

RISK ASSESSMENT FOR AN ACTIVITY (PLACE)

	ce Australia Contract
x Workforce Australia	Workforce Australia – Transition to Work
Employability Skills Training (EST)	Career Transition Assistance (CTA)
and a second	/pe of Activity
Work for the Dole – Project Observational Work Experience	 x Work for the Dole – Placement Provider Sourced Voluntary Work
Non-Government Program	Local Jobs Program
	Launch Into Work
Place	Activity Details
Activity Name Salvation Army Retail Store South	Melbourne
Activity/Vacancy ID: 100444297	
Are any checks required for the job seeker(s)	to participate in the Activity? Yes X No 🖵
If yes, what checks are required?	
For example: National Police Check, Working Police Check	with vulnerable People Check
	hy? (Note: site visits are essential) 16 TH March 2023
Risk Assessment Review Date (must be within	n 12 months): 16 th March 2024
Hert O	manifestive Datalla
Host Organisation Name: The Salvation Army	rganisation Details
Location of the Activity/Vacancy: 183 Clarence	
Contact Person for Activity/Vacancy:	Telephone:
s 47F(1)	s 47F(1)
Supervisor for Activity/Vacancy: s 47F(1) (First Aid Officer)	Telephone: s 47F(1)
(First Aid Officer)	

Activity I Place/Activity Description	Description and Tasks
For Example: Building Maintenance – activity	
	sistant in a working store. The participants will be
	aning, customer service, sorting of donated goods,
	s, empty of donation bins, stock control and Steaming of
	cipants to add skills to their resume and give them
opportunities to apply for employment in the	
Core Duties to be undertaken by a job seeke	
maintenance, removal of unwanted materials	cking for plumbing leaks/cracks, decorating, general s, carpentry.
cash handling	
cleaning	
customer service	
sorting of donated goods	
hanging and tagging of clothing	
empty of donation bins	
stock control	
Steaming of clothes	
Does the Activity involve close proximity to (Children, the elderly or other vulnerable cohorts?
Yes 🖬 No X	
Vulnerable Cohorts include:	
 Children (under 18 years of age) 	Vulnerable Youth
the elderly	the homeless
 people with disability 	people with mental illness
 migrants who do not speak English 	 refuge residents (including men and women)
What are the supervision arrangements?	
For Example: continuous supervision for vulne	erable cohorts, ration and frequency
Supervisor to Participant Ratio: 1: 15	
Is Continuous Supervision Required: yes 🗆 ne	IO X
	owledge, training and/or experience, clearances: All the
	ent Police check, which have been organised by the host
as it is the company's policy for all staff to hav	ve these checks.
What training, including work health and safe	fety training is required and will be provided to the job
seeker(s) to participate in the Activity safely.	
Formal Training (e.g. Forklift Licence, White C	Card):
• N/A	
Informal Training (WH&S Induction, etc.):	
	es/procedures, arrange roster and WH&S.
 Induction will take place on the first data 	
-	
Online application form to be complete	eu beiore starting activity.
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Formal Training (e.g. Forklift Licence, White Card):

• N/A

Informal Training (WH&S Induction, etc.):

- Induction to be shown facilities, policies/procedures, arrange roster and WH&S.
- Induction will take place on the first day of the activity.
- Online application form to be completed before starting activity.
- The supervisor prefers to interview participants before starting activity.

Does the Host Organisation have adequate work health and safety policies and processes in place to deliver the Activity safely? Yes X No

For example, but not limited to:

	Yes	No	N/A		Yes	No	N/A
WHS policies	x			Emergency procedures in place	x		
Test and Tag regime	x			Working in heat or inclement weather	x		
Induction	x			Training manuals		x	
Incident and injury management procedures	x	1		Hazard identification and risk assessments control procedures and reporting process		x	
Safety Data Sheets	×			Hazardous substances storages and use procedures and register		x	
First aid and WHS officers	x			Traffic vehicle management plans/ procedures/ protocols		x	
Emergency Drill register	x			Safety equipment well maintained e.g. fire extinguishers, hose reels, alarms, sprinklers	×		
Infection control and prevention measures (including COVID-19)	x			Other:			

Has the host adequate facilities for the participants.

Toilets Yes x No Access to drinking water Yes x No Fridge facilities Yes x No Is a microwave available Yes x No Is Coffee / Tea provided Yes x No Car Parking Yes No X Access to local shops Yes X No

Are you and the Host Organisation satisfied that the Host Organisation is compliant with COVID-19 safety requirements specified by the relevant state/territory government and local health authorities? Yes x No

Does the Host Organisation have an Asbestos register? Yes I No x When was the register created? Are there any other Activities being conducted on the site other than this Activity? Yes X No The Port Melbourne Salvation Army Store conducts normal retail business on the premises.

STEP 1 – Identify the Hazards

Biological (e.g. hygiene, disease, inf	ection)	
Blood/ Bodily Fluid	x Virus/Disease (including	General Food handling
	COVID-19)	
Radiation	🖵 Lead	
Other Details: Good hygiene process	ses, regular cleaning of all the s	site.
	······································	
Please record any specific COVID-19		
Hand sanitizer and washing facilities	-	
Hygiene gloves and masks provided	•	
Any accidents the WFD Supervisor w	•	nce.
COVID-19 from staff or participants	who are infected.	
Chemicals (Note: refer to the label a	nd Safety Data Sheet (SDS) for	the classification and
management of all chemicals)		
X Non-hazardous chemical(s)	Galactical Hazardous' chemicals	
Name of chemicals(s)/Details: gener	al household cleaning products	s used at site.
Energy Systems - incident/issues in		
x Electricity (incl. Mains and Solar)	LPG Gas	Gas/Pressurised containers
Other Details: Instructions on any ele	ectrical appliance used, regular	safety checks of appliances.
Environment		
Sun exposure	Give Water (creek, river,	Sound/Noise
	beach, dam)	
Animals/Insects	Storms/Weather	X Temperature (heat/cold)
x Step/stairs	x Slippery surfaces	
Other Details: Ladders and steps in u		rface's marked, when
temperature is too hot in store, part	icipants to be sent nome	
Facilities/Built Environment		
Building and Fixtures	X Machinery (portable)	X Hand tools
Vehicles/trailers		•
Other Details: Instruction on powere	d appliances used le vacuum c	leaner
Manual Tasks/Ergonomics		
X Manual tasks (repetitive, heavy)	UWorking at heights	Restricted space
Other Details: Manual handling proc	edures will be tollowed for any	r task as deemed so
People		
x Physical	x Psychological/Stress	

