate insurance to cover risks associated with the activities in the potential Work for the Dole Place?	Yes ☑	No ☐	Comment:

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As the Host Organisation are you satisfied with: • the level (that is, ratio and frequency) of supervision that will be provided to the customer and • the experience, skills, and knowledge of the Supervisor(s), and • that you as the Host Organisation have undertaken relevant checks on Supervisors and • that Supervisors meet any additional statutory requirements, prior to being given responsibility for the Supervision of customers?	Yes ☑	No ☐	Comment: (For Example: What is the supervision ratio (1:5), is there Continuous Supervision? Supervision Ratio - 1:15
As the Host Organisation are you satisfied that you are compliant with the relevant legislative and regulatory work health and safety obligations?	Yes ☑	No ☐	Comment:
As the Host Organisation are you satisfied that you have current and adequate work health and safety policies and procedures in place to deliver the activities in the potential Work for the Dole Place safely? Include name and contact details of Safety Representative if applicable.	Yes ☑	No ☐	Comment: s. 22(1)(a)(ii) - 03 9419 7410 ss.abbotsford@salvationarmy.org.au
As the Host Organisation are you satisfied that you have sufficient coverage with policy and procedures, and you are able to conduct an effective Induction for eligible customer(s) at the potential Work for the Dole Place? Specific items covered would include but not limited to - Code of Conduct, Bullying/Harassment, Conflict, Stress Mitigation, Fatigue, Incident Reporting	Yes ☑	No ☐	Comment:
As the Host Organisation, please confirm the **nature**, **scope,** and **duration** of any training, including work health and safety training, to be undertaken by the customer at commencement and for the duration of the activity, where applicable.	Comment: (For example: Work health and safety training, on-site/induction training, task specific training, emergency procedures.) 1-2 hour induction which includes WHS training, general hygiene, emergency procedures, fire evacuation, and task specific training to be completed prior to undertaking duties		
Will the potential Work for the Dole Place involve direct or indirect interaction with Vulnerable people? I.e., Close proximity to people from vulnerable cohorts? Vulnerable Cohorts include:	Yes ☑	No ☐	**If Yes**, should relevant checks be undertaken? Yes ☐ No ☑ **If Yes**, please specify check/s required: (For example: National Police Check, Working with Vulnerable People Check)

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• Children (under 18 years of age) • The elderly • People with disability • Migrants who do not speak English • Vulnerable Youth • The homeless • People with mental illness • Refuge residents (including men and women)			**If Yes**, what are the continuous supervision arrangements? (For Example: What is the supervision ratio (1:5), is there Continuous Supervision? Supervision ratio - 1:15
As the Host Organisation are you satisfied that you are able to provide adequate and appropriate Supervision for the specific task(s) being undertaken by an eligible customer(s) in the potential Work for the Dole Place?	Yes ☑	No ☐	Comment:
As the Host Organisation are you satisfied that you are able to provide availability of appropriate facilities (access to drinking water and toilets) to the customer for the duration of the activity	Yes ☑	No ☐	Comment: (For example: Access to drinking water, toilets, break rooms/areas, prayer rooms) Access to toilets, break room, drinking water
As the Host Organisation are you satisfied that you are able to provide any specific personal protection equipment and clothing that is required for the customer to participate safely in the activity? For example: Hi-Visibility vest, steel cap boots, safety glasses, safety gloves, hard hat, hand sanitiser, masks	Yes ☑ N/A (Nil PPE Required) ☐	No ☐	If No, please note if this material will be provided by the Arranging Provider or customer's provider Comment: Participants to wear black enclosed shoes, black pants, black respectable top Host to supply: Apron, safety Gloves for Pricing Gun and Disposable Gloves for sorting and cleaning.
As the Host Organisation do you currently Host any other activities (including other Work for the Dole Activities) at the nominated site/s? Include details of activities and how any risks associated are managed where required. E.g., physical separation of activities, alternative hours of operation, continuous supervision	Yes ☐	No ☑	Comment: (For example: A warehousing activity taking place on the same site as an administrative activity) No other activities (including Work for the Dole activities) will run at this site.

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As the Host Organisation do you agree to notify the Provider of any changes to the environment or duties immediately so a review can be conducted?	Yes ☑	No ☐	Comment:

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Does the Host Organisation have adequate work health and safety policies and processes in place to deliver the Activity safely? For example:	Yes ☑	No ☐	Comment:
• WHS policies	• Test and Tag regime		• General Inductions
• Incident and injury management procedures	• Safety Data Sheets		• Training manuals
• Safety equipment well maintained e.g., fire extinguishers, hose reels, alarms, sprinklers	• Hazard identification and risk assessments control procedures and reporting process		• Traffic vehicle management plans / procedures / protocol
• Hazardous Substances storage and use procedures and register	• Emergency procedures in place		• First aid and WHS officers
• Infection Control and Prevention Measures	• Appropriate induction around handling of materials that may contain or emit Asbestos fibres		

