Document 1

Job Access

SarinaRus

## Activity Risk Assessment (Place)

 

 Risk Assessment Details

 Activity Type (Work for the Dole, PaTH Internship, National Work Experience Programme, Regional Employment Trial, Work Experience (Other), Launch into Work, Voluntary Work): Work for the Dole

 Activity Name: VIC St Vincent de Paul - Brunswick Retail

 Activity ID: 100211594, 100168642, 100168644

 Host Organisation Name: St Vincent de Paul Society Victoria Inc

 Note: For the purposes of this document, the term 'Host Organisation' includes Host business, Launch into Work Organisation and RET Grant Recipient.

 Activity Location Address: 107 Sydney Road Brunswick

 Employment Region: Inner Melbourne

 Contact Person for Activity: S. 47F(1)

 Risk Assessment Conducted By: S. 47F(1)

 Host Organisation Staff Member Risk Assessment conducted in consultation with: S. 47F(1)

Site Visit Date: 09/11/2021

#### **Activity Details**

Activity Description (e.g. food and hospitality – activity involves working in a café): Customer service, pricing of items, secondary sorting of Items, tagging, packing, learning Point of Sale, merchandising goods, displaying items, cleaning floors, removing rubbish and assisting with stocktake when required.

Core duties to be undertaken by the Participant(s) (e.g. food preparation, serving customers, working the till, cleaning):	<ul> <li>Picking and packing stock</li> <li>Loading and unloading stock from vehicles</li> <li>Sorting</li> <li>Counting stock</li> <li>Labelling</li> </ul>
	<ul> <li>Cleaning.</li> <li>Tagging</li> <li>Merchandising</li> <li>Customer Service</li> <li>Pricing</li> </ul>

What are the Supervision arrangements of the Activity? (e.g. ratio and frequency, continuous supervision for vulnerable cohorts)

15:1	
Name of Supervisor(s):	Experience, skills, and knowledge of the Supervisor:
s. 47F(1)	S. 47F(1) is the current store manager, and has been with Vinnies for 2 years. <sup>S. 47F(1)</sup> has lots of
	experience supervising and inducting volunteers.
s. 47F(1)	s. 47F(1) is the current duty manager of the Brunswick
	Vinnies store. She has been working with Vinnies for 2
	years. She has experience inducting, supervising and
	assistanting WFD participants.

Last Updated 15/01/2021



What checks has the Host Organisation undertaken on Supervisors (e.g. Police Checks or Wor	king with	
Children/Vulnerable People Checks): Police Checks and Working with Children Checks		
Considering the nature of the Activity (e.g. its proximity to Vulnerable People) and any		
relevant legislative requirements, would additional checks for Supervisors be required?		
Details of checks required: N/A		
If additional checks are required, these must be completed prior to the Supervisors being given		
responsibility for the Supervision of participants.		

Activity Requirements			
Does this Activity require a Police Check?	🛛 Yes 🗌 No		
Does this Activity require a Working with Children/Vulnerable People Check?	🛛 Yes 🗌 No		
Is any training (including Work Health and Safety Training and COVID-19 safe practices)	🛛 Yes 🗌 No		
required for participants to conduct the activity task(s) safely at commencement and for the			
duration of the Activity?			
If yes, please provide details of training to be undertaken (including the nature, scope, and dura	tion of the		
training):			
- Work Health and Safety Training, including COVID-19 safety practices such as practicing good hygiene and			
social distancing,			
- Site Specific Induction Training			
Is any Personal Protective Equipment (PPE) required for the participant to conduct the Activity	🛛 Yes 🗌 No		
task(s) safely?			
If yes, please detail what PPE is required: Face Masks (Provider/Job Seeker), Gloves (Provider), E	Inclosed Shoes		
(Provider/Job Seeker)			
If PPE is required, who will provide this to participants? (Host Organisation or SRJA): Both (listed	l above)		

Activity Checks				
Where no is answered for any of the below questions, the Activity must not proceed.				
an (or similar) in place in	Yes No			
ne relevant state or territory	Not required by state			
	or territory government			
it the Host Organisation is	Yes No			
t by the relevant state/territory				
ent and appropriate insurance to	Yes No			
cover any risks associated with the Activity? Does the Activity meet the department's insurance policies purchased for				
participants as outlined in the Deeds, Guidelines and Insurance Readers Guide?				
If applicable, provide details of additional insurance purchased:				
Are there appropriate facilities (access to drinking water and toilets) that will be				
available to the participant/s for the duration of the Activity?				
Does the Host Organisation have adequate WHS policies and processes in place to				
<ul> <li>WHS policies</li> <li>Test and tag regime</li> <li>Hazard identification and risk assessments control procedures</li> </ul>				
-				
	e below questions, the Activity must an (or similar) in place in the relevant state or territory at the Host Organisation is t by the relevant state/territory ent and appropriate insurance to ce policies purchased for and Insurance Readers Guide? the purchased: g water and toilets) that will be the Activity? policies and processes in place to			



<ul> <li>Hazardous substances storages and use of procedures and register</li> <li>Training manuals</li> <li>Emergency procedures in place</li> <li>First aid and WHS officers</li> </ul>	management plans/procedures/protocols • Infection control and prevention measures	
Are you satisfied that the Host Organisation is co regulatory obligations?	mpliant with WHS legislative and	Yes No
Is there adequate transport for participants to ac	ccess the Activity?	Yes No
Work for		
Will the Activity be held on Private Property? Work for the Dole Activities must not be conducte express approval from the Department in writing	🗌 Yes 🔀 No	
Have you confirmed that the Activity does not fa of the jobactive Deed (which outlines prohibited listed in the Work for the Dole Guideline?	Yes No	
If the Activity involves vulnerable people, will the the participants? <i>i.e. a participant must be with a</i> within the Supervisor's line of sight, always while	Yes No	

#### Identify Hazards, Assess the level of Risk and Control the Risk

COVID-19				
Identify the Hazards (tick if applicable):				
COVID-19 Infection from Host Organisation staff	COVID-19 Infection fror	n other participants		
COVID-19 Infection from visitors to Activity location	COVID-19 Infection from	n touching surfaces		
Identify the level of Risk				
List specific Activity tasks associated with these hazards if a		-		
Serving customers, handling merchandise and donations, w	vorking with other volunteer	s and WFD participants,		
touching surfaces throughout store, handling cash				
Assessed Risk Level (refer to the Risk Rating Matrix below):	Very High			
Control Measures		Implemented by Host?		
Host Organisation will provide specific training to participal	🛛 Yes 🗌 No			
Safety measures				
Participants are informed of Host Organisations COVID Safe	🛛 Yes 🗌 No			
Staff and participants briefed on symptoms of COVID-19 ar	🛛 Yes 🗌 No			
have <u>any</u> cold or flu symptoms				
Cleaning and disinfecting processes in place in accordance	🛛 Yes 🗌 No			
Work Australia and public health authorities				
Physical distancing measures in place (e.g. calculating peop	🛛 Yes 🗌 No			
permitted in enclosed spaces)				
Contact tracing mechanisms in place	Yes 🔄 No			
Signage on correct hand washing displayed on site	Yes 🗌 No			
Hand washing facilities available to participants	🛛 Yes 🗌 No			
Hand sanitiser available to participants	🛛 Yes 🗌 No			
Appropriate PPE available to participants (e.g. masks, glove	🛛 Yes 🗌 No			



List additional control measures and details of these controls below:

- -Hand sanitiser available upon entry to store for both customers and staff
- Hand sanitiser also available throughout the store and back of house for staff to utilise
- Sign-in requried for all staff for contact tracing purposes
- Markers on selling floor to indicate required distancing (1.5 metres)

- Signage throughout store as well as back of house about COVID safe practices (washing hands, maintaining safe distances etc)

- Masks and gloves available for use
- Specific bin for used gloves and masks which is securely disposed of
- COVID plan available in Intranet
- QR codes displayed at entrance of store for check-in
- Store is sanitised (counter and all surfaces) throughout the day
- COVID plan folder kept on site as well detailing the stores COVID safe plan

- Verification of vaccination with store manager prior to commencement of employment for all volunteers

#### **Monitoring Frequency**

Specify the frequency SRJA will monitor these controls (e.g. Weekly, Fortnightly, Monthly, Quarterly, 6 monthly): 6 Monthly

For COVID-19, it is recommended the Risk Assessment controls are reviewed within the first month of the Activity commencing and then on a quarterly basis ongoing.

Fire				
Identify the Hazards (tick if applicable	e):			
Accumulation of Dust	Electrical Circuits			Combustible Materials
🔀 Flammable Liquids	🔀 Acc	umulation of Rub	bish	Smoking at Activity location
No Fire Alarms	🗌 Unt	ested Fire Alarms		Fire Alarms not working
No Emergency Plan in place	No ·	fire extinguishers		Fire exit signs not working
Fire & Evacuation Drills not	🗌 Fire	extinguishers not	serviced	Blocked Fire Exits
carried out at least annually	every 6	months		
List any other hazards identified:				
N/A				
Identify the Risks	L .	Risk Level	Current Co	ontrol Measures for the Risks
List specific Activity tasks related to t		(refer to the		
above identified hazards (if applicabl the associated risks	e) ana	Risk Rating		
Accumulation of Dust		High	Matrix below)	
Accumulation of Dust		півн	Regular cleaning of warehouse, including	
Electrical Circuits		High	dusting, sweeping, moping and vacuuming.	
		ingn	No apparent damage to electrical circuits - n overcrowded and have been Test & Tagged	
				1). Fire extinguishers have also been
			•	vithin the last 6 months (June 2021).
				Orders also displayed on WH&S
				rd in break room. Illuminated
				y exits signs also displaying exit
			-	histle is used, plan in kitchen area.
				advised will perform new drill, this
			-	c Drill/ procedure discussed during
			site induct	
Combustible Materials		Medium	Materials	such as clothing, furniture and other
			combustib	le items can be found throughout the
1			warehouse	e - items are stored and displayed



		safely and Fire Extinguishers can be found at
		various locations throughout the warehouse.
Flammable Liquids	Medium	Stored safely, away from electrical points. Label
		on bottle of liquids display flammable liquid
		warning and each liquid is clearly labelled.
Accumulation of Rubbish	High	Large dumpster bins bins located out the back
		of warehouse, and these are emptied
		frequently.
Are additional Control Measures required to n	nanage these risks	5? 🗌 Yes 🖾 No
If yes, detail below:		
N/A		
Monitoring Frequency		
If applicable, specify the frequency SRJA will m	nonitor these cont	rols (e.g. Weekly, Fortnightly, Monthly,
Quarterly, 6 monthly):		
6 Monthly		
1		

Facilities					
Identify the Hazards (tick if applicable	e):				
Floors with large cracks or holes	🗌 Shai	rp edges			] Clutter
Step/stairs	🔀 Slipi	pery surfaces			Obstructions in walkways
Heavy items stored at heights	🗌 Ove	rloaded shelves			Direct or indirect glare
Inadequate illumination	🗌 No e	emergency lightin	00		Overflowing bins
Not enough bins provided	🗌 Veh	icles/trailers at lo	cation		Gas/Pressurised containers
LPG Gas	🗌 Mac	chinery			Heavy Machinery
Machinery/plant registers not	🗌 Unn	narked walkways	(i.e.		] Kitchen areas not clean/well
maintained	traffic/p	traffic/pedestrian intersections)			aintained
Bathroom facilities not	🗌 No f	floor maps/exit sig	gns		] Work areas not clean/well
clean/well maintained				maintained	
List any other hazards identified:					
<ul> <li>Theft of personal belongings</li> </ul>					
- Ladders available					
Identify the Risk	Risk Level	Current Co	ntro	ol Measures for the Risks	
List specific Activity tasks related to the		(refer to the			
above identified hazards (if applicable	e) and	Risk Rating			
the associated risks		Matrix below)			
Slippery surfaces		High	Surfaces w	ithir	n warehouse that could
			potentially	bec	come slippery when wet. Mops



		and buckets available as a control measure, as well as Wet Floor Signs for use (stored neatly in
		corner of sorting room with Mops and Buckets)
Theft of personal belongings	Medium	Staff lockers available for all staff to utlise to
		store their personal belongings. CCTV
		throughout the store
Ladders Available	High	Ladders available for use to reach items which
		are higher-up. Safe and correct usage
		procedures discussed at induction.
Are additional Control Measures required to m	nanage these risks	5? 🗌 Yes 🖂 No
If yes, detail below:		
N/A		

Electrical				
Identify the Hazards (tick if applicable	e):			
Broken plugs	🗌 Fray	ved or damaged co	ords	Power tools
Electrical equipment	🔀 Kitc	hen appliances (fr	idge,	No testing and tagging of
	microw	ave, kettle, sandw	vich press)	electrical equipment
Damaged wire insulation	Elec	trical outlets close	e to water	Overloaded circuits
Power points not fixed to walls				
List any other hazards identified:				
N/A				
Identify the Risk	Risk Level Current Control Measures for the Risks		ontrol Measures for the Risks	
List specific Activity tasks related to th	the (refer to the			
above identified hazards (if applicable	e) and	Risk Rating		
the associated risks		Matrix below)		
Electrical equipment Very H		Very High		equipment is in good condition and
			-	ed - all equipment has been Test &
	Tagged on June 2021).			-
Kitchen appliances			appliances have been Test & Tagged	
				. All are well maintained and not
			damaged.	