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Biological (e.g. hygiene, disease, ir	fection) and a statistic second	
X Manual tasks (repetitive, heavy)	Working at heights	Restricted space
Other Details: Manual handling pro	ocedures will be followed for a	
People		······································
x Physical	x Psychological/Stress	
Other Details: On site counselling w	vill be available for any incide	nts or interaction as required.
Does the activity require Personal Detail PPE requirements.	Protection Equipment (PPE)	yes 🛛 no 🛛
All participants must wear black clo	used in shoes, black pants, and	d black top.

Note: The above hazards are only indicative as there may be other safety hazards associated with the activity tasks performed by the Participant.

STEP 2 – Assess the Level of Risk

Consider the hazards identified in Step One and use the risk assessment matrix below as a guide to assess the risk level in Step 3. You may want to consult with the Host Organisation management and/or supervisor for estimating both the consequence and likelihood of the risks.

Likelihood				Consequenc	e	www.		
		Insignificant 1	Minor 2	Moderate 3	Major 4	Significant/Critical 5		
Almost Certain	5	Medium	High	High	Extreme	Extreme		
Likely	4	Medium	Medium	High	High	Extreme		
Possible	3	Low	Medium	Medium	High	High		
Unlikely	2	Low	Medium	Medium	Medium	High		
Rare	1	Low	Low	Low	Medium	Medium		

Consequence	Description of Consequence	Likelihood	Description of Likelihood
1. Insignificant	No treatment required	1. Rare	Will only occur in exceptional circumstances
2. Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)	2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
3. Moderate	Injury requiring medical treatment or lost time	3. Possible	May occur within the foreseeable future or within the project lifecycle
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	4. Likely	Likely to occur within the foreseeable future or within the project lifecycle
5. Significant/Critical	Loss of life, permanent disability or multiple injuries	5. Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level	Description of Risk Level	Actions
Low	If an incident were to occur, there would be little likelihood that an injury would result	Undertake the activity with the existing controls in place. Keep constant monitoring and supervision. Update the risk controls frequently.
Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result	Needs to be addressed by eliminating, substituting or reducing the risk by establishing proper controls. Establish an action plan to reduce the risk to acceptable levels
High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result	Requires immediate action to eliminate or substitute risk. Establish an action plan

Assessed Risk Level	Description of Risk Level	Document 5 Actions
		within 30 days to eliminate, substile risk to reduce risk exposure
Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result	Stop activity until the risk is eliminated or substituted. The activity must not proceed.

STEP 3 – Control the Risk

In the table below:

- 1. List the hazards/risks you identified in Step One.
- 2. Rate their risk level (refer to information contained in Step Two to assist with this)
- 3. Detail the controls measures that will be put in place to eliminate or minimise the risk. Note Control measures should be implemented in accordance with the preferred hierarchy or control. If lower level controls (such as Administration and PPE) are to be implemented without higher level controls, it is important that the reasons are explained.

	Hierarchy of Control
Most effective	Elimination: remove the hazards completely from the workplace or activity
(high level)	Substitution: replace a hazard with a less dangerous one (e.g. less hazardous chemical?
\downarrow	Redesign: making a machine or work process safer (e.g. raise a bench to reduce bending)
	Isolation: separate people from the hazard
	Administration: putting rules, signage or training in place to make the workplace safer (e.g. induction training, highlighting trip hazards, adequate supervision)
Least effective (Low level)	Personal Protective Equipment (PPE): protective clothing and equipment (e.g. gloves, hat)

Key person Responsible (e.g. Provider, Coordinator, Host Oraanisation)	Host Organisation Hore of the second
Additional Control Measures	
Residual Risk Level	Medium
Control Measures	WH&S training and induction including, briefing on the symptoms of COVID-19 and have been told to stay home if unwell. If staff member or participant becomes unwell, isolation takes place and arrange for staff member or place and arrange for staff member or participant to be sent home for medical assessment. Cleaning and disinfecting in accordance with guidelines, especially frequently touched surfaces. Physical distancing on accordance with guidelines. Hand washing facilities provided
Assessed Risk Level	Hgi H
Description of Hazard/Risks	Physical Injury – serious illness, death
Activity Task	COVID-19 from staff or participants who are infected Department of Employment and Workplace Relations Page 72 of 106

Hazards/Risks and Control Measures

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Host Organisation	Host Organisation	Host Organisation	
Provide water, soap, and drying facilities at wash station. Provide hand sanitiser for the occasions when people cannot wash their hands.	Put in place monitoring and supervision to make sure people are following controls., ie Are the cleaning regimes implemented. Provide information telling people who needs to clean and when. Provide instruction and training to people who need to clean. Include information on the products they need to use. Precautions they need to follow, the areas they need to clean.	Assess history of individuals with those who may have history of dermatitis or allergies.	Page 9 of 14 Version: November 2022 Revision: November 2024
Medium	Medium	Low	
Provide water, soap, and drying facilities at wash station. Provide hand sanitiser for the occasions when people cannot wash their hands.	Identify surfaces that are frequently touched by many people (often common areas) e.g., handrails, doors handle, (inside and outside) Shared equipment etc. and specify the frequency and level of cleaning and by whom	WH&S training and induction. Instruction given on how to use each product efficiently. Hand washing with soap and water as alternative	PERSONAL
Б Б П	Hgi	Medium	Place) JSWA-01
lnjury – serious illness, death Physical.	lnjury – serious illness, death Physical.	Injury – Physical reactions to products, skin disorders, dermatitis.	Risk Assessment (Place) Document number: JSWA-01 Created: June 2022
uetting or spreading coronavirus by not washing hands or not washing them adequately	Documents released under FOI - LEX 713	Bersistent use of and sanitiser, latex elowes, and hand washing products.	