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Biological (e.g. hygiene, disease, infection)			
☑ Blood/ Bodily Fluid	☑ Virus/Disease	☐ Food handling	Other Details: Care must be taken when emptying donation bags to ensure there are no sharp or biological hazards. Tagging gun needles must be changed between users or designated gun to be issued to each participant. Compulsory use of the safety gloves when doing the following tasks - sorting through bric-a-brac, receiving donations, sorting through clothing, and emptying rubbish bins
☐ Radiation	☐ Lead		
Chemicals (Note: refer to the label and Safety Data Sheet (SDS) for the classification and management of all chemicals)			
☑ Non-hazardous chemical(s)	☐ Hazardous chemicals	☐ Asbestos	Name of chemicals(s)/Details: Disinfectants, floor cleaner, window cleaner, multipurpose cleaner, toilet cleaner, wash up liquids, and gumption accompanied by a SDS
Energy Systems - incident/issues involving:			
☑ Electricity (incl. Mains and Solar)	☐ LPG Gas	☐ Gas/Pressurised containers	Other Details: surge protectors installed in main box Test and tag: 9/25 Next review: 9/26
Environment			
☐ Sun exposure	☑ Slippery surfaces	☐ Sound/Noise	Other Details: Disposable Gloves on site to reduce the risk of insect bites when sorting stock. Cleaning in progress signs and spill kits on site
☑ Animals/Insects	☐ Storms/Weather	☐ Temperature (heat/cold)	
☐ Step/stairs	☐ Water (creek, river, beach, dam)		
Facilities/Built Environment			
☐ Building and Fixtures	☑ Machinery (portable)	☑ Hand tools	Other Details: Retractable box cutter. Participants will be fully trained before required to use. Participants may use: vacuum cleaner, safety step, pricing gun, computers, telephone, general kitchen appliances, mop, cage and trollery. Step ladder on site to be used only under supervision of manager/supervisor. Participants do not have authority to
☑ Vehicles/trailers			

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			approach or step inside vehicle. No WFD participants to unload or reload trucks/vehicles - area blocked off during deliveries
Manual Tasks/Ergonomics			
☑ Manual tasks (repetitive, heavy)	☑ Working at heights	☐ Restricted space	Other Details: Manual handling and proper lifting discussed during induction. Step ladder only to be used under supervision of manager/supervisor
People			
☑ Physical	☑ Psychological/Stress		Other Details: Participants to take regular breaks as per fair work guidelines to minimise the risk of becoming overwhelmed or stressed. Regular breaks and tasks rotation implemented. Adherence and awareness host escalation/reporting process.

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Personal Protective Equipment *(Tick ((✓)) box(es) that apply for the specific task or activity)*

Foot Protection			High Visibility					
Steel Capped	Workboots	Closed in Shoes	(Clothing/Vest)	Eye Protection	Hearing Protection	Gloves	Respiratory Protection	Other (Eg. Hard Hat, Face Shield)
☐	☐	☑	☐	☐	☐	☑	☐	☑
								*Describe:* Black pants and black respectable top. Host to provide: Apron

HIERARCHY OF CONTROL RISK MATRIX

	CONSEQUENCE (C)				
Work Health and Safety	Minor injury or illness, first aid required, not a lost time injury.	Moderate injury or illness < 7 calendar days absent from work.	Significant injury or illness >7 days to <31 calendar days absence from work.	Serious injury or illness resulting in more than 31 calendar days absent from work.	Fatality or permanent disability.
Natural Environmental (NE)	Minor NE damage. Contained on worksite. Quick clean-up possible.	Moderate NE impact. Issue affects more than just work site. Quick clean-up possible.	Significant local NE impact on or off worksite requiring long term clean-up.	Major, but reversible NE damage. Full clean-up, extremely difficult and expensive.	Catastrophic and irreversible NE damage. Full clean-up not possible.
	1	2	3	4	5
	Minor	**Moderate**	**Significant**	**Major/Serious**	**Catastrophic/Fatality**
LIKELIHOOD (L) A	**Rare** (very unlikely to occur)	LOW	LOW	MEDIUM	MEDIUM	MEDIUM
B	**Unlikely** (not usual)	LOW	LOW	MEDIUM	MEDIUM	HIGH
C	**Possible** (could occur)	LOW	LOW	MEDIUM	HIGH	HIGH
D	**Likely** (probably will occur)	LOW	MEDIUM	HIGH	HIGH	EXTREME
E	**Almost Certain** (expected to occur)	LOW	MEDIUM	HIGH	EXTREME	EXTREME

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Management Controls		Hierarchy Of Control
Risk Level	Control/Treatment Required	(a) Elimination
EXTREME	**No work is to be carried out on the proposed Activity/Job/Task** **Steps must be taken to lower the risk level to as low as reasonably practicable, using the Hierarchy of Control Risk Matrix.**	Remove hazard from the workplace (b) Substitution
HIGH	**The proposed activity/job can ONLY proceed, provided that:** • The risk level has been reduced to as low as reasonably practicable, using the Hierarchy of Control Risk Matrix; • The risk controls must include those identified in Legislation, Australian Standards, Codes of Practices, Industry Standards and AKG policies and procedures; • All relevant eligible customer(s) undertaking the activity/task are familiar with the controls in place and with the activity/task being undertaken.	Replace Hazard or Change Method of Operation (c) Isolation Place hazard or conduct task where risk is minimised (d) Engineering Install safety guards (e) Administration Signage; Implement Safe Operating Procedures, and training. (f) Personal Protective Equipment (PPE)
LOW MED	**The proposed activity/job can proceed, provided that:** • All relevant eligible customer(s) undertaking the activity/task are familiar with the controls in place and with the activity/task being undertaken.	Provide workers with appropriate protective equipment when working with a hazard and provide training in the proper use of these. Note: A combination of the above controls may be required to reduce the level of risk to as low as reasonably practicable.