Are additional Control Measures required to n	nanage these risks	? 🗌 Yes 🖾 No
If yes, detail below:		
N/A		

## First Aid Identify the Hazards (tick if applicable): No first aid kit available First aid kit not accessible First aid kit contents expired No first aid officers Identify the Hazards (tick if applicable):

List any other hazards identified:

First Aid kit is available and is clearly labelled and easily accesible. Staff member Eleonora is the current First Aid officer for the Store. First Aid kit is well stocked and nothing has passed the expiry date. Staff made aware of location of First Aid kit at induction.

Identify the Risks	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
**First Aid kit	Low	Currently kit is overflowing. Asked Manager to re-sort and relocate double up items to cupboards below
Are additional Control Measures required to n	nanage these risks	? 🗌 Yes 🔀 No
If yes, detail below:		

**Manual Handling/Ergonomics** 



Identify the Hazards (tick if applicable)	:				
Repetitive movements	Heavy lifting			Handling high or sudden force	
Improperly adjusted	Tasks with sustained or		or	Tasks involving exposure to	
workstations and chairs	awkwar	d postures		vibration	
List any other hazards identified:					
Standing for long periods of time while	st sorting	g donations			
Identify the Risk		Risk Level	Current Co	ontrol Measures for the Risks	
List specific Activity tasks related to th	е	(refer to the			
above identified hazards (if applicable	) and	Risk Rating			
the associated risks		Matrix below)			
Repetitive movements		Medium	-	eaks provided to staff. Two staff	
				ns are also available.	
Heavy lifting		High	-	uipment is available for staff to utilise	
				and move goods around the store,	
			-	tillages, trolleys. Safe lifting	
			•	s also discussed at induction,	
			Ŭ	eam lifting for heavy items etc. These	
				s are also displayed on the WH&S	
Llandling high or auddon force		Lliab		rd and throughout the store.	
Handling high or sudden force		High	Various equipment is available for staff to utilise to access if the item is kept higher up, including		
Standing for long periods of time while	Iadders and step-cubes.           Ist         Medium           Regular breaks provided. Gel mats are also				
sorting donations		Wedium	-	at sorting areas to cushion these	
		areas where candidates may be standing to sort			
			through donations. Regular rotation of duties		
			-	as well. There is a staff break room	
			available whereby staff can sit during their		
			break.	, ,	
Are additional Control Measures requ	red to n	ianage these risks	sr 🔄 Yes [	🖄 No	
If yes, detail below:					
N/A					

Chemical		
Identify the Hazards (tick if applicable	e):	
Non-hazardous chemicals	Hazardous chemicals	Asbestos
Acids	Poison	



List names of chemical/s present at Activity:

Dishwashing liquid, hand sanitizer, hand wash, disinfectant cleaner, toilet spray, Ajax, Degreaser, Germex, Riad, Jiff, Trix

List any other hazards identified: N/A

Identify the Risk	Risk Level	Current Control Measures for the Risks
List specific Activity tasks related to the	(refer to the	
above identified hazards (if applicable) and	Risk Rating	
the associated risks	Matrix below)	
Non-hazardous chemicals	High	All cleaning products stored safely throughout
		store. All items are clearly labelled.
Hazardous Chemicals	High	All hazardous chemcials are stored safely on
		shelves in BOH area. All items are clearly
		labelled.
Are additional Control Measures required to n	nanage these risks	? 🗌 Yes 🔀 No
If yes, detail below:		
N/A		

Biological				
Identify the Hazards (tick if applicable):				
Food Handling	Othe	er Virus/Disease		Blood/Bodily Fluid
Animal Handling	Radiation			Lead (contained in paint, solders, batteries, radiation shielding, ammunition)
List any other hazards identified: N/A				
Identify the Risk		Risk Level	Current Control Measures for the Risks	
List specific Activity tasks related to the	e (refer to the			
above identified hazards (if applicable) a	and	Risk Rating		
the associated risks		Matrix below)		
Blood/Bodily fluid		High	whilst sort	or contact with blood/bodily fluid ing through donated goods. Gloves ble for use whilst sorting.
Sharps		High	Sharp Cont	tainer above First aid kit



Are additional Control Measures required to m	nanage these risks	s? 🗌 Yes 🖾 No
If yes, detail below: N/A		
N/A		

Environment					
Identify the Hazards (tick if applicable	Identify the Hazards (tick if applicable):				
Work on Private Property (i.e. privately-owned land or privately- owned or occupied estate or house)	Work with a sole trader (i.e.Working in one or morebutcher or hairdresser who operatedifferent workplaces/sitesfrom a small shop or privateresidence)				
<ul> <li>Alternative hours of work (i.e. early starts, night work)</li> <li>Working outdoors</li> </ul>	Working alone with anotherTravel will take place duringpersonActivity (i.e. between sites)Working near water (creek, river,Exposure to			Activity (i.e. between sites)	
Work in a non-public area		osure to harmful p	olants	Exposure to Sound/Noise	
Exposure to Animals/Insects Working at heights		exposure t or airborne parti	cles	Temperature (heat/cold) Exposure to weather/storms/rain	
List any other hazards identified: N/A					
Identify the Risk List specific Activity tasks related to th above identified hazards (if applicable the associated risks			rol Measures for the Risks		
Work in non-public area	Medium Wor		Working in so be in attenda	orting room - other volunteers to ance.	
Working at heights	High Ladders, step-cubes and pallet jack for reaching higher-up items - safe usage procedures discussed at ind				
Sun exposure	Low The large dumpster bins are located warehouse - candidates will not be long periods of time in these areas ( empty rubbish into these bins)		mpster bins are located outside the candidates will not be spending of time in these areas (only to		
Dust or airborne particles	Very High Cleanir basis to		•	urfaces is completed on a regular mise accumulation of dust. Masks able for use.	
Temperature (heat/cold)		Medium		inits located throughout the store e heat and cold respectively.	



Are additional Control Measures required to m	nanage these risks	5? 🗌 Yes 🖾 No
lf yes, detail below: N/A		
N/A		

Psychological			
Identify the Hazards (tick if applicable):			
Workplace bullying High turnover of workers Settingue			
Conflict between workers	rking directly with	customers 🛛 🖾 Work-related stress	
List any other hazards identified:			
N/A			
		1	
Identify the Risk	Risk Level	Current Control Measures for the Risks	
List specific Activity tasks related to the	(refer to the		
above identified hazards (if applicable) and	Risk Rating		
the associated risks	Matrix below)		
Workplace bullying	Medium	Escalation process detailed at induction -	
		confidential contact details provided to staff	
		during induction as well	
Conflict between workers	Medium	Supervisors/Warehouse Manager to intervene -	
		moving to a new location and/or task	
High turnover of workers	Low	Regular breaks	
Working directly with customers	Very High	Supervisors/Warehouse Manager to intervene if	
		incident arises. Local emergency services also	
		contactable i.e. Police.	
Fatigue	Medium	Regular breaks	
Work-related stress	Medium	Regular breaks. Escalation processes detailed to	
		staff at induction. Staff break room also	
		available staff to utilise during their break	
		times.	
Are additional Control Measures required to n	nanage these risks	5? 🗌 Yes 🔀 No	
If yes, detail below:			
N/A			

#### Vulnerable People

Does the Activity involve interaction with or proximity to vulnerable cohorts? Vulnerable cohorts include:

- Children (under 18 years of age)
- The elderly
- People with disability

- Vulnerable Youth
- The homeless
  - People with mental illness
- Migrants who do not speak English

🛛 Yes 🛛

No



If yes, what type of interaction or proximity wi	ll participants hav	e with Vulnerable people? Visite	ors/Customers
who attend the store, as well as other Salvos V	olunteers and sta	iff may be vulnerable (all cohort	s listed above
may attend the store).			
Identify the Risk	Risk Level	Current Control Measures	
List specific Activity tasks related to	(refer to the		
Vulnerable People (if applicable) and the	Risk Rating		
associated risks	Matrix below)		
Customers in the store	Very High	Supervisors/Store Managers of attendance supervising WFD ca	
Volunteers/Staff at the store	Very High	Supervisors/Store Managers of attendance supervising WFD ca	
Are additional Control Measures required to m	nanage these risks	? 🗌 Yes 🔀 No	
lf yes, detail below: N/A			

Other					
Identify any additional hazards specific to the location or tasks of the Activity not covered in the above categories:					
Kimble/Tagging gun available in store to secure price tags to stock	High			Safe usage procedure explained to candidates at induction and upon usage of gun. Supervision of candidates whebn item is in use. Disinfection also available to sterilize the needle of the gun	
COVID 19 Transmission	Very High All WFD candiates must proof of double vaccinati			All WFD candiates must provide proof of double vaccination to store manager prior to commencement of placement	
Identify the Risk	<u> </u>	Risk Level (refer to the Risk Rating Matrix below)	Current Co	ntrol Measures for the Risks	



Are additional Control Measures required to m	nanage these risks	5? 🗌 Yes 🔀 No
If yes, detail below: N/A		
N/A		



Risk Rating Matrix					
RISK RATING MATRIX (Indicative Only)					
CONSEQUENCE					
LIKELIHOOD	NEGLIGIBLE	MINOR	MODERATE	MAJOR	EXTREME
ALMOST CERTAIN	Medium	Very High	Very High	Extreme	Extreme
LIKELY	Medium	High	Very High	Very High	Extreme
POSSIBLE	Low	Medium	High	Very High	Very High
UNLIKELY	Low	Medium	Medium	High	Very High
RARE	Low	Low	Low	Medium	High

#### RISK LIKELIHOOD TABLE

LIKELIHOOD	Descriptors			
ALMOST CERTAIN	Is expected to occur frequently (in most circumstances)	Expected to occur at least daily		
LIKELY	Is expected to occur occasionally (to be expected)	Expected to occur at least weekly		
POSSIBLE	Could occur at least once (capable of happening / foreseeable)	Expected to occur at least monthly		
UNLIKELY	Might occur at some time (not to be expected)	Expected to occur at least annually		
RARE	May occur in exceptional circumstances only	Not expected to occur for years		

#### ACTIONS, DLEGATIONS AND ESCALATIONS:

Low:	Manage by routine procedures
Medium:	Manage by specific monitoring or response procedures
High:	Senior management attention needed
Very High:	Executive / Senior management planning required
Extreme:	Executive / Senior management will be involved



CONSEQUE	SEQUENCE CONSEQUENCE - DEGREE OF SEVERITY						
ITPE		NEGLIGIBLE	MINOR	MODERATE	MAJOR	EXTREME	
		No injury or harm caused	Minimal harm caused	Loss of function			
Personal Injury	PI	Minor adjustment to operational routine	Minor interruption to routine	Major harm caused	Loss of life	Multiple deaths	
Proporty		No damage caused.	Minimal damage caused.	Loss of building function			
Property Damage/Im pact	PD	Minor adjustment to operational routine	Minor interruption to routine	Major harm caused	Loss of use of building	Loss of building	
Disruption to Established Routines	D	Loss / interruption <1 hour	Some disruption manageable by altered operational routine Loss / interruption <=4	Disruption to a number of areas within a department or unit, possible flow on to other locations Loss /	All operational areas of a department or unit compromised, other locations are affected Loss / interruption	Total system dysfunction and/or total shut-down of operations	
Environmen		No lasting	hours	interruption <=1 day Local detrimental	>=1 week		
tal Impact	E	detrimental effect on the environment	Short term local detrimental effect	effect on the environment	Long term detrimental effect	Extensive detrimental long- term effect	
Financial Impact	FI	Under \$50,000	Between \$50K- 250K	Between \$250K- \$500K	Between \$500K- \$1M	Greater than \$1M	
Projects	Ρ	Negligible increase in cost, disruption of schedule, or degradation of deliverable	Small increase in cost, disruption of schedule, or degradation of deliverable	Significant increase in cost, disruption of schedule, or degradation of deliverable	Large increase in cost, disruption of schedule, or degradation of deliverable	Catastrophic increase in cost, disruption of schedule, or degradation of deliverable	



#### **Competent Person Declaration**

By signing this Activity Risk Assessment, I declare I am satisfied that:

- This Risk Assessment (Place) has been undertaken by Competent Person/s who have the relevant training and experience
- There is a safe system of work in place
- The Host Organisation has adequate work health and safety processes in place to deliver the activity safely
- The Host Organisation is compliant with legislative and regulatory obligations imposed on it in relation to work health and safety
- There are no other reasons that would make it inappropriate for the Activity to proceed, including any work health and safety issues that could not be reasonably and appropriately managed

Name: S. 47F(1)

Position: Work for the Dole Manager

Signature:

s. 47F(1)

Date: 12/11/2021



#### **Risk Assessment Details**

Activity Type (Work for the Dole, PaTH Internship, National Work Experience Programme, Regional Employment Trial, Work Experience (Other), Launch into Work, Voluntary Work): Work for the Dole

Activity Name: VIC St Vincent de Paul - Coburg Retail

#### Activity ID: 100211603, 100168917, 100168939, 100168946, 100168991

Host Organisation Name: St Vincent de Paul Society Victoria Inc

Note: For the purposes of this document, the term 'Host Organisation' includes Host business, Launch into Work Organisation and RET Grant Recipient.