[]					Document 5	1
	Host Organisation	Host Organisation	Host Organisation	Host Organisation	Host Organisation	
	Good housekeeping	Regular checking of all cords and leads.	Fire drills to be held frequently. Fire Worden to be appointed.	Assess weather individual capable of using stairs.	Debriefing after any situation. Wearing of surgical masks as per NSW government requirements or	Page 10 of 14 Version: November 2022 Revision: November 2024
	Γοκ	Low	Medium	Low	Low	
to other products if possible.	WH&S training and induction. All spills to be marked and isolated. Any tripping dangers to be marked and isolated.	WH&S training and induction. Test and tag of all equipment. Fire extinguishers readily available.	WH&S training and induction. Policies and procedures in place. Fire exits Cleary displayed.	WH&S training and induction. One person to use stairs at a time. Stairs to be kept clear of obstructions.	WH&S training and induction including. COVID 19 training procedures in the workplace for conflict on the workplace.	PERSONAL
	Medium	High	High	Medium	Medium	lace) ISWA-01
	Physical injury- Bruising, strains, and sprains, musculoskeletal injuries.	Physical injury- burns electric shock.	Physical injury- sustained in confusion of evacuation, bruising strains and sprains.	Physical injury- Strains and sprains, fall injuries musculoskeletal injuries.	Physical and emotional stress. COVID and influenza sickness.	Risk Assessment (Place) Document number: JSWA-01 Created: June 2022
	Slip and falls.	Dealing with electrical Bappliances and Dequipment.	Fire evacuation.	ckplace Relations	The section with eraction with eraction with eraction with erace of the eraction with eraction with eraction with eraction of the eraction of	

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	Host Organisation	Host Organisation	Host Organisation	Host Organisation	Host Organisation
personal choice. Host Organisation	Further training if required	Job rotation and regular breaks.	Debriefing after any situation. Wearing of surgical masks as per NSW government requirements or personal choice.	Adequate rest periods for repetitive tasks Good housekeeping in place.	Assess individual capability
	Low	Low	Low	Low	Low
	WH&S training and induction Good hygiene practices to be followed	WH&S training and induction. Instruction on use of all equipment, PPE to be used as required.	WH&S training and induction including. COVID 19 training procedures in the workplace for conflict on the workplace.	WH&S training and induction. Policies and procedures in place. Regular breaks from task. Manual handling instruction.	WH&S training and induction Instruction and supervision if a tagging gun is used.
	Medium	Medium	Medium	Medium	Medium
	Physical and emotional stress- Germ related illnesses	Physical injury- Bruising, strains, sprains, and musculoskeletal injuries. Slip and falls reaction to cleaning products.	Physical and emotional stress. COVID and influenza sickness.	Physical injury- Back or muscle strain Injuries from slips, trips and from falling items. Needle stick injury	Physical injury- Strains and sprains Piercing injury
	Cash handling		a b b c of Employment and V nents released under	of donated of donated over the second	dagging and hanging of clothes 100 to 100 100 to 100 10

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Risk Assessment (Place) Document number: JSWA-01 Created: June 2022

		T		Document
Host Organisation		Host Organisation	Host Organisation	Host Organisation
Assess individual	capability	Assess individual capability.	Adequate periods for repetitive tasks Good housekeeping in place	Assess individual capability. Good housekeeping of area where appliance is to be used
Low		Low	Low	Medium
All equipment to be regularly checked WH&S training and	induction Instruction and supervision if a tagging gun is used. All equipment to be regularly checked.	WH&S training and induction Manual handling instruction Assessment of task care to be taken when removing goods from bins Use of moving and handling equipment as required.	WH&S training and induction PPE provided as required. Manual handling instruction	WH&S training and induction Instruction on appliance used.
Medium		Medium	Medium	High
Physical injury- Strains and surving BSI	Strains and sprains, RSI, musculoskeletal injuries	Physical injury- Strains and sprains Musculoskeletal injuries trips and falls, bruising.	Physical injury- Strains and sprains, RSI, musculoskeletal injuries	Physical injury- Strains and sprains, burns, scalds, electric shoch
Pricing goods	De	Suid on the partment of Employment and Wor Documents released under FO	outro cyccy cotro cyccy cyccy cyccy cycy cycy cycy cycy	of Clothes of Spage 76 of 10

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	nt and/or cannot		Document 5	
	Other Details: Note: If you have identified any significant work health and safety concerns that cannot be mitigated to create a safe working environment and/or cannot be adequately managed, the activity must not proceed.			Page 13 of 14 Version: November 2022 Revision: November 2024
Appliance to be checked for functionality on a regular basis. Gloves can be worn to prevent scalding if required. Check that appliance is off when no in use	y concerns that cannot be mit			PERSONAL
	icant work health and safet must not proceed.	Date: 16/03/2023.		Risk Assessment (Place) Document number: JSWA-01 Created: June 2022
	Other Details: Note: If you have identified any significant work health be adequately managed, the activity must not proceed.	Completed by: (124 °))))) Organisation: Jobs Statewide	s 47F(1)	Risk Docun Create
	Other Details: Note: If you have i be adequately mar	Completed by: Organisation:	Workplace Polotione Page 77 of 106	