Below is a series of possible solutions to prevent or reduce the likelihood of injuries.

	Manual Handling		Plant or Machinery
1	Reduce the weight of the object to be lifted or carried for example smaller containers or less material per container	1	Enclose noisy plant or machinery in soundproof barriers or relocate in separate area from majority of workers, provide good quality hearing protection
2	Make sure containers are easy to lift or carry e.g., have handles or grips, are a comfortable shape and size, reduce the distance to carry objects	2	Guard moving parts of the plant or machinery (fixed or adjustable guards, photo-electric, pressure sensing mats) Make guards difficult to remove or disable
3	Provide equipment to assist with the lifting or carrying or moving for example hoists, trolleys, scissor lifts, and conveyors	3	Interlock guards with power supply (power supply is automatically switched off when guard is opened or removed); emergency stops should be within easy reach
4	Change the height of workbenches or shelving to reduce the need to bend or overreach	4	Make sure plant or machine controls are easy for the operator to understand and reach, install two hand controls were possible
5	Make sure tools or equipment are comfortable and easy to lift, use or operate	5	Provide feeder tables, conveyors, or rollers
6	Suspend heavy tools or equipment	6	Use clamps, supports, guides, or stops to position work pieces

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7	Provide training in safe manual handling. Make sure there is a two-person lift. Introduce job rotation with a mixture of repetitive and non-repetitive tasks	7	Fit lock out switches to all plant and machinery to disconnect power supply while being cleaned, serviced, or repaired, introduce lock-out procedures with locks and tags
8	Provide frequent short rest breaks for workers carrying out repetitive tasks	8	Guard or shield hot or cold machine components from accidental contact
9	Change work process to reduce lifting or moving by hand	9	Write safe operating procedures for all machinery operations
		10	Clearly identify with warning signs and line marking all no-go zones
Working Environment		**Tools and Equipment**	
1	Install ventilation extraction systems in hot work areas	1	Tools or equipment with rotating or moving blades or cutters must have fitted guards
2	Install safety barriers to isolate pedestrians from vehicles/ mobile plant and install mirrors or flashing lights to warn of approaching vehicles/mobile plant	2	Make sure electrical powered equipment is only used if protected by a safety switch (Residual Current Device-RCD)
3	Suspend electrical power lines and air lines	3	Use industrial insulated power extension cords and prevent them being driven over
4	Fit reverse warning beepers and lights to mobile plant e.g., forklifts	4	Regularly test and tag electronically powered tools and equipment
5	Round edges and corners of benches, equipment, or fittings	5	Provide safety glasses, face shields or both and quality hearing protection
6	Introduce job rotation and rest breaks for jobs which could cause workers to suffer from the extremes of hot or cold or fatiguing	6	Write safe operating procedures for all powered tools and equipment, train workers on the safe use of tools and equipment
7	Removing overhanging objects from work areas	7	Introduce job rotation and frequent rest breaks for jobs with mechanical vibration
8	Install handrails on ramps and steps and ensure good lighting in walkways	**Chemicals or Substances**	
9	Install nonslip floor surfaces. Have temporary signs to warn of slippery surfaces	1	Use less dangerous chemicals or substances and paste/pellets instead of powders
10	Provide fixed plant and machinery with drip trays	2	Apply paint by brush instead of spraying
11	Supply cool water and toilet facilities for workers at all times	3	Store chemicals in sealed and labelled containers in a suitably contained area
12	Regularly sweep and clean floors, keep walkways and work areas uncluttered	4	Install an extraction system to remove fume vapours or dust
13	Provide workers with a variety of tasks	5	Obtain and follow directions on Safety Data Sheets for all chemicals or substances
14	Provide personal protective clothing and footwear as required	6	Write safe operating procedures for the handling or chemicals or substances
		7	Train workers on the safety handling or use of chemicals or substances
		8	Provide first aid, safety showers, eye wash and personal protective equipment such as gloves, aprons, cartridge respirators, safety glasses, and face shields as per SDS

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While completing an assessment of the Activity below:

1. Identify / List the hazards/risks and rate their risk level (refer to information contained to assist with this)
2. 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