Activity Location Address: 260 Sydney Road Coburg

Employment Region: Inner Melbourne

Contact Person for Activity:S. 47F(1)

Contact Person Phone Number: S. 47F(1)

Risk Assessment Conducted By: S. 47F(1)

Host Organisation Staff Member Risk Assessment conducted in consultation with: S. 47F(1)

Site Visit Date: 16/11/2021

#### **Activity Details**

Activity Description (e.g. food and hospitality – activity involves working in a café): Customer service, pricing of items, secondary sorting of Items, tagging, packing, learning Point of Sale, merchandising goods, displaying items, cleaning floors, removing rubbish and assisting with stocktake when required.

Core duties to be undertaken by the Participant(s)	<ul> <li>Picking and packing stock</li> </ul>		
(e.g. food preparation, serving customers, working the till, cleaning):	<ul> <li>Loading and unloading stock from vehicles</li> </ul>		
	Sorting		
	Counting stock		
	Labelling		
	Cleaning.		
	Tagging		
	Merchandising		
	Customer Service		
	Pricing		

What are the Supervision arrangements of the Activity? (e.g. ratio and frequency, continuous supervision for vulnerable cohorts)

 Vulnerable collor(s):

 Experience, skills, and knowledge of the Supervisor:

 S. 47F(1)
 S. 47F(1) is the current store manager, and has been with Vinnies for 7 years. S. 47F(1) has lots of experience supervising and inducting volunteers.

 s. 47F(1) has also worked at the Preston and Hoopers Crossing Vinnies stores.

 S. 47F(1)

 4 years with Vinnies(Day Coordinator), She has experience inducting, supervising and assisting volunteers.

 understand



What checks has the Host Organisation undertaken on Supervisors (e.g. Police Checks or Wor	king with
Children/Vulnerable People Checks): Police Checks and Working with Children Checks	
Considering the nature of the Activity (e.g. its proximity to Vulnerable People) and any	🗌 Yes 🔀 No
relevant legislative requirements, would additional checks for Supervisors be required?	
Details of checks required: N/A	
If additional checks are required, these must be completed prior to the Supervisors being given	
responsibility for the Supervision of participants.	

Activity Requirements				
Does this Activity require a Police Check?	🛛 Yes 🗌 No			
Does this Activity require a Working with Children/Vulnerable People Check?	🗌 Yes 🔀 No			
Is any training (including Work Health and Safety Training and COVID-19 safe practices)	🛛 Yes 🗌 No			
required for participants to conduct the activity task(s) safely at commencement and for the				
duration of the Activity?				
If yes, please provide details of training to be undertaken (including the nature, scope, and duration of the				
training):				
- Work Health and Safety Training, including COVID-19 safety practices such as practicing good hygiene and				
social distancing,				
- Site Specific Induction Training				
Is any Personal Protective Equipment (PPE) required for the participant to conduct the Activity	🖂 Yes 🗌 No			
task(s) safely?				
If yes, please detail what PPE is required: Face Masks (Provider/Job Seeker), Gloves (Provider), Enclosed Shoes				
(Provider/Job Seeker)				
If PPE is required, who will provide this to participants? (Host Organisation or SRJA): Both (listed	above)			

Activity Checks				
Where no is answered for any of the below questions, the Activity must not proceed.				
Does the Host Organisation have a COVID-Safe p	olan (or similar) in place in	Yes No		
accordance with the requirements specified by t	the relevant state or territory	Not required by state		
government?		or territory government		
Are you and is the Host Organisation satisfied th	at the Host Organisation is	🛛 Yes 🗌 No		
compliant with COVID-19 safety requirements se	et by the relevant state/territory			
government and local health authorities?				
Is the Host Organisation satisfied that it has curr	ent and appropriate insurance to	🛛 Yes 🗌 No		
cover any risks associated with the Activity?				
Does the Activity meet the department's insural	🛛 Yes 🗌 No			
participants as outlined in the Deeds, Guidelines and Insurance Readers Guide?		No, but additional		
		insurance has been		
If applicable, provide details of additional insura	purchased			
Are there appropriate facilities (access to drinking water and toilets) that will be		🛛 Yes 🗌 No		
available to the participant/s for the duration of				
Does the Host Organisation have adequate WHS	S policies and processes in place to	🛛 Yes 📃 No		
deliver the Activity safely? For example:				
WHS policies     Hazard identification and risk				
	-			
Safety data sheets	alarms, sprinklers Traffic vehicle			
Does the Host Organisation have adequate WHS policies and processes in place to deliver the Activity safely? For example:• WHS policies• Hazard identification and risk assessments control procedures and reporting process• Induction• Safety equipment well maintained e.g. fire extinguishers, hose reels,		Yes No		



<ul> <li>Hazardous substances storages and use of procedures and register</li> <li>Training manuals</li> <li>Emergency procedures in place</li> <li>First aid and WHS officers</li> </ul>	<ul><li>management</li><li>plans/procedures/protocols</li><li>Infection control and prevention</li><li>measures</li></ul>	
Are you satisfied that the Host Organisation is cor regulatory obligations?	npliant with WHS legislative and	Yes No
Is there adequate transport for participants to acc	cess the Activity?	Yes No
Work for		
Will the Activity be held on Private Property?	🗌 Yes 🔀 No	
Work for the Dole Activities must not be conducte express approval from the Department in writing.		
Have you confirmed that the Activity does not fall of the jobactive Deed (which outlines prohibited a listed in the Work for the Dole Guideline?	Yes No	
If the Activity involves vulnerable people, will the the participants? <i>i.e. a participant must be with o</i> within the Supervisor's line of sight, always while	Yes No	

#### Identify Hazards, Assess the level of Risk and Control the Risk

COVID-19		
Identify the Hazards (tick if applicable):		
COVID-19 Infection from Host Organisation staff	COVID-19 Infection fron	n other participants
COVID-19 Infection from visitors to Activity location	COVID-19 Infection fron	n touching surfaces
Identify the level of Risk		
List specific Activity tasks associated with these hazards if appli		-
Serving customers, handling merchandise and donations, work	ing with other volunteers	s and WFD participants,
touching surfaces throughout store, handling cash		
Assessed Disk to set (set and set and s		
Assessed Risk Level (refer to the Risk Rating Matrix below): Ver	y High	
Control Measures		Implemented by Host?
Host Organisation will provide specific training to participants i	n relation to COVID-19	🛛 Yes 🗌 No
Safety measures		
Participants are informed of Host Organisations COVID Safe pla	n	Yes 🗌 No
Staff and participants briefed on symptoms of COVID-19 and to	ld to stay home if they	🛛 Yes 🗌 No
have <u>any</u> cold or flu symptoms		
Cleaning and disinfecting processes in place in accordance with	guidance from Safe	🖂 Yes 🗌 No
Work Australia and public health authorities		
Physical distancing measures in place (e.g. calculating people p	🛛 Yes 🗌 No	
permitted in enclosed spaces)		
Contact tracing mechanisms in place		Yes 🗌 No
Signage on correct hand washing displayed on site		🖂 Yes 🗌 No

Hand washing facilities available to participants

Appropriate PPE available to participants (e.g. masks, gloves)

Hand sanitiser available to participants

 $\times$  Yes

 $\boxtimes$ 

Yes

Yes

No

No

No



List additional control measures and details of these controls below:

- Hand sanitiser available upon entry to store for both customers and staff
- Hand sanitiser also available throughout the store and back of house for staff to utilise
- Sign-in requried for all staff for contact tracing purposes
- Markers on selling floor to indicate required distancing (1.5 metres)

- Signage throughout store as well as back of house about COVID safe practices (washing hands, maintaining safe distances etc)

- Masks and gloves available for use
- Specific bin for used gloves and masks which is securely disposed of
- Store is sanitised (counter and all surfaces) every hour
- COVID plan folder kept on site as well detailing the stores COVID safe plan
- QR codes displayed at entrance of store for check-in

- Verification of vaccination with store manager prior to commencement of employment for all volunteers

**Monitoring Frequency** 

Specify the frequency SRJA will monitor these controls (e.g. Weekly, Fortnightly, Monthly, Quarterly, 6 monthly): 6 Monthly

For COVID-19, it is recommended the Risk Assessment controls are reviewed within the first month of the Activity commencing and then on a quarterly basis ongoing.

Fire					
Identify the Hazards (tick if applicable):					
Accumulation of Dust	Electrical Circuits			Combustible Materials	
🔀 Flammable Liquids	🛛 Αссι	umulation of Rubl	pish	Smoking at Activity location	
🔀 No Fire Alarms	Unt	ested Fire Alarms		Fire Alarms not working	
No Emergency Plan in place	🗌 No f	ire extinguishers		Fire exit signs not working	
Fire & Evacuation Drills not	🗌 Fire	extinguishers not	serviced	Blocked Fire Exits	
carried out at least annually	every 6	months			
List any other hazards identified:					
N/A					
Identify the Risks		Risk Level	Current Co	ontrol Measures for the Risks	
List specific Activity tasks related to th		(refer to the			
above identified hazards (if applicable	e) and	Risk Rating			
the associated risks		Matrix below)			
Accumulation of Dust		Medium	-	eaning of warehouse, including	
· · · ·				veeping, moping and vacuuming.	
Electrical Circuits/Fire		Medium	No damage to electrical circuits - not		
				ed and have been Test & Tagged	
			•	.). Fire extinguishers and hose reels	
			have also been checked (November 2021). Safe Fire Orders also displayed on WH&S		
			noticeboard in break room.		
Combustible Materials		Medium	Materials such as clothing, furniture and other		
		IVIEUIUIII	combustible items can be found throughout the		
			warehouse - items are stored and displayed		
			safely and Fire Extinguishers can be found at		
			various locations throughout the warehouse.		
			ely, away from electrical points. Label		
			on bottle of liquids display flammable liquid		
				nd each liquid is clearly labelled.	



	1		
Accumulation of Rubbish	High	Large dumpster bins bins located out the side of	
		building, and these are emptied frequently.	
No Fire Alarm	High	No Fire drill has been performed. (Horn is	
		available). Illuminated emergency exits signs	
		also displaying exit points. Evac Plan displayed	
		throughout store, Fire drill discussed during site	
		Induction	
Are additional Control Measures required to m	nanage these risks	? 🗌 Yes 🖾 No	
If yes, detail below:			
N/A			
Monitoring Frequency			
If applicable, specify the frequency SRJA will monitor these controls (e.g. Weekly, Fortnightly, Monthly,			
Quarterly, 6 monthly):			
6 Monthly			

6 Monthly

Facilities					
Identify the Hazards (tick if applicable	):				
Floors with large cracks or holes	Shar	rp edges		Clutter	
Step/stairs	🛛 Slipı	pery surfaces		Obstructions in walkways	;
Heavy items stored at heights	🗌 Ove	rloaded shelves		Direct or indirect glare	
Inadequate illumination	🗌 No e	emergency lighting	g	Overflowing bins	
Not enough bins provided	🔀 Veh	icles/trailers at loo	cation	Gas/Pressurised containe	ers
LPG Gas	🗌 Mac	hinery		Heavy Machinery	
Machinery/plant registers not	🗌 Unn	narked walkways	(i.e.	🗌 Kitchen areas not clean/\	vell
maintained	traffic/p	oedestrian interse	ctions)	maintained	
Bathroom facilities not	🗌 No f	loor maps/exit sig	gns	Work areas not clean/we	:11
clean/well maintained				maintained	
List any other hazards identified:					
- Theft of personal belongings					
- Ladders available					
Identify the RiskRisk LevelCurrent Control Measures for the Risks					
List specific Activity tasks related to the (refer to the					
above identified hazards (if applicable) and Risk Rating					
the associated risks Matrix below)					
Slippery surfaces High		Surfaces within warehouse that could			
				become slippery when wet. N	
			and bucket	s available as a control measu	re, as



		well as Wet Floor Signs for use (stored neatly in corner of sorting room with Mops and Buckets)
Theft of personal belongings	Medium	Staff lockers available for all staff to utlise to store their personal belongings. CCTV Throughout building.
Ladders Available	High	Ladders available for use to reach items which are higher-up. Safe and correct usage procedures discussed at induction.
Vehicles	Med	Bins are located on side of building, all staff to remain on "store side" at all times as through traffic for cars. High vis vests are worn, in this area. Roller door closed when no drop offs happening.
Step/Stairs	High	Step into store. This is marked with yellow markings and has grip strips across the step.
Heavy items stored at heights	High	ladders and steb-cubes avaialble to safely handle items stored up high. Safe lifting procedures also discussed at induction, including team lifting for heavy items etc. These procedures are also displayed on the WH&S noticeboard and throughout the store. Candidates suprvised during these tasks.
Are additional Control Measures requining the second secon	red to manage these r	isks? 🗌 Yes 🖾 No
N/A		

Electrical					
Identify the Hazards (tick if applicable	e):				
Broken plugs	Frayed or damaged cords	Power tools			
Electrical equipment	Kitchen appliances (fridge,	No testing and tagging of			
	microwave, kettle, sandwich press)	electrical equipment			
Damaged wire insulation	Electrical outlets close to water	Overloaded circuits			
Power points not fixed to walls					
List any other hazards identified:					
N/A					