STEP 4 – Monitor and Review Controls (for Providers)

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Monitoring	Yes	No
1. Have there been any changes to the activity tasks?	ū	
2. Are the planned control measures sufficient and effective in		
minimising the level of risk? (Explain why below)		
3. Have there been any changes to the planned control measures?		
4. Are further control measures required? (if so, explain below)		
5. Is the Host Organisation's COVID-Safe Plan up to date?		
6. Are additional COVID-19 controls required? (provide details below)		
Details:		
Review completed by (Name and organisation):		
Signature:		
Date:	,	



RISK ASSESSMENT FOR AN ACTIVITY (PLACE)

	ce Australia Contract
x Workforce Australia	Workforce Australia – Transition to Work
Employability Skills Training (EST)	Career Transition Assistance (CTA)
	/pe of Activity
Work for the Dole – Project	x Work for the Dole – Placement
Observational Work Experience	Provider Sourced Voluntary Work
Non-Government Program	 Local Jobs Program Launch Into Work
Place	e/Activity Details
Activity Name: Richmond Salvos	
Activity/Vacancy ID: 100425706	
Are any checks required for the job seeker(s)	to participate in the Activity? Yes 🖵 No x
If yes, what checks are required?	
	with Vulnerable People Check
-	hy? (Note: site visits are essential) site visit completed
07/03/2023	
Pick Assocrant Poviow Data (must be within	n 12 months): by the 07/03/2024 or at the change of any
task	12 months . By the 0770372024 of at the change of any
	rganisation Details
Host Organisation Name: THE SALVATION AR	
nost organisation Name. The SALVATION AN	
Location of the Activity/Vacancy: 42 Victoria	Street Richmond SA 3121
Contact Person for Activity/Vacancy:	Telephone:
s 47F(1)	s 47F(1)
Supervisor for Activity/Vacancy:	Telephone:
s 47F(1) (WH&S Officer & First Aid	s 47F(1)
Officer), ^{s 47F(1)}	
-	Description and Tasks
Place/Activity Description	
For Example: Building Maintenance activity	is restoring a heritage building
This set it will involve we do a set of second	sistent in a conclusion store. The constitution store ill be
, –	sistant in a working store. The participants will be
	aning, sorting of goods and customer service. This
apply for employment in this field.	rent skills to their resume and give them opportunities to

Core Duties to be undertaken by a job seeker(s):	
For Example: painting, moving furniture, checking maintenance, removal of unwanted materials, car	
Stock control	
Sorting of donated goods	
Customer service	
Cleaning	
Cash handling	
Pricing of goods	
Empty donation bins	
Unloading furniture from vehicles	
Does the Activity involve close proximity to Child	iren, the elderly or other vulnerable cohorts?
Yes 🖬 No x	
Vulnerable Cohorts include:	
 Children (under 18 years of age) 	Vulnerable Youth
the elderly	the homeless
people with disability	people with mental illness
 migrants who do not speak English 	 refuge residents (including men and women)
What are the supervision arrangements?	
For Example: continuous supervision for vulnerab	ble cohorts, ration and frequency
Supervisor to Participant Ratio: 1:15	
Is Continuous Supervision Required: yes \Box no x	
Please list evidence of Supervisor's skills/Knowle	
All the staff who act as WFD Supervisors have pol	
employer, The Salvation Army, who is the host. Th	
certificate and has completed a safeguarding child	
	xperience in Retail, and all have previously worked
with volunteers and WFD participants.	
What training, including work health and safety	training is required and will be provided to the job
seeker(s) to participate in the Activity safely.	
Formal Training (e.g. Forklift Licence, White Carc	1):
•	
•	
Informal Training (WH&S Induction, etc.):	
	procedures, arrange roster, WH&S and COVID checks.
 All participants complete an online safegu 	arding children module

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Does the Host Organisation have adequate work health and safety policies and processes in place to deliver the Activity safely? Yes x No 🖵

For example, but not limited to: Yes No N/A Yes No N/A WHS policies х Emergency procedures in place х Test and Tag regime Working in heat or inclement weather х х Induction Training manuals х х Incident and injury management Hazard identification and risk assessments х х procedures control procedures and reporting process Safety Data Sheets Hazardous substances storages and use х х procedures and register Traffic vehicle management plans/ First aid and WHS officers х х procedures/ protocols **Emergency Drill register** Safety equipment well maintained e.g. fire х х extinguishers, hose reels, alarms, sprinklers Infection control and prevention х measures (including COVID-19) Other:

Has the host adequate facilities for the participants.

Toilets Yes x No Access to drinking water Yes x No Fridge facilities Yes x No Is a microwave available Yes x No Is Coffee / Tea provided Yes x No Car Parking Yes x No Access to local shops Yes x No

Are you and the Host Organisation satisfied that the Host Organisation is compliant with COVID-19 safety requirements specified by the relevant state/territory government and local health authorities? Yes x No \Box

Does the Host Organisation have an Asbestos register? Yes D When was the register created _____/20____ No x

Are you and is the Host Organisation satisfied that the Host Organisation is compliant with WHS legislative and regulatory obligations? Yes x No \Box

Are there any other Activities being conducted on the site other than this Activity? Yes x No 🖵

The Store conducts normal retail trading on the premises.