Activity	Activity Breakdown	Hazards/Risks	Initial Risk Rating			Controls	Hierarchy	Residual Risk Rating			Control Implemented?				Responsible Person
List Main Activity	Activity Broken Down into Steps	List potential hazards / risks that could cause injury / damage / impact on the environment	Before Control			List actions required to eliminate or minimise risk of injury/damage/impact on environment	List hierarchy of control used	After Controls			Confirm with Host if control is in place (Safe) or not (Not Safe) or is not required (NA) and Indicate response (✓). If appropriate or marked provide relevant comments/supporting evidence.				Person to implement controls
			L	C	Risk Level			L	C	Risk Level	S	NS	NA	Comment	
Access and movement	Entry / Exit to buildings / workplaces	Entry/exit points not clearly defined resulting in customer accessing restricted or unsafe areas resulting in injury	C	4	HIGH	Ensure all entry/exit points and restricted areas are clearly defined	e	B	4	MED	☑	☐	☐		Host
						Advise customer of location of entry/exit points and restricted areas during induction	e				☑	☐	☐	(Confirm and note if covered in induction and/or other training) This is to be covered on participant's first day in their induction	Host
						Restrict access to unsafe areas by means of physical control (locks, barriers, etc.)	a				☑	☐	☐		Host
	Moving around within the workplace	Uneven, unstable, undefined and/or slippery walkways or other underfoot surfaces causing slips, trips and falls resulting in injury	C	4	HIGH	Ensure uneven walkways are identified, clearly defined, and adequately lit	e	B	4	MED	☑	☐	☐		Host
						Ensure walkways between machinery and/or equipment are clearly defined	d				☑	☐	☐		Host
						Ensure electrical cables, machinery and/or equipment is not placed across or encroaching upon walkways	a				☑	☐	☐		Host

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Activity	Activity Breakdown	Hazards/Risks	Initial Risk Rating			Controls	Hierarchy	Residual Risk Rating			Control Implemented?				Responsible Person
List Main Activity	Activity Broken Down into Steps	List potential hazards / risks that could cause injury / damage / impact on the environment	Before Control			List actions required to eliminate or minimise risk of injury/damage/impact on environment	List hierarchy of control used	After Controls			Confirm with Host if control is in place (Safe) or not (Not Safe) or is not required (NA) and Indicate response (✓). If appropriate or marked provide relevant comments/supporting evidence.				Person to implement controls
			L	C	Risk Level			L	C	Risk Level	S	NS	NA	Comment	
						Ensure there is a procedure in place for spills and it is discussed during induction (e.g., spills are immediately cleaned up or cordon off the wet/slippery area and post warning signs)	a				☑	☐	☐	(Confirm and note if covered in induction and/or other training) This is to be covered on participant's first day in their induction	Host
						Ensure customers are advised during induction of how to rectify/report uneven, undefined, or potentially slippery underfoot surfaces which they are likely to encounter	e				☑	☐	☐	(Confirm and note if covered in induction and/or other training) This is to be covered on participant's first day in their induction	Host
		Inadequate lighting resulting in collision with fixed objects or trip and fall resulting in injury	C	4	HIGH	Ensure all areas are provided with adequate artificial or natural light	a	A	4	MED	☑	☐	☐		Host
	Entry, exit and movement at the workplace by customers with mobility challenges	Inability to move safely throughout the workplace due to restricted access and absence of facilities to accommodate mobility devices and/or mobility aids	C	2	LOW	Ensure ramps are available to facilitate the safe movement of mobility devices	a	B	2	LOW	☐	☐	☑	This activity is not suitable for mobility scooters	Host
						Ensure all underfoot areas likely to be accessed by the customer are suitable for mobility devices/aids	a				☐	☐	☑	This activity is not suitable for mobility scooters	Host
						Ensure all entry/exit points are wide enough to accommodate a mobility device/aid	a				☐	☐	☑	This activity is not suitable for mobility scooters	Host

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Activity	Activity Breakdown	Hazards/Risks	Initial Risk Rating			Controls	Hierarchy	Residual Risk Rating			Control Implemented?				Responsible Person
List Main Activity	Activity Broken Down into Steps	List potential hazards / risks that could cause injury / damage / impact on the environment	Before Control			List actions required to eliminate or minimise risk of injury/damage/impact on environment	List hierarchy of control used	After Controls			Confirm with Host if control is in place (Safe) or not (Not Safe) or is not required (NA) and Indicate response (✓). If appropriate or marked provide relevant comments/supporting evidence.				Person to implement controls
			L	C	Risk Level			L	C	Risk Level	S	NS	NA	Comment	
	Warehousing, traffic management and driving	Inability to identify safe pathways throughout the workplace	D	4	HIGH	Traffic and pedestrian interactions marked appropriately with safe clearances and walkways, vehicles and mobile plant registered and well maintained.	e	B	4	MED	☑	☐	☐	Participants do not have authority to approach or step inside vehicle. No WFD participants to unload or reload trucks/vehicles - area blocked off during deliveries	Host
Site Awareness	Emergency preparedness	Inability to identify hazard responses	D	3	HIGH	Emergency drills / procedures, floor maps, exit signs, fire extinguishers and first aid kits must be in place.	e	B	3	MED	☑	☐	☐	(Confirm and note if covered in induction and/or other training) This is to be covered on participant's first day in their induction	Host
Using appliances, equipment, tools, and plant	Using electrically powered office/kitchen appliances and equipment	Risk of electrical shock from worn, damaged or otherwise unsafe cords, leads and appliances and equipment resulting in serious injury or fatality	C	5	EXTR	Ensure all worn, damaged or otherwise unsafe cords, leads and appliances and equipment are removed from the workplace	a	A	5	MED	☑	☐	☐		Host
						Ensure all leads and electrical appliances and equipment is tested and tagged and in date	e				☑	☐	☐	(Include date of last test) Last test:9/25 Next review:9/26	Host
						Ensure leads and cords are not placed across high traffic areas where they can suffer wear and/or damage	c				☑	☐	☐		Host
						Ensure all electrical appliances and equipment are checked for wear or damage before each use (pre-start checks)	e				☑	☐	☐		Host