Identify the Risk	Risk Level	Current Control Measures for the Risks
List specific Activity tasks related to the	(refer to the	
above identified hazards (if applicable) and	Risk Rating	
the associated risks	Matrix below)	
Electrical equipment	Very High	Electrical equipment is in good condition and
		not damaged - all equipment has recently been
		Test & Tagged June 2021.
Kitchen appliances	Medium	All kitchen appliances have been Test & Tagged
		June 2021. All are well maintained and not
		damaged.
Are additional Control Measures required to n	nanage these risks	i? 🗌 Yes 🖾 No
If yes, detail below:		
N/A		

First Aid					
Identify the Hazards (tick if applicable):					
🗌 No first aid kit available 🛛 🗌 F	irst aid kit not acces	sible	First aid kit contents missing		
First aid kit contents expired	No first aid officers		Activity located long distance		
			from emergency services		
List any other hazards identified:					
N/A - First Aid kit is available in the kitchen,					
manager S. 47F(1) is the current First	Aid officer for the st	ore. First Aid	kit is well stocked and nothing has		
passed the expiry date. Staff made aware o	f location of First Aid	l kit at induct	tion.		
Identify the Risks	Risk Level	Current Co	ntrol Measures for the Risks		
	(refer to the				
	Risk Rating				
	Matrix below)				



Are additional Control Measures required to m	nanage these risks	5? 🗌 Yes 🖾 No
If yes, detail below:		

# Manual Handling/Ergonomics Identify the Hazards (tick if applicable): Repetitive movements Heavy lifting Improperly adjusted Tasks with sustained or workstations and chairs awkward postures List any other hazards identified: Standing for long periods of time whilst sorting donations

Identify the Risk List specific Activity tasks related to the above identified hazards (if applicable) and the associated risks	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Repetitive movements	Medium	Regular breaks provided to staff. Two staff break rooms are also available.
Heavy lifting	High	Various equipment is available for staff to utilise to handle and move goods around the store, including stillages, trolleys and pallet jacks. Safe lifting procedures also discussed at induction, including team lifting for heavy items etc. These procedures are also displayed on the WH&S noticeboard.
Handling high or sudden force	High	Various equipment is available for staff to utilise to access if the item is kept higher up, including ladders and step-cubes. Safe lifting procedures also discussed at induction. These procedures are also displayed on the WH&S noticeboard and throughout the store.
Standing for long periods of time whilst sorting donations	Medium	Regular breaks provided. Gel mats are also stationed at sorting areas to cushion these areas where candidates may be standing to sort through donations. Regular rotation of duties will occur as well. There is a staff break room available whereby staff can sit during their break.



Are additional Control Measures required to m	nanage these risks	s? 🗌 Yes 🖾 No
If yes, detail below:		
N/A		
Chemical		

Identify the Hazards (tick if applicable):				
🛛 Non-hazardous chemicals	Hazardous chemicals	Asbestos		
Acids	Poison			

List names of chemical/s present at Activity:

Dishwashing liquid, hand sanitizer, hand wash, disinfectant cleaner, toilet spray, Mr Sheen, Ajax, Jiff, oven cleaner.

List any other hazards identified: N/A

Identify the Risk	Risk Level	Current Control Measures for the Risks
List specific Activity tasks related to the	(refer to the	
above identified hazards (if applicable) and	Risk Rating	
the associated risks	Matrix below)	
Non-hazardous chemicals	High	All cleaning products stored safely throughout store (some in bathroom, some in kitchen). All items are clearly labelled.MSDS book on site.
Hazardous chemicals	High	All hazardous chemicals are stored safely on shelves in BOH area. All items are clearly labelled.
Are additional Control Measures required to n If yes, detail below:	hanage these risks	? 🗌 Yes 🖾 No
N/A		

Biological				
Identify the Hazards (tick if applicable)	):			
Food Handling	Other Virus/Disease	Blood/Bodily Fluid		
Animal Handling	Radiation	Lead (contained in paint,		
		solders, batteries, radiation		
		shielding, ammunition)		
List any other hazards identified:				
N/A				



Identify the Risk	Risk Level	Current Control Measures for the Risks
List specific Activity tasks related to the	(refer to the	
above identified hazards (if applicable) and	Risk Rating	
the associated risks	Matrix below)	
Blood/Bodily fluid	High	Potential for contact with blood/bodily fluid
		whilst sorting through donated goods. Gloves
		are available for use whilst sorting.
Are additional Control Measures required to m	nanage these risks	? 🗌 Yes 🖾 No
If yes, detail below:		
N/A		

Environment				
Identify the Hazards (tick if applicable):				
Work on Private Property (i.e.	Work with a sole trader (i.e. Working in one or more			
privately-owned land or privately-	butcher or hairdresser who operate			different workplaces/sites
owned or occupied estate or house)	from a s	small shop or priv	ate	
	residen	ce)		
Alternative hours of work (i.e.	🗌 Wor	king alone with a	nother	Travel will take place during
early starts, night work)	person			Activity (i.e. between sites)
Working outdoors	🗌 Wor	king near water (	creek, river,	Exposure to
	beach, d	dam)		wastewater/sewerage
🔀 Work in a non-public area	Expo	osure to harmful p	olants	Exposure to Sound/Noise
Exposure to Animals/Insects	🔀 Sun	exposure		🔀 Temperature (heat/cold)
🔀 Working at heights	🛛 Dus	t or airborne parti	cles	Exposure to
				weather/storms/rain
List any other hazards identified:				
N/A				
Identify the Risk	Risk Level	Current Cont	rol Measures for the Risks	
List specific Activity tasks related to th		(refer to the		
above identified hazards (if applicable	e) and	Risk Rating		
the associated risks		Matrix below)		
Work in non-public area		Medium	-	orting room - other volunteers to
			be in attendance.	
Working at heights		High		o-cubes and pallet jacks available
			-	higher-up items - safe and correct
			usage procedures discussed at induction.	
Sun exposure		Low	-	mpster bins are located outside the
			warehouse -	candidates will not be spending



		long periods of time in these areas (only to empty rubbish into these bins)
Dust or airborne particles	Very High	Cleaning of surfaces is completed on a regular basis to minimise accumulation of dust. Masks are also available for use.
Temperature (heat/cold)	Medium	Fans and Split aircons available in the store to combat the heat and cold respectively.
Are additional Control Measures required to m	nanage these risks	s? 🗌 Yes 🖾 No
If yes, detail below:		
N/A		

Psychological					
Identify the Hazards (tick if applicable):					
Workplace bullying High turnover of workers Fatigue					
Conflict between workers	rking directly with	customers 🛛 Work-related stress			
List any other hazards identified:					
N/A					
	1				
Identify the Risk	Risk Level	Current Control Measures for the Risks			
List specific Activity tasks related to the	(refer to the				
above identified hazards (if applicable) and	Risk Rating				
the associated risks	Matrix below)				
Workplace bullying	Medium	Escalation process detailed at induction -			
		confidential contact details provided to staff			
		during induction as well			
Conflict between workers	Medium	Supervisors/Warehouse Manager to intervene -			
		moving to a new location and/or task			
High turnover of workers	Low	Regular breaks			
Working directly with customers	Very High	Supervisors/Warehouse Manager to intervene if			
		incident arises. Local emergency services also			
		contactable i.e. Police.			
Fatigue	Medium	Regular breaks			
Work-related stress	Medium	Regular breaks. Escalation processes detailed to			
		staff at induction. Staff break room also			
		available staff to utilise during their break			
		times.			



Are additional Control Measures required to m	nanage these risks	s? 🗌 Yes 🖾 No		
If yes, detail below:				
N/A				
Vulnerable People				
Does the Activity involve interaction with or pr	roximity to vulner	able cohorts? Vulnerable 🛛 🛛 Yes 🗌	No	
cohorts include:				
<ul> <li>Children (under 18 years of age)</li> </ul>	<ul> <li>Vulnera</li> </ul>	able Youth		
The elderly	The ho	meless		
<ul> <li>People with disability</li> </ul>		with mental illness		
<ul> <li>Migrants who do not speak English</li> </ul>	-	residents (including men and		
	womer	,		
If yes, what type of interaction or proximity wi				
who attend the store, as well as other Salvos V	olunteers and sta	iff may be vulnerable (all cohorts listed abov	'e	
may attend the store).				
Identify the Risk	Risk Level	Current Control Measures		
List specific Activity tasks related to	(refer to the			
Vulnerable People (if applicable) and the	Risk Rating			
associated risks	Matrix below)			
Customers in the store	Very High	Supervisors/Store Managers on site will be in		
		attendance supervising WFD candidates.		
Volunteers/Staff at the store	Very High	Supervisors/Store Managers on site will be	e in	
		attendance supervising WFD candidates.		
Are additional Control Measures required to manage these risks? Yes X No				
If yes, detail below:	ianage these itsks			
N/A				

Other				
Identify any additional hazards specific to the location or tasks of the Activity not covered in the above categories:				
Kimble/Tagging gun available in store to secure price tags to stock	High	Safe usage procedure explained to candidates at induction and upon usage of gun. Supervision of candidates when item is in use. Disinfection also available to sterilize the needle of the gun.		
Boiling water unit	High	There is a warning sign on this unit with "Caution Instant Boiling Water" written		
COVID 19 Transmission	Very High	All WFD candiates must provide proof of double vaccination to store		



			manager prior to commencement of placement.
Identify the Risk	Risk Level (refer to the Risk Rating Matrix below)	Current Co	ntrol Measures for the Risks
Are additional Control Measures required to	manage these risks	s? 🗌 Yes 🕻	No
If yes, detail below: N/A			



Risk Rating Matrix					
RISK RATING MATRIX (Indicative Only)					
			CONSEQUEN	CE	
LIKELIHOOD	NEGLIGIBLE	MINOR	MODERATE	MAJOR	EXTREME
ALMOST CERTAIN	Medium	Very High	Very High	Extreme	Extreme
LIKELY	Medium	High	Very High	Very High	Extreme
POSSIBLE	Low	Medium	High	Very High	Very High
UNLIKELY	Low	Medium	Medium	High	Very High
RARE	Low	Low	Low	Medium	High

#### RISK LIKELIHOOD TABLE

LIKELIHOOD	Descriptors			
ALMOST CERTAIN	Is expected to occur frequently (in most circumstances)	Expected to occur at least daily		
LIKELY	Is expected to occur occasionally (to be expected) Expected to occur at least weekly			
POSSIBLE	Could occur at least once (capable of happening / foreseeable)	Expected to occur at least monthly		
UNLIKELY	Might occur at some time (not to be expected)	Expected to occur at least annually		
RARE	May occur in exceptional circumstances only	Not expected to occur for years		

#### ACTIONS, DLEGATIONS AND ESCALATIONS:

Low:	Manage by routine procedures	
Medium:	Manage by specific monitoring or response procedures	
High:	Senior management attention needed	
Very High:	Executive / Senior management planning required	
Extreme:	Executive / Senior management will be involved	



CONSEQUE	NCE	CONSEQUENCE - DEGREE OF SEVERITY				
ITPE		NEGLIGIBLE	MINOR	MODERATE	MAJOR	EXTREME
		No injury or harm caused	Minimal harm caused	Loss of function		
Personal Injury	PI	Minor adjustment to operational routine	Minor interruption to routine	Major harm caused	Loss of life	Multiple deaths
Property		No damage caused.	Minimal damage caused.	Loss of building function		
Damage/Im pact	PD	Minor adjustment to operational routine	Minor interruption to routine	Major harm caused	Loss of use of building	Loss of building
Disruption to Established Routines	D	Loss / interruption <1 hour	Some disruption manageable by altered operational routine Loss / interruption <=4	Disruption to a number of areas within a department or unit, possible flow on to other locations Loss /	All operational areas of a department or unit compromised, other locations are affected Loss / interruption	Total system dysfunction and/or total shut-down of operations
Environmen		No lasting detrimental	hours Short term local	interruption <=1 day Local detrimental	>=1 week	Extensive detrimental long-
tal Impact	E	effect on the environment	detrimental effect	effect on the environment	detrimental effect	term effect
Financial Impact	FI	Under \$50,000	Between \$50K- 250K	Between \$250K- \$500K	Between \$500K- \$1M	Greater than \$1M
Projects	Ρ	Negligible increase in cost, disruption of schedule, or degradation of deliverable	Small increase in cost, disruption of schedule, or degradation of deliverable	Significant increase in cost, disruption of schedule, or degradation of deliverable	Large increase in cost, disruption of schedule, or degradation of deliverable	Catastrophic increase in cost, disruption of schedule, or degradation of deliverable



#### **Competent Person Declaration**

By signing this Activity Risk Assessment, I declare I am satisfied that:

- This Risk Assessment (Place) has been undertaken by Competent Person/s who have the relevant training and experience
- There is a safe system of work in place
- The Host Organisation has adequate work health and safety processes in place to deliver the activity safely
- The Host Organisation is compliant with legislative and regulatory obligations imposed on it in relation to work health and safety
- There are no other reasons that would make it inappropriate for the Activity to proceed, including any work health and safety issues that could not be reasonably and appropriately managed

Name:S. 47F(1)
Position: Work for the Dole Manager
Signature:
S. 47F(1)

Date: 16/11/2021

Document 3

## Activity Risk Assessment (Place)

SarinaRusso

#### **Risk Assessment Details**

Activity Type (Work for the Dole, PaTH Internship, National Work Experience Programme, Regional Employment Trial, Work Experience (Other), Launch into Work, Voluntary Work): Work for the Dole

Activity Name: VIC St Vincent de Paul - Port Melbourne Retail

Activity ID: 100211863, 100172400, 100172406, 100172409, 100172411

Host Organisation Name: St Vincent de Paul Society Victoria Inc

Note: For the purposes of this document, the term 'Host Organisation' includes Host business, Launch into Work Organisation and RET Grant Recipient.