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Biological (e.g. hygiene, disease, infe	ection)	
Blood/ Bodily Fluid	x Virus/Disease (including	Food handling
	COVID-19)	
Radiation	🗖 Lead	
Other Details: good hygiene process	es, regular cleaning of all the sit	te, all staff and participants must
have had 2 COVID vaccinations		
Please record any specific COVID-19	safety measures here:	
All staff and participants have had a		
All staff and participants must have h		
Sanitizer and hand washing facilities		
Hygiene gloves and hygiene masks p	rovided as required.	
Chemicals (Note: refer to the label a	nd Safety Data Sheet (SDS) for	the classification and
management of all chemicals)	((a) Caroof (2 con 2002) (0 2 c) / 2	
x Non-hazardous chemical(s)	'Hazardous' chemicals	□ asbestos
Name of chemicals(s)/Details: gener	al household cleaning products	s used at site
Energy Systems - incident/issues in	LPG Gas	Gas/Pressurised containers
x Electricity (incl. Mains and Solar) Other Details: instruction on any ele		
Other Details: Instruction on any ele	curical appliance used, regulars	salety check of apphances
Environment		
🗖 Sun exposure	Water (creek, river,	Sound/Noise
	beach, dam)	
Animals/Insects	Storms/Weather	x Temperature (heat/cold)
x Step/stairs	x Slippery surfaces	
Other Details: ladders, steps in use a	s required, any slippery surface	es marked
Facilities/Built Environment		
Building and Fixtures	x Machinery (portable)	x Hand tools
Uvehicles/trailers		
Other Details: instruction on powere	ed appliances used ie vacuum c	leaner
Manual Tasks/Ergonomics		D Participad appea
x Manual tasks (repetitive, heavy)	Working at heights	Restricted space
Other Details: manual handling proc	edures will be followed for any	task as deemed so
People		
x Physical	x Psychological/Stress	
Other Details: on site counselling wi	Il be available for any incidents	or interactions as required

Biological (e.g. hygiene, disease, infection)

All participants will be required to have 2 COVID vaccinations.

Participants will need to provide evidence of this at the signing of the job seeker risk assessment and/or before commencement at the activity.

Is Personal Protection Equipment (PPE) is required for the job seeker(s)?

For example: Hi-Vis vest, steel cap boots, safety glasses, safety gloves, hard hat

All participants must wear black closed in shoes, black pants, and a black top. If the participants do not have this the Supervisor will provide the participant with these items from the store.

Note: The above hazards are only indicative as there may be other safety hazards associated with the activity tasks performed by the Participant.

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STEP 2 – Assess the Level of Risk

Consider the hazards identified in Step One and use the risk assessment matrix below as a guide to assess the risk level in Step 3. You may want to consult with the Host Organisation management and/or supervisor for estimating both the consequence and likelihood of the risks.

	έ¥,		Consequence				
Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Significant/Critical 5	
Almost Certain	5	Medium	liet	liteta			
Likely	4	Medium	Medium	Kięh	(Hí(Elā)		
Possible	3	[_@\'(('	Medium	Médium	High	High	
Unlikely	2	l ow	Medium	Medium	Mediúm	HEID	
Rare	1	Low	LOXY	LOW	Medium	Medium	

Consequence	Description of Consequence	Likelihood	Description of Likelihood
1. Insignificant	No treatment required	1. Rare	Will only occur in exceptional circumstances
2. Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)	2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
3. Moderate	Injury requiring medical treatment or lost time	3. Possible	May occur within the foreseeable future or within the project lifecycle
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	4. Likely	Likely to occur within the foreseeable future or within the project lifecycle
5. Significant/Critical	Loss of life, permanent disability or multiple injuries	5. Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level	Description of Risk Level	Actions
Low	If an incident were to occur, there would be little likelihood that an injury would result	Undertake the activity with the existing controls in place. Keep constant monitoring and supervision. Update the risk controls frequently.
Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result	Needs to be addressed by eliminating, substituting or reducing the risk by establishing proper controls. Establish an action plan to reduce the risk to acceptable levels
र्दि ग्रिप्ट्रांचिः -	If an incident were to occur, it would be likely that an injury requiring medical treatment would result	Requires immediate action to eliminate or substitute risk. Establish an action plan within 30 days to eliminate, substile risk to reduce risk exposure
	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result	Stop activity until the risk is eliminated or substituted. The activity must not proceed.

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STEP 3 – Control the Risk

In the table below:

- 1. List the hazards/risks you identified in Step One.
- 2. Rate their risk level (refer to information contained in Step Two to assist with this)
- 3. Detail the controls measures that will be put in place to eliminate or minimise the risk. Note Control measures should be implemented in accordance with the preferred hierarchy or control. If lower level controls (such as Administration and PPE) are to be implemented without higher level controls, it is important that the reasons are explained.

	Hierarchy of Control
Most effective	Elimination: remove the hazards completely from the workplace or activity
(high level)	Substitution: replace a hazard with a less dangerous one (e.g. less hazardous chemical?
	Redesign: making a machine or work process safer (e.g. raise a bench to reduce bending)
	Isolation: separate people from the hazard
	Administration: putting rules, signage or training in place to make the workplace safer (e.g. induction training, highlighting trip hazards, adequate supervision)
Least effective (Low level)	Personal Protective Equipment (PPE): protective clothing and equipment (e.g. gloves, hat)

NAMES & AND ADDRESS OF ADDRESS OF ADDRESS OF ADDRESS OF		Document
Key person Responsible (e.g. Provider, Coordinator, Host Organisation)	Host Organisation	
Additional Control Measures	All participants will be required to have had 2 COVID vaccinations.	
Residual Risk Level	Medium	
Control Measures	WH&S training and induction including briefing on symptoms of COVID-19 and have been told to stay home if unwell If staff member or participant becomes unwell, isolation takes place and arrange for staff member or participant to be sent home for medical assessment Cleaning and disinfecting in accordance with guidelines, especially frequently touched surfaces Hand washing facilities provided	
Assessed Risk Level	Чġ	
Description of Hazard/Risks	Physical Injury - serious illness, death	
ActivityTask	COVID-19 from staff or participants who are infected	

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Hazards/Risks and Control Measures