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Activity	Activity Breakdown	Hazards/Risks	Initial Risk Rating			Controls	Hierarchy	Residual Risk Rating			Control Implemented?				Responsible Person
List Main Activity	Activity Broken Down into Steps	List potential hazards / risks that could cause injury / damage / impact on the environment	Before Control			List actions required to eliminate or minimise risk of injury/damage/impact on environment	List hierarchy of control used	After Controls			Confirm with Host if control is in place (Safe) or not (Not Safe) or is not required (NA) and indicate response (✓). If appropriate or marked provide relevant comments/supporting evidence.				Person to implement controls
			L	C	Risk Level			L	C	Risk Level	S	NS	NA	Comment	
						Ensure host holds copies of manufacturer's instructions, guide or safe operating procedures for plant and equipment	e				☐	☐	☑	(sight manuals for any plant/equipment) No plant or large machinery on site	Host
						All tools, plant or equipment are in manufactures recommended condition and have not been repaired, altered, modified or guards removed	e				☑	☐	☐		Host
						Ensure all worn, damaged or otherwise unsafe cords, leads and powered tools/ plant and equipment are removed from the workplace	a				☑	☐	☐		Host
						Ensure leads and cords are not placed across high traffic areas where they can suffer wear and/or damage	c				☑	☐	☐		Host
						Ensure all tools/ plant and equipment are regularly monitored for wear or damage	e				☑	☐	☐		Host
						Use all tools/ plant and equipment as per manufacturers recommendations	e				☑	☐	☐	(Confirm and note if covered in induction and/or other training) This is to be covered on participant's first day in their induction	Host

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Activity	Activity Breakdown	Hazards/Risks	Initial Risk Rating			Controls	Hierarchy	Residual Risk Rating			Control Implemented?				Responsible Person
List Main Activity	Activity Broken Down into Steps	List potential hazards / risks that could cause injury / damage / impact on the environment	Before Control			List actions required to eliminate or minimise risk of injury/damage/impact on environment	List hierarchy of control used	After Controls			Confirm with Host if control is in place (Safe) or not (Not Safe) or is not required (NA) and Indicate response (✓). If appropriate or marked provide relevant comments/supporting evidence.				Person to implement controls
			L	C	Risk Level			L	C	Risk Level	S	NS	NA	Comment	
						Do not attempt to repair, alter, modify, or remove guards of any tools, plant, or equipment	e				☑	☐	☐	(Confirm and note if covered in induction and/or other training) This is to be covered on participant's first day in their induction	Host
		Overloading power circuits by running additional appliances, equipment or tools using power-boards causing overload of circuitry resulting in fire	D	5	EXTR	Ensure power-boards are not used to facilitate the use of more appliances or equipment than a general-purpose outlet is designed to carry	a	A	5	MED	☑	☐	☐	Note: No double adaptors to be used as current legislation deems them illegal.	Host
		Malfunction or appliance, equipment, tool or plant from incorrect usage or failure due to lack of maintenance resulting in injury or fatality	D	5	EXTR	Ensure appliance, equipment, tool, or plant is 'fit for purpose'	e	A	5	MED	☑	☐	☐		Host
						Ensure appliance, equipment, tool, or plant is regularly maintained, as per manufacturer's requirements	e				☑	☐	☐		Host
						Ensure adequate training in the safe use of the appliance, equipment, tool or plant is provided (Safe Operating Procedures)	e				☑	☐	☐	(Confirm and note if covered in induction and/or other training) This will be covered in the induction	Host
						Provide adequate and appropriate supervision during the use of the appliance, equipment, tool, or plant	e				☑	☐	☐		Host

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Activity	Activity Breakdown	Hazards/Risks	Initial Risk Rating			Controls	Hierarchy	Residual Risk Rating			Control Implemented?				Responsible Person
List Main Activity	Activity Broken Down into Steps	List potential hazards / risks that could cause injury / damage / impact on the environment	Before Control			List actions required to eliminate or minimise risk of injury/damage/impact on environment	List hierarchy of control used	After Controls			Confirm with Host if control is in place (Safe) or not (Not Safe) or is not required (NA) and Indicate response (✓). If appropriate or marked provide relevant comments/supporting evidence.				Person to implement controls
			L	C	Risk Level			L	C	Risk Level	S	NS	NA	Comment	
						Ensure all safety switches, guards and emergency stops are in place and operational	c				☑	☐	☐		Host
						Tie back or cover long hair and eliminate the use of baggy or loose clothing which could come into contact with rotating, revolving, or cutting surfaces	a				☐	☐	☑	(Confirm and note if covered in induction and/or other training) No equipment or plant with rotating, revolving or cutting surfaces	Host
						Ensure appropriate Personal Protective Equipment (PPE) is provided and used at all times	i				☑	☐	☐		Host
Working at levels	Any task requiring the use of a step ladder, extension ladder, scaffold or any other access device or equipment	Risk of fall resulting in serious injury	D	5	EXTR	Follow manufacturers' guidelines regarding erection, use and care of access equipment	e	B	5	HIGH	☑	☐	☐	(Confirm and note if covered in induction and/or other training) Step ladder on site to be used only under direct supervision of manager/supervisor with correct use explained prior to use	Host
						Use access equipment which is appropriate to the task	e				☑	☐	☐	(Confirm and note if covered in induction and/or other training) This will be covered in the induction	Host
						Access equipment must not be used on wet, slippery, or uneven surfaces	c				☑	☐	☐	(Confirm and note if covered in induction and/or other training) Step ladder on site to be used only under	Host