Activity Location Address: 276-278 Bay Street Port Melbourne

Employment Region: Inner Melbourne

Contact Person for Activity: S. 47F(1)

Contact Person Phone Number: S. 47F(1)

Risk Assessment Conducted By: s. 47F(1)

Host Organisation Staff Member Risk Assessment conducted in consultation with: S. 47F(1)

Site Visit Date: 08/12/2021

#### **Activity Details**

Activity Description (e.g. food and hospitality – activity involves working in a café): Customer service, pricing of items, secondary sorting of Items, tagging, packing, learning Point of Sale, merchandising goods, displaying items, cleaning floors, removing rubbish and assisting with stocktake when required.

Core duties to be undertaken by the Participant(s)	<ul> <li>Picking and packing stock</li> </ul>			
(e.g. food preparation, serving customers, working the till, cleaning):	<ul> <li>Loading and unloading stock from vehicles</li> </ul>			
	Sorting			
	Counting stock			
	Labelling			
	Cleaning.			
	Tagging			
	Merchandising			
	Customer Service			
	Pricing			

What are the Supervision arrangements of the Activity? (e.g. ratio and frequency, continuous supervision for vulnerable cohorts)

 15:1
 Experience, skills, and knowledge of the Supervisor:

 S. 47F(1)
 s. 47F(1) is the current store manager, and has been with Vinnies for 5 years s. 47F(1) has lots of experience supervising and inducting volunteers.

 S. 47F(1)
 s. 47F(1) is the current assistant manager of the Port Melbourne Vinnies store and has been working for Vinnies for 2 years. She has experience inducting, supervising and assisting WFD participants.



What checks has the Host Organisation undertaken on Supervisors (e.g. Police Checks or Wor	king with
Children/Vulnerable People Checks): Police Checks and Working with Children Checks	
Considering the nature of the Activity (e.g. its proximity to Vulnerable People) and any	🗌 Yes 🔀 No
relevant legislative requirements, would additional checks for Supervisors be required?	
Details of checks required: N/A	
If additional checks are required, these must be completed prior to the Supervisors being given	
responsibility for the Supervision of participants.	

Activity Requirements		
Does this Activity require a Police Check?	🛛 Yes 🗌 No	
Does this Activity require a Working with Children/Vulnerable People Check?	🗌 Yes 🔀 No	
Is any training (including Work Health and Safety Training and COVID-19 safe practices)	🛛 Yes 🗌 No	
required for participants to conduct the activity task(s) safely at commencement and for the		
duration of the Activity?		
If yes, please provide details of training to be undertaken (including the nature, scope, and dura	ition of the	
training):		
- Work Health and Safety Training, including COVID-19 safety practices such as practicing good h	nygiene and	
social distancing,		
- Site Specific Induction Training		
Is any Personal Protective Equipment (PPE) required for the participant to conduct the Activity	🖂 Yes 🗌 No	
task(s) safely?		
If yes, please detail what PPE is required: Face Masks (Provider/Job Seeker), Gloves (Provider), E	Enclosed Shoes	
(Provider/Job Seeker)		
If PPE is required, who will provide this to participants? (Host Organisation or SRIA): Both (listed	above)	

Activity Checks		
Where no is answered for any of the below questions, the Activity must not proceed.		
Does the Host Organisation have a COVID-Safe plan (or similar) in place in		Yes No
accordance with the requirements specified by the	relevant state or territory	Not required by state
government?		or territory government
Are you and is the Host Organisation satisfied that	the Host Organisation is	🛛 Yes 📃 No
compliant with COVID-19 safety requirements set t	by the relevant state/territory	
government and local health authorities?		
Is the Host Organisation satisfied that it has current and appropriate insurance to		🛛 Yes 🗌 No
cover any risks associated with the Activity?		
Does the Activity meet the department's insurance policies purchased for		🛛 Yes 📃 No
participants as outlined in the Deeds, Guidelines and Insurance Readers Guide?		No, but additional
		insurance has been
If applicable, provide details of additional insurance purchased:		purchased
Are there appropriate facilities (access to drinking water and toilets) that will be		🖂 Yes 🔄 No
available to the participant/s for the duration of the Activity?		
Does the Host Organisation have adequate WHS po	plicies and processes in place to	🛛 Yes 📃 No
deliver the Activity safely? For example:		
	Hazard identification and risk	
Test and tag regime	assessments control procedures	
Induction	and reporting process	
<ul> <li>Incident and injury management</li> <li>procedures</li> </ul>	Safety equipment well maintained e.g. fire extinguishers, hose reels,	
Safety data sheets	alarms, sprinklers Traffic vehicle	



<ul> <li>Hazardous substances storages and use of procedures and register</li> <li>Training manuals</li> <li>Emergency procedures in place</li> </ul>	<ul><li>management</li><li>plans/procedures/protocols</li><li>Infection control and prevention</li><li>measures</li></ul>		
First aid and WHS officers			
Are you satisfied that the Host Organisation is conception regulatory obligations?	ompliant with WHS legislative and	Yes No	
Is there adequate transport for participants to access the Activity?		🔀 Yes 🗌 No	
Work for the Dole Activities only			
Will the Activity be held on Private Property?		🗌 Yes 🔀 No	
Work for the Dole Activities must not be conduct express approval from the Department in writing			
Have you confirmed that the Activity does not fall within the scope of clause 108.1		Yes No	
of the jobactive Deed (which outlines prohibited			
listed in the Work for the Dole Guideline?			
If the Activity involves vulnerable people, will there be Continuous Supervision of		🔀 Yes 🗌 No	
the participants? <i>i.e. a participant must be with</i>			
within the Supervisor's line of sight, always while	e undertaking the Activity.		

#### Identify Hazards, Assess the level of Risk and Control the Risk

identity iniziality, Assess the level of hisk and control the hisk		
COVID-19		
Identify the Hazards (tick if applicable):		
COVID-19 Infection from Host Organisation staff		
COVID-19 Infection from visitors to Activity location	COVID-19 Infection from	n touching surfaces
Identify the level of Risk		
List specific Activity tasks associated with these hazards if ap	pplicable (e.g. serving custor	mers):
Serving customers, handling merchandise and donations, we	orking with other volunteers	s and WFD participants,
touching surfaces throughout store, handling cash		
Assessed Risk Level (refer to the Risk Rating Matrix below): '	Very High	
Control Measures		Implemented by Host?
Host Organisation will provide specific training to participants in relation to COVID-19		🛛 Yes 🗌 No
Safety measures		
Participants are informed of Host Organisations COVID Safe plan		🛛 Yes 🗌 No
Staff and participants briefed on symptoms of COVID-19 and told to stay home if they		🛛 Yes 🗌 No
have <u>any</u> cold or flu symptoms		
Cleaning and disinfecting processes in place in accordance with guidance from Safe		🛛 Yes 🗌 No
Work Australia and public health authorities		
Physical distancing measures in place (e.g. calculating people per square metre		🛛 Yes 🗌 No
permitted in enclosed spaces)		
Contact tracing mechanisms in place		🛛 Yes 🗌 No
Signage on correct hand washing displayed on site		🖂 Yes 🗌 No
Hand washing facilities available to participants		🛛 Yes 🗌 No
Hand sanitiser available to participants		🛛 Yes 🗌 No
Appropriate PPE available to participants (e.g. masks, gloves)		Yes No



List additional control measures and details of these controls below:

- -Hand sanitiser available upon entry to store for both customers and staff
- Hand sanitiser also available throughout the store and back of house for staff to utilise
- Sign-in requried for all staff for contact tracing purposes
- Markers on selling floor to indicate required distancing (1.5 metres)

- Signage throughout store as well as back of house about COVID safe practices (washing hands, maintaining safe distances etc)

- Masks and gloves available for use
- Specific bin for used gloves and masks which is securely disposed of
- Store is sanitised (counter and all surfaces) throughout the day
- COVID plan folder kept on site as well detailing the stores COVID safe plan
- QR codes displayed at the entrance of the store for check-in

- Verification of vaccination with store manager prior to commencement of employment for all volunteers.

**Monitoring Frequency** 

Specify the frequency SRJA will monitor these controls (e.g. Weekly, Fortnightly, Monthly, Quarterly, 6 monthly): 6 Monthly

For COVID-19, it is recommended the Risk Assessment controls are reviewed within the first month of the Activity commencing and then on a quarterly basis ongoing.

Fire				
Identify the Hazards (tick if applicable	e):			
Accumulation of Dust	Electrical Circuits			Combustible Materials
Flammable Liquids		umulation of Rubl	oish	Smoking at Activity location
🔀 No Fire Alarms	🗌 Unt	ested Fire Alarms		Fire Alarms not working
No Emergency Plan in place	🗌 No f	fire extinguishers		Fire exit signs not working
Fire & Evacuation Drills not	🗌 🗌 Fire	extinguishers not	serviced	Blocked Fire Exits
carried out at least annually	every 6	months		
List any other hazards identified:				
N/A				
Identify the Risks		Risk Level	Current Co	ontrol Measures for the Risks
List specific Activity tasks related to the				
above identified hazards (if applicable	e) ana	Risk Rating		
the associated risks		Matrix below)		
Accumulation of Dust		Medium	Regular cleaning of store, including dusting,	
No Fire Drill Performed		Medium	sweeping, moping and vacuuming.	
No Fire Drill Performed		weatum	Safe Fire Orders displayed on WH&S	
			noticeboard. Illuminated emergency exits signs, installed. Evac plan located in various locations,	
			also displaying exit points. Fire/ Drill not	
			performed, evacuation process discussed during	
			Induction. Horn is used to notify.	
Combustible Materials		Medium	Materials such as clothing, furniture and other	
			combustible items can be found throughout the	
			store- items are stored and displayed safely and	
			Fire Extinguishers can be found at various	
			locations throughout the warehouse.	
Flammable Liquids		Medium	Stored safely, away from electrical points. Label	
			on bottle c	of liquids display flammable liquid
			warning ar	nd each liquid is clearly labelled.


Accumulation of Rubbish	High	Large dumpster bins bins located out the back/side of the store, and these are emptied frequently.
Electrical Circuits	High	No damage to electrical circuits - not overcrowded and have recently been Test & Tagged (May 2021). Fire extinguishers have also been checked within the last 6 months (Nov 21). Safe Fire Orders also displayed on WH&S noticeboard in break room. Illuminated emergency exit signs also displaying exit points.
Are additional Control Measures required to n	nanage these risks	? 🗌 Yes 🔀 No
If yes, detail below: N/A		
Monitoring Frequency		
If applicable, specify the frequency SRJA will m Quarterly, 6 monthly): 6 Monthly	nonitor these cont	rols (e.g. Weekly, Fortnightly, Monthly,

Facilities					
Identify the Hazards (tick if applicable	:):				
Floors with large cracks or holes	🗌 Shai	rp edges			Clutter
Step/stairs	🔀 Slipi	pery surfaces			Obstructions in walkways
Heavy items stored at heights	🗌 Ove	rloaded shelves			Direct or indirect glare
Inadequate illumination	No e	emergency lightin	g		Overflowing bins
Not enough bins provided	🗌 Veh	icles/trailers at lo	cation		Gas/Pressurised containers
LPG Gas	🗌 Mac	chinery			Heavy Machinery
Machinery/plant registers not	Unmarked walkways (i.e. 🗌 Kitchen areas not clean/well				
maintained	traffic/pedestrian intersections) maintained				
Bathroom facilities not	No floor maps/exit signs				Work areas not clean/well
clean/well maintained	maintained				
List any other hazards identified:					
- Theft of personal belongings					
- Ladders available					
Identify the Risk	Risk Level	Current Co	ntrol	Measures for the Risks	
List specific Activity tasks related to th	(refer to the				
above identified hazards (if applicable	Risk Rating				
the associated risks	Matrix below)				



Slippery surfaces	High	Surfaces within store that could potentially become slippery when wet. Mops and buckets available as a control measure, as well as Wet Floor Signs for use (stored neatly in corner of sorting room with Mops and Buckets)
Theft of personal belongings	Medium	Staff lockers available for all staff to utlise to store their personal belongings. CCTV installed throughout store.
Ladders Available	High	Ladders available for use to reach items which are higher-up. Safe and correct usage procedures discussed at induction.
Stairs	Med	Stairs leading to upstairs are sound, have handrails and Rubber non slip treads
Heavy items stored at heights	High	Ladders and steb-cubes avaiable to safely handle items stored up high. Safe lifting procedures also discussed at induction, including team lifting for heavy items etc. These procedures are also displayed on the WH&S noticeboard.
Are additional Control Measures required to n	l nanage these risks	5? 🗌 Yes 🔀 No
If yes, detail below: N/A		

Electrical					
Identify the Hazards (tick if applicable	):				
Broken plugs	Frayed or damaged co	ords	Power tools		
🔀 Electrical equipment	🔀 Kitchen appliances (fr	idge,	No testing and tagging of		
	microwave, kettle, sandwich press) electrical equipment				
Damaged wire insulation	Electrical outlets close to water Overloaded circuits				
Power points not fixed to walls					
List any other hazards identified:					
N/A					
Identify the Risk	Risk Level	Current Co	ntrol Measures for the Risks		
	(refer to the				



List specific Activity tasks related to the	Risk Rating	
above identified hazards (if applicable) and	Matrix below)	
the associated risks	,	
Electrical equipment	Very High	Electrical equipment is in good condition and
	- / 0	not damaged - all equipment has been Test &
		Tagged (May 2021).
Kitchen appliances	Medium	All kitchen appliances have been Test & Tagged
	Weardin	(May 2021).
		(110) 2021).
Are additional Control Measures required to n	nanage these risks	? 🗌 Yes 🔀 No
If yes, detail below:		
•		
N/A		

First Aid				
Identify the Hazards (tick if applicable):				
No first aid kit available	First	aid kit not access	sible	First aid kit contents missing
First aid kit contents expired	🛛 No f	irst aid officers		Activity located long distance
				from emergency services
List any other hazards identified:				
First Aid kit is available in the kitchen	staff roo	m and is clearly la	abelled and e	easily accesible. First Aid kit is well
stocked and nothing has passed the e	xpiry dat	e. Staff made awa	are of locatio	n of First Aid kit at induction.
Identify the Risks		Risk Level	Current Co	ntrol Measures for the Risks
		(refer to the		
		Risk Rating		
		Matrix below)		
No First Aid Officers		Med	Emergency	Information located on notice
			board, sort	ing room.