		Document 6	
Host Organisation	Host Organisation	Host Organisation	
All participants will be required to have had 2 COVID vaccinations.	All participants will be required to have had 2 COVID vaccinations.	Provide information telling people who needs to clean and when Provide instruction and training to people who need to clean. Include information on the products they need to use, precautions they need to follow, the areas they need to clean All participants will be required to have had 2 COVID vaccinations.	Page 9 of 14 Version: November 2022 Revision: November 2024
Medium	Medium	Medium	
Provide water, soap, and drying facilities at wash stations Provide hand sanitiser for the occasions when people can't wash their hands	Provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas Put in place cleaning regimes to make sure, high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it	Identify surfaces that are frequently touched and by many people (often common areas), eg handrails, door handles, (inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom	PERSONAL
Hgh	ЧÖН	High	Place) JSWA-01
Physical Injury - serious illness, death	Physical Injury - serious illness, death	Physical Injury - serious illness, death	Risk Assessment (Place) Document number: JSWA-01 Created: June 2022
Getting or spreading coronavirus by not washing hands or not washing them adequately	Getting or spreading coronavirus in common use high traffic areas such as lunchrooms, corridors, toilet facilities, entry/exit points to facilities and other communal areas	Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	

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·····	1			Document 6
Host Organisation	Host Organisation	Host Organisation	Host Organisation	Host Organisation
Assess history of individuals with those who may have history of dermatitis or allergies	Good housekeeping	Regular checking of all cords and leads	Fire drills to regularly held Fire warden to be appointed	Assess whether individual capable of using stairs
Low	Low	Pow	Medium	Low
WH&S training and induction Instruction given on how to use each product efficiently Hand washing with soap and water as alternative to other products if possible	WH&S training and induction All spills to be marked and isolated Any tripping dangers to be marked and isolated	WH&S training and induction Test and tag of all equipment Fire extinguishers readily available	WH&S training and induction Policies and procedures in place Fire exits clearly displayed	WH&S training and induction One person at a time to use stairs Stairs to be kept clear of obstructions
Medium	Medium	High	High	Medium
Physical Injury – reactions to products, skin disorders, dermatitis	Physical injury – bruising, strains, and sprains, musculoskeletal injuries	Physical injury – burns, electric shock	Physical injury – injuries sustained in confusion of evacuation, bruising, strains, sprains	Physical injury – strains and sprains, fall injuries, musculoskeletal injuries
Persistent use of hand sanitiser, latex gloves and hand washing products	Slips and falls	Dealing with electrical appliances and equipment	Fire evacuation	Use of Stairs

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Document 6

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	1			Document
Host Organisation	Host organisation	Host organisation	Host organisation	Host organisation
Debriefing after any situation Wearing of surgical masks as per SA government requirements or personal choice	Debriefing after any situation Wearing of surgical masks as per SA government requirements or personal choice	Adequate rest periods for repetitive tasks Good housekeeping in place	Adequate rest periods for repetitive tasks Good housekeeping in place	Further training if required
Low	Low	Low	Low	Low
WH&S training and induction including COVID training Procedures in place for conflict in the workplace	WH&S training and induction including COVID training Procedures in place for conflict in the workplace	WH&S training and induction PPE provided as required Ergonomic workstations Manual handling instruction	WH&S training and induction PPE provided as required Ergonomic workstations Manual handling instruction	WH&S training and induction Good hygiene practices to be followed
Medium	Medium	Medium	Medium	Medium
Physical and emotional stress COVID and influenza sickness	Physical and emotional stress COVID and influenza sickness	Physical injury – strains and sprains, RSI, musculoskeletal injuries Injuries from slips, trips and from falling items Needle stick injuries	Physical injury – strains and sprains, RSI, musculoskeletal injuries Injuries from slips, trips and from falling items	Physical and emotional stress Germ related illnesses
Interaction with persons in the workplace	Customer service	Sorting of goods	Stock control	Cash handling

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Document 6

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r			Document 6	
Host Organisation	Host Organisation	Host Organisation	Host Organisation	
Adequate rest periods for repetitive tasks		Assess whether individual capable of carrying goods	Adequate rest periods Assess individual capability	Page 12 of 14 Version: November 2022 Revision: November 2024
Low	Low	Medium	Low	
WH&S training and induction Manual handling instruction on all lnstruction on all cleaning equipment used PPE used when handling cleaning products Assessment of tasks	WH&S training and induction Instruction on all equipment used	WH&S training and induction Monitor amount of goods being carried Manual handling instruction PPE provided as required	WH&S training and induction Manual handling instruction Assessment of task Care to be taking when loading and unloading Qualified driver to oversee all vehicles Driver to ensure adequate clearance when positioning vehicle	PERSONAL
Medium	Medium	Medium	Medium	Place) JSWA-01
Physical injury – strains and sprains, RSI, musculoskeletal injuries Reaction to cleaning products, skin irritations	Physical injury – strains and sprains, RSI, musculoskeletal injuries	Physical injury – strains and sprains, RSI, musculoskeletal injuries Injuries from slips, trips and from falling items Needle stick injuries	Physical injury - Back and MSD injuries Crushing and entrapment injuries Fall injuries, injury	Risk Assessment (Place) Document number: JSWA-01 Created: June 2022
General cleaning and housekeeping of site	Pricing of Goods	Emptying donation goods	Unloading furniture from vehicles	

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Document 6

w significant work health and safety concerns that cannot be mitigated to create a safe working environment and/or cannot activity must not proceed.	safe working environment and/or cannot	Doci
and safety	oncerns that cannot be mitigated to create a s	
	Other Details: Note: If you have identified any significant work health and safety co be adequately managed, the activity must not proceed.	