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List Main Activity	Activity Broken Down into Steps	List potential hazards / risks that could cause injury / damage / impact on the environment	Before Control			List actions required to eliminate or minimise risk of injury/damage/impact on environment	List hierarchy of control used	After Controls			Confirm with Host if control is in place (Safe) or not (Not Safe) or is not required (NA) and Indicate response (✓). If appropriate or marked provide relevant comments/supporting evidence.				Person to implement controls
			L	C	Risk Level			L	C	Risk Level	S	NS	NA	Comment	
														direct supervision of manager/supervisor with correct use explained prior to use	
						Access equipment must be the correct height for the task, to avoid over-reaching or stretching	e				☑	☐	☐	(Confirm and note if covered in induction and/or other training) step ladder on site to be used only under direct supervision of manager/supervision with correct use explained prior to use	Host
						Scaffolding must be erected by a licensed, qualified, competent person	e				☐	☐	☑	No Scaffolding	Host
						Work must be conducted facing a ladder	e				☑	☐	☐	(Confirm and note if covered in induction and/or other training) Step ladder on site to be used only under direct supervision of Manager/supervisor with correct use explained prior to use	Host
						Step ladders must be used in fully open position with locking mechanism fully engaged	e				☑	☐	☐	(Confirm and note if covered in induction and/or other training) step ladder on site to be used only under direct supervision of manager/supervisor with	Host

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Activity	Activity Breakdown	Hazards/Risks	Initial Risk Rating			Controls	Hierarchy	Residual Risk Rating			Control Implemented?				Responsible Person
List Main Activity	Activity Broken Down into Steps	List potential hazards / risks that could cause injury / damage / impact on the environment	Before Control			List actions required to eliminate or minimise risk of injury/damage/impact on environment	List hierarchy of control used	After Controls			Confirm with Host if control is in place (Safe) or not (Not Safe) or is not required (NA) and Indicate response (✓). If appropriate or marked provide relevant comments/supporting evidence.				Person to implement controls
			L	C	Risk Level			L	C	Risk Level	S	NS	NA	Comment	
														correct use explained prior to use	
						Single or extension ladders must be secured at the top and bottom where possible or be supported by another worker	d				☐	☐	☑	(Confirm and note if covered in induction and/or other training) Extension ladders not to be used by participants	Host
						Step ladders must not be used around operating machinery, stairwells, floor openings, or building edges	a				☑	☐	☐	(Confirm and note if covered in induction and/or other training) step ladder on site to be used only under direct supervision of manager/supervisor with correct use explained prior to use	Host
						A person must not sit, kneel, or stand on the top plate of a step ladder	e				☑	☐	☐	(Confirm and note if covered in induction and/or other training) step ladder on site to be used only under direct supervision of manager/supervisor with correct use explained prior to use	Host
						A person must not stand above the second step from the top-plate of a step ladder (no closer than 600mm to top plate)	e				☑	☐	☐	(Confirm and note if covered in induction and/or other training) step ladder on site to be used only under direct supervision of manager/supervisor with	Host

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Activity	Activity Breakdown	Hazards/Risks	Initial Risk Rating			Controls	Hierarchy	Residual Risk Rating			Control Implemented?				Responsible Person
List Main Activity	Activity Broken Down into Steps	List potential hazards / risks that could cause injury / damage / impact on the environment	Before Control			List actions required to eliminate or minimise risk of injury/damage/impact on environment	List hierarchy of control used	After Controls			Confirm with Host if control is in place (Safe) or not (Not Safe) or is not required (NA) and Indicate response (✓). If appropriate or marked provide relevant comments/supporting evidence.				Person to implement controls
			L	C	Risk Level			L	C	Risk Level	S	NS	NA	Comment	
														correct use explained prior to use	
Manual handling	Any task or activity requiring the use of force exerted by a person to lift, lower, push, pull, carry, or otherwise move, hold, or restrain some thing	Repetitive bending, twisting, or overreaching movements, or employing incorrect manual handling techniques resulting in musculoskeletal injury	D	4	HIGH	Ensure correct manual handling techniques are discussed with customer during induction process	e	B	4	MED	☑	☐	☐	(Confirm and note if covered in induction and/or other training) (Sight manual handling sheet) Manual handling and correct lifting covered in induction. Sighted manual handling sheet.	Host
						Provide training to customers engaged in tasks requiring frequent and /or sustained manual handling	e				☑	☐	☐	(Confirm and note if covered in induction and/or other training) Manual handling and correct lifting covered in induction	Host
						Provide mechanical assistance where possible	b				☑	☐	☐	Cage and trolley available if required	Host
						No more than twenty Kilograms to be lifted unless mechanical assistance or team lifting arrangements are in place	a				☑	☐	☐	(Confirm and note if covered in induction and/or other training) Manual handling and correct lifting covered in induction	Host
						Ensure task rotation to minimise repetitive strain type injuries	b				☑	☐	☐	(Confirm and note if covered in induction and/or other training) WHS policy and procedures covered in induction. Breaks provided as per fair work guidelines	Host