Are additional Control Measures required to manage these risks?

If yes, detail below:

Manual Handling/Ergonomics					
Identify the Hazards (tick if applica	able):				
🔀 Repetitive movements	🛛 Hea	🛛 Heavy lifting		Handling high or sudden force	
Improperly adjusted	Tas	ks with sustained	or	Tasks involving exposure to	
workstations and chairs	awkwa	rd postures		vibration	
List any other hazards identified:					
Standing for long periods of time	whilst sortin	g donations			
Identify the Risk		Risk Level	Current Control Measures for the Risks		
List specific Activity tasks related t	o the	(refer to the			
above identified hazards (if applice	able) and	Risk Rating			
the associated risks		Matrix below)			
Repetitive movements		Medium	Regular bre	eaks provided to staff. Staff break	
			room Is ava	ailable.	
Heavy lifting		High	Various eq	uipment is available for staff to utilise	
			to handle a	and move goods around the store,	
			including s	tillages. Safe lifting procedures also	
			discussed a	at induction, including team lifting for	
			heavy item	ns etc. These procedures are also	
			displayed o	on the WH&S noticeboard.	
Handling high or sudden force		High	Various eq	uipment available for staff to utilise	
			to access if the item is kept higher up, includi		
			ladders and	d step-cubes. Safe lifting/ moving	
			procedures	s also discussed during induction, re	
			moving bin	ns, heavier items etc.	
Standing for long periods of time	whilst	Medium	Regular bro	eaks provided. Gel mats are also	
sorting donations			stationed a	at sorting areas to cushion these	
			areas wher	re candidates may be standing to sort	
			through do	onations. Regular rotation of duties	
			will occur a	as well. There is a staff break room	
			available w	hereby staff can sit during their	
			break.		
		1			
		1			
		1			
Are additional Control Measures r	aquired to r	nanage these rick		No	



N/A

Chemical			
Identify the Hazards (tick if applicable):			
	Hazardous chemicals Asbestos		
Acids Dois	on		
List names of chemical/s present at Activity:			
Dishwashing liquid, hand sanitizer, hand wash,	disinfectant clea	ner, toilet spray, Mr Sheen.	
List any other hazards identified:			
N/A			
	<b>N</b> 1 1		
Identify the Risk	Risk Level	Current Control Measures for the Risks	
List specific Activity tasks related to the	(refer to the		
above identified hazards (if applicable) and	Risk Rating		
the associated risks	Matrix below)		
Non-hazardous chemicals	High	All cleaning products stored safely throughout	
		store. All items are clearly labelled.	
Are additional Control Measures required to manage these risks? 🗌 Yes 🖾 No			
If yes, detail below:			
N/A			

Biological				
Identify the Hazards (tick if applicable	e):			
Food Handling	Oth	er Virus/Disease		Blood/Bodily Fluid
Animal Handling	🗌 Radi	iation		Lead (contained in paint,
				solders, batteries, radiation
				shielding, ammunition)
List any other hazards identified:				
N/A				
Identify the Risk		Risk Level	Current Co	ntrol Measures for the Risks
List specific Activity tasks related to the (re		(refer to the		
above identified hazards (if applicable	e) and	Risk Rating		
the associated risks Matrix below)				
Blood/Bodily fluid		High	Potential f	or contact with blood/bodily fluid
			whilst sort	ing through donated goods. Gloves
			are availab	le for use whilst sorting.



Are additional Control Measures required to manage these risks? 🗌 Yes 🔀 No					
If yes, detail below:					
N/A					

Environment				
Identify the Hazards (tick if applicable	e):			
Work on Private Property (i.e. privately-owned land or privately- owned or occupied estate or house)	butchei	rk with a sole trad or hairdresser wi small shop or priv ce)	no operate	Working in one or more different workplaces/sites
<ul> <li>Alternative hours of work (i.e. early starts, night work)</li> <li>Working outdoors</li> </ul>	person	rking alone with a		<ul> <li>Travel will take place during Activity (i.e. between sites)</li> <li>Exposure to wastewater/sewerage</li> </ul>
<ul> <li>Work in a non-public area</li> <li>Exposure to Animals/Insects</li> <li>Working at heights</li> <li>List any other hazards identified: N/A</li> </ul>	Expe	osure to harmful p exposure t or airborne parti	Exposure to Sound/Noise Temperature (heat/cold) Exposure to weather/storms/rain	
Identify the Risk List specific Activity tasks related to the above identified hazards (if applicable the associated risks Work in non-public area		Risk Level (refer to the Risk Rating Matrix below) Medium		trol Measures for the Risks orting room - other volunteers to
Working at heights		High	higher-up ite	ance. p-cubes are available for reaching ems - safe and correct usage discussed at induction.
Dust or airborne particles		Very High	basis to mini	surfaces is completed on a regular mise accumulation of dust. Masks lable for use.
Temperature (heat/cold)		Medium	Fans/ Split a	ircon available throughout the store to combat the heat and cold



Are additional Control Measures required to manage these risks? 🗌 Yes 🔀 No					
lf yes, detail below: N/A					
N/A					

Psychological			
Identify the Hazards (tick if applicable):			
Workplace bullying	h turnover of wor	kers 🛛 🖾 Fatigue	
Conflict between workers	rking directly with	customers 🛛 Work-related stress	
List any other hazards identified:			
N/A			
Identify the Risk	Risk Level	Current Control Measures for the Risks	
List specific Activity tasks related to the	(refer to the		
above identified hazards (if applicable) and	Risk Rating		
the associated risks	Matrix below)		
Workplace bullying	Medium	Escalation process detailed at induction -	
		confidential contact details provided to staff	
		during induction as well	
Conflict between workers	Medium	Supervisors/Warehouse Manager to intervene -	
		moving to a new location and/or task	
High turnover of workers	Low	Regular breaks	
Working directly with customers	Very High	Supervisors/Warehouse Manager to intervene if	
		incident arises. Local emergency services also	
		contactable i.e. Police.	
Fatigue	Medium	Regular breaks	
Work-related stress	Medium	Regular breaks. Escalation processes detailed to	
		staff at induction. Staff break room also	
		available staff to utilise during their break	
		times.	
Are additional Control Measures required to r	manage these risks	s? 🗌 Yes 🔀 No	
If yes, detail below:	-		
N/A			
-			

Vulnerable People		
Does the Activity involve interaction with or proxin	nity to vulnerable cohorts? Vulnerable	🛛 Yes 🗌 No
cohorts include:		
<ul> <li>Children (under 18 years of age)</li> </ul>	Vulnerable Youth	
The elderly	The homeless	



- People with disability
- Migrants who do not speak English
- People with mental illness
- Refuge residents (including men and women)

If yes, what type of interaction or proximity will participants have with Vulnerable people? Visitors/Customers who attend the store, as well as other Volunteers and staff may be vulnerable (all cohorts listed above may attend the store).

Identify the Risk	Risk Level	Current Control Measures
List specific Activity tasks related to	(refer to the	
Vulnerable People (if applicable) and the	Risk Rating	
associated risks	Matrix below)	
Customers in the store	Very High	Supervisors/Store Managers on site will be in
		attendance supervising WFD candidates.
Volunteers/Staff at the store	Very High	Supervisors/Store Managers on site will be in
		attendance supervising WFD candidates.
Are additional Control Measures required to n	nanage these risks	5? 🗌 Yes 🖂 No
If yes, detail below:		
N/A		

Other				
Identify any additional hazards specif	ic to the	location or tasks o	of the Activit	y not covered in the above
categories:	I			
Kimble/Tagging gun available in	High			Safe usage procedure explained to
store to secure price tags to stock				candidates at induction and upon
				isage of gun. Supervision of
				candidates when item is in use.
				Disinfectent also available to
				sterilize the needle of the gun.
COVID 19 Transmission	Very Hi	gh		All WFD candiates must provide
				proof of double vaccination to store
				manager prior to commencement
				of placement.
Identify the Risk		Risk Level	Current Co	ntrol Measures for the Risks
		(refer to the		
		Risk Rating		
		Matrix below)		



Are additional Control Measures required to m	nanage these risks	? 🗌 Yes 🖂 No
If yes, detail below:		
N/A		



	Risk Rat	ing Matrix	K		
R	ISK RATING MA	TRIX (Indicative	e Only)		
			CONSEQUEN	CE	
LIKELIHOOD	NEGLIGIBLE	MINOR	MODERATE	MAJOR	EXTREME
ALMOST CERTAIN	Medium	Very High	Very High	Extreme	Extreme
LIKELY	Medium	High	Very High	Very High	Extreme
POSSIBLE	Low	Medium	High	Very High	Very High
UNLIKELY	Low	Medium	Medium	High	Very High
RARE	Low	Low	Low	Medium	High

#### RISK LIKELIHOOD TABLE

LIKELIHOOD	Descriptors	
ALMOST CERTAIN	Is expected to occur frequently (in most circumstances)	Expected to occur at least daily
LIKELY	Is expected to occur occasionally (to be expected)	Expected to occur at least weekly
POSSIBLE	Could occur at least once (capable of happening / foreseeable)	Expected to occur at least monthly
UNLIKELY	Might occur at some time (not to be expected)	Expected to occur at least annually
RARE	May occur in exceptional circumstances only	Not expected to occur for years

#### ACTIONS, DLEGATIONS AND ESCALATIONS:

Low:	Manage by routine procedures
Medium:	Manage by specific monitoring or response procedures
High:	Senior management attention needed
Very High:	Executive / Senior management planning required
Extreme:	Executive / Senior management will be involved



CONSEQUENCE TYPE		CONSEQUENCE - DEGREE OF SEVERITY					
ITPE		NEGLIGIBLE	MINOR	MODERATE	MAJOR	EXTREME	
		No injury or harm caused	Minimal harm caused	Loss of function			
Personal Injury	PI	Minor adjustment to operational routine	Minor interruption to routine	Major harm caused	Loss of life	Multiple deaths	
Droporty		No damage caused.	Minimal damage caused.	Loss of building function			
Property Damage/Im pact	PD	Minor adjustment to operational routine	Minor interruption to routine	Major harm caused	Loss of use of building	Loss of building	
Disruption to Established Routines	D	Loss / interruption <1 hour	Some disruption manageable by altered operational routine Loss / interruption <=4	Disruption to a number of areas within a department or unit, possible flow on to other locations Loss /	All operational areas of a department or unit compromised, other locations are affected Loss / interruption	Total system dysfunction and/or total shut-down of operations	
Environmen		No lasting detrimental	hours Short term local	interruption <=1 day Local detrimental	>=1 week	Extensive detrimental long-	
tal Impact	E	effect on the environment	detrimental effect	effect on the environment	detrimental effect	term effect	
Financial Impact	FI	Under \$50,000	Between \$50K- 250K	Between \$250K- \$500K	Between \$500K- \$1M	Greater than \$1M	
Projects	Ρ	Negligible increase in cost, disruption of schedule, or degradation of deliverable	Small increase in cost, disruption of schedule, or degradation of deliverable	Significant increase in cost, disruption of schedule, or degradation of deliverable	Large increase in cost, disruption of schedule, or degradation of deliverable	Catastrophic increase in cost, disruption of schedule, or degradation of deliverable	



#### **Competent Person Declaration**

By signing this Activity Risk Assessment, I declare I am satisfied that:

- This Risk Assessment (Place) has been undertaken by Competent Person/s who have the relevant training and experience
- There is a safe system of work in place
- The Host Organisation has adequate work health and safety processes in place to deliver the activity safely
- The Host Organisation is compliant with legislative and regulatory obligations imposed on it in relation to work health and safety
- There are no other reasons that would make it inappropriate for the Activity to proceed, including any work health and safety issues that could not be reasonably and appropriately managed

Name: S. 47F(1)
Position: Work for the Dole Manager
Signature:
S. 47F(1)

Date: 08/12/2021

Document 4

# Activity Risk Assessment (Place)

SarinaRussa Job Access

#### **Risk Assessment Details**

Activity Type (Work for the Dole, PaTH Internship, National Work Experience Programme, Regional Employment Trial, Work Experience (Other), Launch into Work, Voluntary Work): Work for the Dole

Activity Name: VIC St Vincent de Paul - Ascot Vale Retail

Activity ID: 100248988, 100215690, 100169633, 100169639, 100172423, 100169645, 100169647

Host Organisation Name: St Vincent de Paul Society Victoria Inc

Note: For the purposes of this document, the term 'Host Organisation' includes Host business, Launch into Work Organisation and RET Grant Recipient.