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Document 6

STEP 4 - Monitor and Review Controls (for Providers)

Monitoring	Yes	No
1. Have there been any changes to the activity tasks?		
2. Are the planned control measures sufficient and effective in		
minimising the level of risk? (Explain why below)		
3. Have there been any changes to the planned control measures?		
4. Are further control measures required? (if so, explain below)		
5. Is the Host Organisation's COVID-Safe Plan up to date?		
6. Are additional COVID-19 controls required? (provide details below)		
Details: Review completed by (Name and organisation):		
Signature:		
Date:		



RISK ASSESSMENT FOR AN ACTIVITY (PLACE)

	FOR AN ACTIVITY (PLACE)
Workfor	ce Australia Contract
x Workforce Australia Employability Skills Training (EST)	 Workforce Australia – Transition to Work Career Transition Assistance (CTA)
	ype of Activity
Work for the Dole – Project	x Work for the Dole – Placement
Observational Work Experience Non Covernment Program	Provider Sourced Voluntary Work
Non-Government Program	 Local Jobs Program Launch Into Work
Place	e/Activity Details
Activity Name Salvation Army Retail Store ABBO	DTSFORD
Activity/Vacancy ID: 100443993	
Are any checks required for the job seeker(s) If yes, what checks are required?	to participate in the Activity? Yes X No 🖵
For example: National Police Check, Working	with Vulnerable People Check
Police Check	
Site Visit Completed: Yes x No 🖵 If No, w	hy? (Note: site visits are essential) 15 TH March 2023
	8
	rganisation Details
Host Organisation Name: The Salvation Army	
Location of the Activity/Vacancy: 81 Victoria	Cres, ABBOTSFORD VIC 3067
Contact Person for Activity/Vacancy:	Telephone:
s 47F(1)	s 47F(1)
Supervisor for Activity/Vacancy: s 47F(1) (First Aid Officer)	Telephone: s 47F(1)
s 47F(1) (First Aid Officer)	5417(1)
s 47F(1)	

	Decument 7						
Activity Description and Tasks							
Place/Activity Description							
For Example: Building Maintenance – activity i	is restoring a heritage building.						
This activity will involve working as a retail ass	istant in a working store. The participants will be						
undertaking tasks such as, cash handling, clear	ning, customer service, sorting of donated goods,						
	, empty of donation bins and stock control. This						
	dd their resume and give them opportunities to						
apply for employment in the retail sector.							
Core Duties to be undertaken by a job seeker							
	king for plumbing leaks/cracks, decorating, general						
maintenance, removal of unwanted materials,	carpentry.						
cash handling							
5	cleaning						
customer service							
sorting of donated goods							
hanging and tagging of clothing							
Pricing goods							
empty of donation bins							
stock control							
Does the Activity involve close proximity to Children, the elderly or other vulnerable cohorts?							
Yes 📮 No X							
Vulnerable Cohorts include:							
 Children (under 18 years of age) the olderly 	Vulnerable Youth						
 the elderly people with disability the homeless people with mental illness 							
 people with disability migrants who do not speak English people with mental illness refuge residents (including men and women) 							
• Inigrants who do not speak English • refuge residents (including men and women) What are the supervision arrangements?							
For Example: continuous supervision for vulnerable cohorts, ration and frequency							
Supervisor to Participant Ratio: 1:15							
Is Continuous Supervision Required: yes 🗆 no	x						

Please list evidence of Supervisor's skills/Knowledge, training and/or experience, clearances: All the staff who act as WFD Supervisors have a current Police check, which have been organised by the host as it is the company's policy for all staff to have these checks.

What training, including work health and safety training is required and will be provided to the job seeker(s) to participate in the Activity safely.

Formal Training (e.g. Forklift Licence, White Card):

- .

Informal Training (WH&S Induction, etc.):

- Induction to be shown facilities, policies/procedures, arrange roster and WH&S.
- Induction will take place on the first day of the activity.
- Online application form to be completed before starting activity.

Does the Host Organisation have adequate work health and safety policies and processes in place to deliver the Activity safely? Yes x No

For example, but not limited to:

	Yes	No	N/A		Yes	No	N/A
WHS policies	х			Emergency procedures in place	x		
Test and Tag regime	x			Working in heat or inclement weather	x		
Induction	x			Training manuals		x	
Incident and injury management procedures	x			Hazard identification and risk assessments control procedures and reporting process		x	
Safety Data Sheets	x			Hazardous substances storages and use procedures and register		x	
First aid and WHS officers	x			Traffic vehicle management plans/ procedures/ protocols		x	
Emergency Drill register	x			Safety equipment well maintained e.g. fire extinguishers, hose reels, alarms, sprinklers	x		
Infection control and prevention measures (including COVID-19)	x			Other:		·····	

Has the host adequate facilities for the participants.

Toilets Yes x No Access to drinking water Yes x No Fridge facilities Yes x No □ Is a microwave available Yes x No 🗆 Is Coffee / Tea provided Yes x No Car Parking Yes D No x Access to local shops Yes x No

Are you and the Host Organisation satisfied that the Host Organisation is compliant with COVID-19 safety requirements specified by the relevant state/territory government and local health authorities? Yes x No 🖸

Does the Host Organisation have an Asbestos register? Yes 🔲 No 🗴 When was the register created

Are you and is the Host Organisation satisfied that the Host Organisation is compliant with WHS legislative and regulatory obligations? Yes x No 🖵

Page 3 of 14 Version: November 2022 Are there any other Activities being conducted on the site other than this Activity? Yes Document 7

The St Kilda Salvation Army Store conducts normal business on the premises.