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Activity	Activity Breakdown	Hazards/Risks	Initial Risk Rating			Controls	Hierarchy	Residual Risk Rating			Control Implemented?				Responsible Person
List Main Activity	Activity Broken Down into Steps	List potential hazards / risks that could cause injury / damage / impact on the environment	Before Control			List actions required to eliminate or minimise risk of injury/damage/impact on environment	List hierarchy of control used	After Controls			Confirm with Host if control is in place (Safe) or not (Not Safe) or is not required (NA) and Indicate response (✓). If appropriate or marked provide relevant comments/supporting evidence.				Person to implement controls
			L	C	Risk Level			L	C	Risk Level	S	NS	NA	Comment	
						Provide adequate breaks during tasks involving manual handling	b				☑	☐	☐	(Confirm and note if covered in induction and/or other training) WHS policy and procedures covered in induction. Breaks provided as per fair work guidelines	Host
Using or coming into contact with substances containing chemicals	Painting, striking, decorating, stripping, cleaning, or any other activity employing chemicals as an agent or the releasing of chemicals as a result of the task	Short- or long-term health effects of chemicals by inhalation, ingestion, and/or skin contact	C	A	HIGH	Hazardous substances must be contained in their original containers and be clearly labelled	c	B	4	MED	☐	☐	☑	(Confirm and note if covered in induction and/or other training) Correct chemical use covered in induction. Sighted SDS onsite. This will be covered in the induction. No hazardous chemicals used.	Host
						All chemical substances must be accompanied by current Safety Data Sheets	e				☑	☐	☐	(Sight Safety Data Sheet) Sighted SDS, chemicals onsite: Disinfectant, floor cleaner, window cleaner, multipurpose cleaner, toilet cleaner, and wash up liquid, and gumption accompanied by a SDS	Host
						Customers are to be trained in the safe use of any chemical likely to be encountered at the workplace	e				☑	☐	☐	(Confirm and note if covered in induction and/or other training) This is to be covered on participant's first day in their induction	Host

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			L	C	Risk Level			L	C	Risk Level	S	NS	NA	Comment	
						Where possible, hazardous substances should be isolated from workers or substituted with less toxic alternatives	b, c				☑	☐	☐	Chemicals stored away from participants	Host
						Storage areas should be separately ventilated from the rest of the workplace	c				☑	☐	☐		Host
						Personal protection equipment such as respirators, gloves and goggles must be worn	f				☑	☐	☐	(Confirm and note if covered in induction and/or other training) This is to be covered on participant's first day in their induction	Host
						Safe operating procedures regarding the use of chemicals must be in place at the workplace	e				☑	☐	☐	(Confirm and note if covered in induction and/or other training) This is to be covered on participant's first day in their induction	Host
Working in a Kitchen environment / Food handling	Preparing food	Contaminating food, making it unsafe for consumption.	B	2	MED	Ensure correct food preparation techniques are discussed with customer during induction process and training is provided for tasks undertaken.	e	B	2	LOW	☐	☐	☑	(Confirm and note if covered in induction and/or other training) No food handling	Host
						Ensure procedures and policies in place for safe food handling, including access to hair nets, disposable gloves, etc as required	e, f				☐	☐	☑	No food handling	Host

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			L	C	Risk Level			L	C	Risk Level	S	NS	NA	Comment	
Working in an Office environment	Using computers, phones, filing.	Musculoskeletal injuries, repetitive stress, and overreaching, slips trips falls.	C	3	MED	Workstation to be set up to individual requirements – chair adjusted, desk items within reach, etc	a	B	2	LOW	☑	☐	☐	(Confirm and note if covered in induction and/or other training) This is to be covered on participant's first day in their induction	Host
						Walkways clear of obstructions, drawers closed, equipment left tidy	c				☑	☐	☐		Host
						Electrical cords tested and tagged	e				☑	☐	☐	(Include date of last test) Last review: 9/25 Next review: 9/26	Host
Emergency response	Injury requiring first aid assistance.	Equipment not available for an injury or emergency situation.	B	4	MED	First aid kits complete and within expiry dates	e	B	2	LOW	☑	☐	☐	(Include expiry date) Checked every 12 months: Expires 1/28	Host
						Advise customer of trained first aiders and location of kits	e				☑	☐	☐	Covered in induction	Host
	Evacuation and fire.	Equipment not available or not maintained in an emergency situation.	B	5	HIGH	Premises has clearly signed access to fire extinguishers, blankets and hoses as required	e	A	5	MED	☑	☐	☐	(Include date of expiry/last refill) Fire extinguishers review:11/25 Next review: 5/26	Host
		Disorganised evacuation.	C	5	HIGH	Evacuation procedures are discussed during induction and fire drills occur	e	A	5	MED	☑	☐	☐	(Confirm and note if covered in induction and/or other training) (Include date of last fire drill) Last fire drill: 3/26 Next drill:3/27	Host