Activity Location Address: 155 Maribyrnong Rd, Ascot Vale VIC 3032

Employment Region: North West Melbourne

Contact Person for Activity: S. 47F(1)

Risk Assessment Conducted By: S. 47F(1)

Contact Person Phone Number: S. 47F(1)

Host Organisation Staff Member Risk Assessment conducted in consultation with: S. 47F(1)

Site Visit Date: 16/11/2021

#### **Activity Details**

Activity Description (e.g. food and hospitality – activity involves working in a café): Retail/Customer Service - duties range from customer services at the front house to production area at the back of house.

Core duties to be undertaken by the Participant(s)	Serving customers
(e.g. food preparation, serving customers, working the	Merchandising
till, cleaning):	Sales
	Stock-take
	Pricing
	Steaming
	Cleaning
	Sorting

What are the Supervision arrangements of the Activity? (e.g. ratio and frequency, continuous supervision for vulnerable cohorts)

Name of Supervisor(s):	Experience, skills, and knowledge of the Supervisor:
s. 47F(1)	<sup>s. 47F(1)</sup> is the current store manager, and has been with
	Vinnies for 3 years. He was previously managing the
	Heidelberg West store. <sup>s. 47F(1)</sup> has lots of experience
	supervising and inducting WFD candidates.
s. 47F(1)	<sup>s. 47F(1)</sup> is the Retail Assistant Manager at the Ascot Vale
	store, and has has been working with Vinnies for 9
	years. She also has experience supervising and
	assisting the WFD participants.

15.1



relevant legislative requirements, would additional checks for Supervisors be required? Details of checks required: N/A	
Details of checks required: N/A	
If additional checks are required, these must be completed prior to the Supervisors being given	
responsibility for the Supervision of participants.	

Activity Requirements					
Does this Activity require a Police Check?	🛛 Yes 🗌 No				
Does this Activity require a Working with Children/Vulnerable People Check?	🗌 Yes 🔀 No				
Is any training (including Work Health and Safety Training and COVID-19 safe practices)	🛛 Yes 🗌 No				
required for participants to conduct the activity task(s) safely at commencement and for the					
duration of the Activity?					
If yes, please provide details of training to be undertaken (including the nature, scope, and dura	ation of the				
training):					
- Work Health and Safety Training, including COVID-19 safety practices such as practicing good hygiene and					
social distancing,					
- Site Specific Induction Training					
Is any Personal Protective Equipment (PPE) required for the participant to conduct the Activity	🛛 Yes 🗌 No				
task(s) safely?					
If yes, please detail what PPE is required: Face Masks (Provider/Job Seeker), Gloves (Provider), Enclosed Shoes					
(Provider/Job Seeker)					
If PPF is required, who will provide this to participants? (Host Organisation or SRIA): Both (listed	1 above)				

#### **Activity Checks**

Where no is answered for any of the below questions, the Activity must not proceed.					
Does the Host Organisation have a COVID-Safe p	blan (or similar) in place in	Yes 🗌 No			
accordance with the requirements specified by t	the relevant state or territory	Not required by state			
government?		or territory government			
Are you and is the Host Organisation satisfied th	at the Host Organisation is	Yes 🗌 No			
compliant with COVID-19 safety requirements se	et by the relevant state/territory				
government and local health authorities?					
Is the Host Organisation satisfied that it has curr	ent and appropriate insurance to	Yes No			
cover any risks associated with the Activity?					
Does the Activity meet the department's insurar	nce policies purchased for	Yes No			
participants as outlined in the Deeds, Guidelines	and Insurance Readers Guide?	🗌 No, but additional			
	insurance has been				
If applicable, provide details of additional insura	purchased				
Are there appropriate facilities (access to drinkir	ng water and toilets) that will be	Yes No			
available to the participant/s for the duration of	the Activity?				
Does the Host Organisation have adequate WHS	policies and processes in place to	Yes No			
deliver the Activity safely? For example:					
WHS policies	<ul> <li>Hazard identification and risk</li> </ul>				
<ul> <li>Test and tag regime</li> </ul>					
Induction					
<ul> <li>Incident and injury management</li> </ul>					
procedures					
Safety data sheets	alarms, sprinklers Traffic vehicle				
<ul> <li>Hazardous substances storages and use</li> </ul>	management				
of procedures and register	plans/procedures/protocols				
<ul> <li>Training manuals</li> </ul>					



Emergency procedures in place     Infection control and prevention	1
First aid and WHS officers     measures	
Are you satisfied that the Host Organisation is compliant with WHS legislative and	l 🛛 Yes 🗌 No
regulatory obligations?	
Is there adequate transport for participants to access the Activity?	🖂 Yes 📃 No
Work for the Dole Activities only	
Will the Activity be held on Private Property?	🗌 Yes 🔀 No
Work for the Dole Activities must not be conducted on Private property without	
express approval from the Department in writing.	
Have you confirmed that the Activity does not fall within the scope of clause 108.3	1 🛛 Yes 🗌 No
of the jobactive Deed (which outlines prohibited activities) and or/any exclusions	
listed in the Work for the Dole Guideline?	
If the Activity involves vulnerable people, will there be Continuous Supervision of	Yes No
the participants? i.e. a participant must be with or alongside the Supervisor, or	
within the Supervisor's line of sight, always while undertaking the Activity.	

#### Identify Hazards, Assess the level of Risk and Control the Risk

COVID-19					
Identify the Hazards (tick if applicable):					
COVID-19 Infection from Host Organisation staff	n other participants				
COVID-19 Infection from visitors to Activity location	n touching surfaces				
Identify the level of Risk					
List specific Activity tasks associated with these hazards if applicable (e.g. serving custor	-				
Serving customers, handling merchandise and donations, working with other volunteer	s and WFD participants,				
touching surfaces throughout store, handling cash					
Assessed Risk Level (refer to the Risk Rating Matrix below): Very High					
Control Measures	Implemented by Host?				
Host Organisation will provide specific training to participants in relation to COVID-19	🛛 Yes 🗌 No				
Safety measures					
Participants are informed of Host Organisations COVID Safe plan	Yes 🗌 No				
Staff and participants briefed on symptoms of COVID-19 and told to stay home if they	🖂 Yes 🗌 No				
have <u>any</u> cold or flu symptoms					
Cleaning and disinfecting processes in place in accordance with guidance from Safe	🛛 Yes 🗌 No				
Work Australia and public health authorities					
Physical distancing measures in place (e.g. calculating people per square metre	🛛 Yes 🗌 No				
permitted in enclosed spaces)					
Contact tracing mechanisms in place	Yes 🗌 No				
Signage on correct hand washing displayed on site	Yes 🗌 No				
Hand washing facilities available to participants	Yes 🗌 No				
Hand sanitiser available to participants	Yes 🗌 No				
Appropriate PPE available to participants (e.g. masks, gloves)					
List additional control measures and details of these controls below:					
- Hand sanitiser available upon throughout the store and back of house for staff and customers to utilise					

- Plexi-glass barriers erected at POS

- Tape at POS to prevent close contact from customers or other staff

- Markers on selling floor to indicate required distancing (1.5 metres)



- Signage throughout store as well as back of house about COVID safe practices (washing hands, maintaining safe distances etc)

- Masks and gloves available for use
- Store is sanitised (counter and all surfaces) throughout the day
- COVID plan available on Intranet
- A 2<sup>nd</sup> break room has been fashioned to ensure there is not an accumulation of staff in the orginal break room
- Tongs to be used when grabbing food items to eat

- All staff and volunteers must provide proof of double vaccination to store manager in order for them to work within the store

- QR codes displayed at entry points for sign in purposes

**Monitoring Frequency** 

Specify the frequency SRJA will monitor these controls (e.g. Weekly, Fortnightly, Monthly, Quarterly, 6 monthly): 6 Monthly

For COVID-19, it is recommended the Risk Assessment controls are reviewed within the first month of the Activity commencing and then on a quarterly basis ongoing.

Fire					
Identify the Hazards (tick if applicable	e):				
Accumulation of Dust	🔀 Elec	Electrical Circuits Combustible Materials			Combustible Materials
Flammable Liquids	🛛 Αссι	umulation of Rubl	pish		Smoking at Activity location
No Fire Alarms	Unt	ested Fire Alarms			Fire Alarms not working
No Emergency Plan in place	🗌 No f	fire extinguishers			Fire exit signs not working
Fire & Evacuation Drills not	Fire	extinguishers not	serviced		Blocked Fire Exits
carried out at least annually	every 6	months			
List any other hazards identified:					
Smoke detectors can be found in the			•		
event of a fire. An evacuation drill wa	s also reo	cently conducted	by managem	nent	and staff.
			_		
Identify the Risks		Risk Level	Current Co	ntro	l Measures for the Risks
List specific Activity tasks related to the		(refer to the			
above identified hazards (if applicable	e) and	Risk Rating			
the associated risks	Matrix below)				
Accumulation of Dust		Medium	-		g of store and back sorting area,
			-		ng, sweeping, moping and
			vacuuming		
Electrical Circuits		Medium	•		electrical circuits - not
					nd have recently been Test &
					2021). Fire extinguishers have
					ked within the last 6 months
				-	fe Fire Orders also displayed on
					oard in break room. Illuminated
			emergency exits signs also displaying exit		
Combustible Materials			points.		
Combustible Materials		Medium			as clothing, furniture and other
					ems can be found throughout the
					ng room - items are stored and
					y and Fire Extinguishers can be
					is locations throughout the store.
			Smoke det	есто	rs set up throughout store.



Flammable Liquids	Medium	Stored safely in sorting area, away from electrical points. Label on bottle of liquids		
		display flammable liquid warning and each		
		liquid is clearly labelled.		
	11.1			
Accumulation of Rubbish	High	Rubbish bins located out the back of store, and		
		bins are emptied at least once a week		
Are additional Control Measures required to m	nanage these risks	? 🗌 Yes 🔀 No		
If yes, detail below:				
N/A				
Monitoring Frequency				
If applicable, specify the frequency SRJA will monitor these controls (e.g. Weekly, Fortnightly, Monthly,				
Quarterly, 6 monthly):				
6 Monthly				

6 Monthly

Facilities					
Identify the Hazards (tick if applicable):					
Floors with large cracks or holes	🗌 Shar	p edges			Clutter
Step/stairs	🔀 Slipp	pery surfaces			Obstructions in walkways
Heavy items stored at heights	🗌 Ove	rloaded shelves			Direct or indirect glare
Inadequate illumination	🗌 No e	emergency lightin	60		Overflowing bins
Not enough bins provided	🔀 Veh	icles/trailers at lo	cation		Gas/Pressurised containers
LPG Gas	🗌 Mac	hinery			] Heavy Machinery
Machinery/plant registers not	🗌 Unn	narked walkways	(i.e.		Kitchen areas not clean/well
maintained	traffic/pedestrian intersections) maintained			aintained	
Bathroom facilities not	No floor maps/exit signs Work areas not clean/well			] Work areas not clean/well	
clean/well maintained	maintained				
List any other hazards identified:					
- Theft of personal belongings					
- Ladders available					
Identify the Risk		Risk Level	Current Co	ntro	ol Measures for the Risks
List specific Activity tasks related to th		(refer to the			
above identified hazards (if applicable	e) and	Risk Rating			
the associated risks	the associated risks Matrix below)				
Slippery surfaces		High	Surfaces within store that could potentially		
	become slippery when wet. Mops and buckets				
available as a control measure, as well as Wet					
			Floor Signs	for	use.