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Activity	Activity Breakdown	Hazards/Risks	Initial Risk Rating			Controls	Hierarchy	Residual Risk Rating			Control Implemented?				Responsible Person
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			L	C	Risk Level			L	C	Risk Level	S	NS	NA	Comment	
						Evacuation Plan is displayed around premises and has up to date building layout	e				☑	☐	☐	Sighted evacuation plan on site	Host
Working in an Outdoor environment	Working in an environment with prolonged exposure to the sun, flora, and fauna	Overexposure to heat and the sun, stings, bites, allergic reaction.	D	2	MED	Ensure the dangers of heat and sun exposure as well as any local flora/fauna are covered in the induction, including how to reduce risk	e	C	2	LOW	☐	☐	☑	(Confirm and note if covered in induction and/or other training) No outdoor work required	Host
						Ensure appropriate Personal Protective Equipment (PPE) is provided and used at all times. Ensure PPE is worn correctly at all times (e.g., not rolling up long sleeve shirts). Shade is utilised where possible.	e, f				☑	☐	☐	(Confirm and note if covered in induction and/or other training) Disposable Gloves provided for sorting of donated goods to minimise risks	Host
		Overexposure to heat, exhaustion.	D	2	MED	Provide adequate breaks during tasks in the heat/sun.	e	C	2	LOW	☐	☐	☑	No outdoor work required	Host
						Ensure customers have access to water.	e				☑	☐	☐		Host
Working in or around a building that contains asbestos. (Only a risk if asbestos is exposed)	Drilling, piercing, painting, stripping, cleaning, demolishing or damage to boards containing asbestos.	Respiratory issues, lung disease.	C	5	HIGH	Check if building contains asbestos. e.g., Asbestos register and management plan required for worksites constructed prior to 2004	b	A	5	MED	☑	☐	☐	No asbestos on site.	Host
						Review asbestos register and photos, ensure ACM undamaged and applicable signage displayed.	e				☐	☐	☑	No asbestos on site.	Host

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Activity	Activity Breakdown	Hazards/Risks	Initial Risk Rating			Controls	Hierarchy	Residual Risk Rating			Control Implemented?				Responsible Person
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			L	C	Risk Level			L	C	Risk Level	S	NS	NA	Comment	
						Intrusive asbestos tests carried out on areas to be demolished.	c				☐	☐	☑	No asbestos on site.	Host

Risk Assessment Preparation

Completed with information provided by the Host Organisation and customer (as the case may be):

Provider Name	Contact Person Name	Position	Signature	Date *dd/mm/yy*
AKG	s. 22(1)(a)(ii)	WFD Community Coordinator		/ /
Phone: s. 22(1)(a)(ii)		Email: s. 22(1)(a)(ii) @maxemployment.com.au		
AKG Site Address:	Floor 1/15 Acol Vale Rd, Flemington VIC 3031			
Employment Region/Service Area:	Inner Metro Melbourne	Services Provider Contract ID:	(LEON) AKG Australia	

By signing below, I confirm that I have authority to sign on behalf of the Host Organisation and that the Host Organisation:

(a) has completed a risk assessment for the tasks to be completed during the activity, and the risks identified (if any) are being appropriately managed and any actions identified have been taken
(b) will provide a safe workplace for the customer and comply with the work health and safety legislation that applies at the workplace of the Host Organisation
(c) has appropriate workplace policies and practices in place to conduct the activity, and

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(d) complies with the relevant legislative workplace requirements (e.g., workplace anti-discrimination, work health and safety, anti-bullying, the Fair Work Act (if relevant), etc).

Host Organisation Name	Contact Person Name	Position	Signature	Date *dd/mm/yy*
The Trustee for the Salvation Army (Victoria) Property Trust trading as Salvos Stores				/ /

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Risk Assessment Review (include reference page number and brief comment on any changes made)			
Page	Changes made to Risk Assessment	Page	Changes made to Risk Assessment
1	Additional supervisor added and their details		

Further notes (include reason for review):

I can confirm that I am an authorised person to sign on behalf of this organisation, having reviewed with information provided by the Host Organisation and customer (as the case may be):

Reviewed By:	s. 22(1)(a)(ii)	Position:	NFO community coordinator	Signature:	s. 22(1)(a)(ii)	Date:	4/6/26
Provider Name:	ALG						

I confirm that I am a Competent Person, that is, I have acquired through training, qualification or experience the knowledge and skills to carry out specific work health and safety tasks, including risk assessments, and I have reviewed the risk assessment relevant to the Activity Name and Activity ID on page 1.

Host Representative:	s. 22(1)(a)(ii)	Position:	Assistant Store Manager	Signature:	s. 22(1)(a)(ii)	Date:	4/6/26
Host Organisation:	The Trustee for the Salvation Army (Victoria) Property Trust trading as Salvos Stores						

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