Theft of personal belongings	Medium	Staff lockers available for all staff to utlise to
		store their personal belongings. CCTV also set
		up throughout store and surrounding areas
Ladders Available	High	3 step ladders available for use to reach items
		which are higher-up. Safe and correct usage
		procedures discussed at induction.
Vehicles/trailers at location	High	Vehicles within location at the receiving area at
		front of store, which leads out to a laneway, but
		cars cannot travel up this laneway (donations
		are dropped of at designated areas at the
		beginning of the laneway). Hi Vis clothing is also
		available for staff to wear whilst working within
		this area.
Step/stairs	High	There is one step leading into the kitchen/tea
		room. This has been painted yellow to highlight
		it and minimise the risk of tripping.
Are additional Control Measures required to m	nanage these risks	s? 🗌 Yes 🔀 No
If yes, detail below:		
N/A		

Electrical						
Identify the Hazards (tick if applicable):						
Broken plugs	🗌 Fray	Frayed or damaged cords		Power tools		
Electrical equipment	🔀 Kitcl	hen appliances (fr	idge,	No testing and tagging of		
	microw	ave, kettle, sandw	/ich press)	electrical equipment		
Damaged wire insulation	🗌 Elec	trical outlets close	e to water	Overloaded circuits		
Power points not fixed to walls	not fixed to walls					
List any other hazards identified:	List any other hazards identified:					
N/A						
Identify the Risk		Risk Level	Current Co	ntrol Measures for the Risks		
List specific Activity tasks related to the (refer to the						
above identified hazards (if applicable	above identified hazards (if applicable) and Risk Rating					
the associated risks		Matrix below)				



Electrical equipment	Very High	Electrical equipment is in good condition and		
		not damaged - all equipment has recently been		
		Test & Tagged (16/06/2021).		
Kitchen appliances	Medium	All kitchen appliances have recently been Test &		
		Tagged (16/06/2021). All are well maintained		
		and not damaged.		
Are additional Control Measures required to manage these risks? 🗌 Yes 🔀 No				
If yes, detail below:				
N/A				

First Aid					
Identify the Hazards (tick if applicable):					
No first aid kit available	t aid kit not access	sible	First aid kit contents missing		
First aid kit contents expired	first aid officers		Activity located long distance		
			from emergency services		
List any other hazards identified:					
N/A - First Aid kit is available in the kitchen/sta					
members S. $47F(1)$ and S. $47F(1)$ a					
stocked and nothing has passed the expiry dat	te. Staff made awa	are of locatio	n of First Aid kit at induction.		
Identify the Risks	Risk Level	Current Co	ntrol Measures for the Risks		
	(refer to the				
	Risk Rating				
	Matrix below)				
Are additional Control Measures required to manage these risks? 🗌 Yes 🔀 No					
If yes, detail below:					



Manual Handling/Ergonomics						
Identify the Hazards (tick if applicable):						
Repetitive movements Heavy lifting Handling high or sudden force						
Improperly adjusted				Tasks involving exposure to		
		d postures	51	vibration		
List any other hazards identified:	itti ai t			libration		
Standing for long periods of time whilst se	orting	donations				
standing for long periods of time whilst st	orting	dentations				
Identify the Risk		Risk Level	Current Co	ntrol Measures for the Risks		
List specific Activity tasks related to the		(refer to the				
above identified hazards (if applicable) an	nd	Risk Rating				
the associated risks	-	Matrix below)				
Repetitive movements		Medium	Regular bre	eaks provided to staff. Staff break		
			-	also available.		
Heavy lifting		High	Various eq	uipment is available for staff to utilise		
, 0		0	-	nd handle goods around the store,		
				tillages, trolleys, roller racks, hand		
			-	niture/mattress trolleys and ladders.		
				procedures also discussed at		
			-	, including team lifting for heavy items		
			etc. These	procedures are also displayed on the		
				iceboard and throughout the store.		
Handling high or sudden force		High	Step ladde	rs available throughout the sorting		
	-		area for staff to utilise.			
Standing for long periods of time whilst Medium		Medium	-	eaks provided. Regular rotation of		
sorting donations				occur as well. There is a staff break		
				able whereby staff can sit during		
			their break. There are also chairs available for			
			staff to util	lise if need be.		
Are additional Control Measures required	to m	anage these risks	? Yes	🗙 No		
If yes, detail below:		<u> </u>	<u>k</u>			
N/A						

#### Chemical

Identify the Hazards (tick if applicable):



Non-hazardous chemicals	Hazardous chemicals	Asbestos
Acids	Poison	
List names of chemical/s present at Activ Dishwashing soap, disinfectant spray, ha cleaner.	•	ner, hand soap, floor cleaner and disinfectant
List any other hazards identified: N/A		
Identify the Risk List specific Activity tasks related to the above identified hazards (if applicable) a the associated risks	Risk Level (refer to the Risk Rating Matrix below)	Current Control Measures for the Risks
Non-hazardous chemicals	High	All cleaning products stored safely throughout store (some in bathroom, some in kitchen). All items are clearly labelled.
Hazardous Chemicals	High	All hazardous chemicals are stored safely on shelves in BOH area. All items are clearly labelled.
Are additional Control Measures require	d to manage these risk	s? Yes 🛛 No
lf yes, detail below: N/A		

Biological				
Identify the Hazards (tick if applicable	e):			
Food Handling	Oth	er Virus/Disease		Blood/Bodily Fluid
Animal Handling	🗌 Radi	iation		Lead (contained in paint,
				solders, batteries, radiation
				shielding, ammunition)
List any other hazards identified:				
N/A				
		1		
Identify the Risk	Risk Level Currer		Current Co	ntrol Measures for the Risks
List specific Activity tasks related to the	he	(refer to the		
above identified hazards (if applicable	e) and	Risk Rating		
the associated risks		Matrix below)		
Blood/Bodily fluid		High	Potential for	or contact with blood/bodily fluid
			whilst sorti	ing through donated goods. Gloves
			are availab	le for use whilst sorting.



Are additional Control Measures required to m	nanage these risks	5? 🗌 Yes 🖂 No
If yes, detail below:		
N/A		

Environment				
Identify the Hazards (tick if applicable	e):			
Work on Private Property (i.e.	🗌 Woi	k with a sole trac	er (i.e.	Working in one or more
privately-owned land or privately-	butcher	or hairdresser w	ho operate	different workplaces/sites
owned or occupied estate or house)		small shop or priv	ate	
		residence)		
Alternative hours of work (i.e.	Woi Woi	king alone with a	nother	Travel will take place during
early starts, night work)	person			Activity (i.e. between sites)
Working outdoors		rking near water (	creek, river,	Exposure to
	beach,	· · · · · · · · · · · · · · · · · · ·		wastewater/sewerage
Work in a non-public area	III	osure to harmful	plants	Exposure to Sound/Noise
Exposure to Animals/Insects		exposure		Temperature (heat/cold)
Working at heights	Dus <sup>-</sup>	t or airborne part	icles	Exposure to
				weather/storms/rain
List any other hazards identified: N/A				
Identify the Risk		Risk Level	Current Control Measures for the Risks	
List specific Activity tasks related to the		(refer to the		
above identified hazards (if applicable) and		Risk Rating		
the associated risks		Matrix below)		
Work in non-public area		Medium	Working in sorting room - other volunteers to be in attendance.	
Working at heights		High	Ladders available for reaching higher-up items	
		_	safe and cor	rect usage procedures discussed at
			induction.	
Temperature (heat/cold)		Medium	A heating/co	oling system and fans can be found
			throughout t	he store for temperature control.
Dust or airborne particles		Very High	Cleaning of s	surfaces is completed on a regular
				mise accumulation of dust
				ter created by store management
				ce daily). Masks are also available
			for use.	
Sun exposure		High		g area is located outside.
				vill not be spending prolonged
			periods of ti	me in this area.



Are additional Control Measures required to n	nanage these risks	? 🗌 Yes 🖾 No
If yes, detail below:		
N/A		

Psychological			
Identify the Hazards (tick if applicable):			
Workplace bullying	High turnover of workers Fatigue		
Conflict between workers	rking directly with	customers 🛛 Work-related stress	
List any other hazards identified:			
N/A			
Identify the Risk	Risk Level	Current Control Measures for the Risks	
List specific Activity tasks related to the	(refer to the		
above identified hazards (if applicable) and	Risk Rating		
the associated risks	Matrix below)		
Workplace bullying	Medium	Escalation process detailed at induction -	
		confidential contact details provided to staff	
		during induction as well	
Conflict between workers	Medium	Supervisors/Store Management to intervene -	
		moving to a new location and/or task	
High turnover of workers	Low	Regular breaks	
Working directly with customers	Very High	Supervisors/Store Management to intervene if	
		incident arises. Local emergency services also	
		contactable i.e. Police.	
Fatigue	Medium	Regular breaks provided.	
Work-related stress	Medium	Regular breaks. Escalation processes detailed to	
		staff at induction. Staff break room also	
		available staff to utilise during their break	
		times.	
Are additional Control Measures required to r	nanage these risks	5? 🗌 Yes 🔀 No	
If yes, detail below:			
N/A			

#### Vulnerable People

Does the Activity involve interaction with or proximity to vulnerable cohorts? Vulnerable cohorts include:

🛛 Yes 🗌 No



- 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 type of interaction or proximity will participants have with Vulnerable people? Visitors/Customers who attend the store, as well as other Salvos Volunteers and staff may be vulnerable (all cohorts listed above may attend the store).

	INISK LEVEI	Current Control Measures
List specific Activity tasks related to	(refer to the	
Vulnerable People (if applicable) and the	Risk Rating	
associated risks	Matrix below)	
Customers in the store	Very High	Supervisors/Store Managers on site will be in
		attendance supervising WFD candidates.
Volunteers/Staff at the store	Very High	Supervisors/Store Managers on site will be in
		attendance supervising WFD candidates.
Are additional Control Measures required to n	nanage these risks	? 🗌 Yes 🖾 No
If yes, detail below:		
N/A		

fic to the l	location or tasks c	of the Activit	y not covered in the above
High			Safe usage procedure explained to candidates at induction and upon usage of gun. Supervision of candidates when item is in use. Disinfectent also available to sterilize the needle of the gun. Only select staff will be using these guns.
High			A warning sign is displayed on this unit which reads '! Instant Boiling Water'
Very Hi	gh		All WFD candidates must provide proof of double vaccination to the store manager prior to commencement of placement at location
1	Risk Level (refer to the Risk Rating Matrix below)	Current Co	ntrol Measures for the Risks
	High	High High Very High Very High Risk Level (refer to the Risk Rating	High Very High Very High Risk Level (refer to the Risk Rating Current Co



Are additional Control Measures required to m	nanage these risks	? 🗌 Yes 🔀 No
If yes, detail below:	-	
N/A		



Risk Rating Matrix					
RISK RATING MATRIX (Indicative Only)					
CONSEQUENCE					
LIKELIHOOD	NEGLIGIBLE	MINOR	MODERATE	MAJOR	EXTREME
ALMOST CERTAIN	Medium	Very High	Very High	Extreme	Extreme
LIKELY	Medium	High	Very High	Very High	Extreme
POSSIBLE	Low	Medium	High	Very High	Very High
UNLIKELY	Low	Medium	Medium	High	Very High
RARE	Low	Low	Low	Medium	High

#### RISK LIKELIHOOD TABLE

LIKELIHOOD	Descriptors				
ALMOST CERTAIN	Is expected to occur frequently (in most circumstances)	Expected to occur at least daily			
LIKELY	Is expected to occur occasionally (to be expected)	Expected to occur at least weekly			
POSSIBLE	Could occur at least once (capable of happening / foreseeable)	Expected to occur at least monthly			
UNLIKELY	Might occur at some time (not to be expected)	Expected to occur at least annually			
RARE	May occur in exceptional circumstances only	Not expected to occur for years			

#### ACTIONS, DLEGATIONS AND ESCALATIONS:

Low:	Manage by routine procedures
Medium:	Manage by specific monitoring or response procedures
High:	Senior management attention needed
Very High:	Executive / Senior management planning required
Extreme:	Executive / Senior management will be involved



CONSEQUENCE TYPE		CONSEQUENCE - DEGREE OF SEVERITY				
ITPE		NEGLIGIBLE	MINOR	MODERATE	MAJOR	EXTREME
		No injury or harm caused	Minimal harm caused	Loss of function		
Personal Injury	PI	Minor adjustment to operational routine	Minor interruption to routine	Major harm caused	Loss of life	Multiple deaths
Property Damage/Im pact	PD	No damage caused.	Minimal damage caused.	Loss of building function	Loss of use of building	Loss of building
		Minor adjustment to operational routine	Minor interruption to routine	Major harm caused		
Disruption to Established Routines	D	Loss / interruption <1 hour	Some disruption manageable by altered operational routine Loss / interruption <=4	Disruption to a number of areas within a department or unit, possible flow on to other locations Loss /	All operational areas of a department or unit compromised, other locations are affected Loss / interruption	Total system dysfunction and/or total shut-down of operations
Environmen	E	No lasting detrimental effect on the	hours Short term local detrimental effect	interruption <=1 day Local detrimental effect on the	>=1 week Long term detrimental effect	Extensive detrimental long- term effect
Impact		environment		environment		
Financial Impact	FI	Under \$50,000	Between \$50K- 250K	Between \$250K- \$500K	Between \$500K- \$1M	Greater than \$1M
Projects	Ρ	Negligible increase in cost, disruption of schedule, or degradation of deliverable	Small increase in cost, disruption of schedule, or degradation of deliverable	Significant increase in cost, disruption of schedule, or degradation of deliverable	Large increase in cost, disruption of schedule, or degradation of deliverable	Catastrophic increase in cost, disruption of schedule, or degradation of deliverable



#### **Competent Person Declaration**

By signing this Activity Risk Assessment, I declare I am satisfied that:

- This Risk Assessment (Place) has been undertaken by Competent Person/s who have the relevant training and experience
- There is a safe system of work in place
- The Host Organisation has adequate work health and safety processes in place to deliver the activity safely
- The Host Organisation is compliant with legislative and regulatory obligations imposed on it in relation to work health and safety
- There are no other reasons that would make it inappropriate for the Activity to proceed, including any work health and safety issues that could not be reasonably and appropriately managed

Name: S. 47F(1)
Position: Work for the Dole Manager
<sup>Signature:</sup> S. 47F(1)
Date: 18/11/2021