STEP 1 – Identify the Hazards

Biological (e.g. hygiene, disease, infection)						
Blood/ Bodily Fluid	x Virus/Disease (including COVID-19)	General Food handling				
Radiation	🖵 Lead					
Other Details: Good hygiene process	ses, regular cleaning of all the s	ite.				
Please record any specific COVID-19						
Hand sanitizer and washing facilities						
Hygiene gloves and masks provided a						
Any accidents the WFD Supervisor w	,	ICP.				
COVID-19 from staff or participants v	•					
Chemicals (Note: refer to the label a	nd Safety Data Sheet (SDS) for	the classification and				
management of all chemicals)						
X Non-hazardous chemical(s)	Galactical 'Hazardous' chemicals	□ asbestos				
Name of chemicals(s)/Details: genera	al household cleaning products					
	3 P					
Energy Systems - incident/issues in	volving:					
x Electricity (incl. Mains and Solar)	LPG Gas	Gas/Pressurised containers				
Other Details: Instructions on any ele	ectrical appliance used, regular	safety checks of appliances.				
Environment						
Sun exposure	🖵 Water (creek, river,	Sound/Noise				
	beach, dam)					
Animals/Insects	G Storms/Weather	X Temperature (heat/cold)				
x Step/stairs	x Slippery surfaces					
Other Details: Ladders and steps in use as required, any slippery surface's marked, when						
temperature is too hot in store, participants to be sent home						
Facilities/Built Environment						
Building and Fixtures	X Machinery (portable)	X Hand tools				
Uvehicles/trailers						
Other Details: Instruction on powered appliances used ie vacuum cleaner						
Manual Tasks/Ergonomics						
X Manual tasks (repetitive, heavy)	Working at heights	Restricted space				
Other Details: Manual handling proce						
	,					
People						
x Physical	x Psychological/Stress					
	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·				

Biological (e.g. hygiene, disease, in	fection)	Document 7
X Manual tasks (repetitive, heavy)	U Working at heights	Restricted space
Other Details: Manual handling prod	cedures will be followed for a	any task as deemed so
People	Na katala kat	
x Physical	x Psychological/Stress	
Other Details: On site counselling w	ill be available for any incide	nts or interaction as required.
Does the activity require Personal I	Protection Equipment (PPE)	ves 🗆 no 🗖
Detail PPE requirements.		
All participants must wear black clo	sed in shoes, black pants, an	d black top.

Note: The above hazards are only indicative as there may be other safety hazards associated with the activity tasks performed by the Participant.

STEP 2 – Assess the Level of Risk

Consider the hazards identified in Step One and use the risk assessment matrix below as a guide to assess the risk level in Step 3. You may want to consult with the Host Organisation management and/or supervisor for estimating both the consequence and likelihood of the risks.

	Consequence					
Likelihood	Insignificant 1	Minor 2	Moderate 3	Major 4	Significant/Critical 5	
Almost Certain 5	Medium	High	High	Extreme	Extreme	
Likely 4	Medium	Medium	High	High	Extreme	
Possible 3	Low	Medium	Medium	High	High	
Unlikely 2	Low	Medium	Medium	Medium	High	
Rare 1	Low	Low	Low	Medium	Medium	

Consequence	Description of Consequence	Likelihood	Description of Likelihood
1. Insignificant	No treatment required	1. Rare	Will only occur in exceptional circumstances
2. Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)	2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
3. Moderate	Injury requiring medical treatment or lost time	3. Possible	May occur within the foreseeable future or within the project lifecycle
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	4. Likely	Likely to occur within the foreseeable future or within the project lifecycle
5. Significant/Critical	Loss of life, permanent disability or multiple injuries	5. Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level	Description of Risk Level	Actions
Low	If an incident were to occur, there would be little likelihood that an injury would result	Undertake the activity with the existing controls in place. Keep constant monitoring and supervision. Update the risk controls frequently.
Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result	Needs to be addressed by eliminating, substituting or reducing the risk by establishing proper controls. Establish an action plan to reduce the risk to acceptable levels

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Assessed Risk Level	Description of Risk Level	Actions Document 7
High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result	Requires immediate action to eliminate or substitute risk. Establish an action plan within 30 days to eliminate, substile risk to reduce risk exposure
Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result	Stop activity until the risk is eliminated or substituted. The activity must not proceed.

STEP 3 – Control the Risk

In the table below:

- 1. List the hazards/risks you identified in Step One.
- 2. Rate their risk level (refer to information contained in Step Two to assist with this)
- 3. Detail the controls measures that will be put in place to eliminate or minimise the risk. Note Control measures should be implemented in accordance with the preferred hierarchy or control. If lower level controls (such as Administration and PPE) are to be implemented without higher level controls, it is important that the reasons are explained.

	Hierarchy of Control
Most effective	Elimination: remove the hazards completely from the workplace or activity
(high level)	Substitution: replace a hazard with a less dangerous one (e.g. less hazardous chemical?
	Redesign: making a machine or work process safer (e.g. raise a bench to reduce bending)
	Isolation: separate people from the hazard
	Administration: putting rules, signage or training in place to make the workplace safer (e.g. induction training, highlighting trip hazards, adequate supervision)
Least effective (Low level)	Personal Protective Equipment (PPE): protective clothing and equipment (e.g. gloves, hat)

Key person Responsible (e.g. Provider, Coordinator, Host Organisation)	Host Organisation Document 7
Additional Control Measures	
Residual Risk Level	Medium
Control Measures	WH&S training and induction including, briefing on the symptoms of COVID-19 and have been told to stay home if unwell. If staff member or participant becomes unwell, isolation takes place and arrange for staff member or place and arrange for staff member or participant to be sent home for medical assessment. Cleaning and disinfecting in accordance with guidelines, especially frequently touched surfaces. Physical distancing on accordance with guidelines. Hand sanitiser provided. Hand washing facilities
Assessed Risk Level	Hgh
Description of Hazard/Risks	Physical Injury – serious illness, death
Activity Task	COVID-19 from staff or participants who are infected are infected who 100 of 100

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Host Organisation	Host Organisation	Host Organisation	
Provide water, soap, and drying facilities at wash station. Provide hand sanitiser for the occasions when people cannot wash their hands.	Put in place monitoring and supervision to make sure people are following controls., ie Are the cleaning regimes implemented. Provide information telling people who needs to clean and when. Provide instruction and training to people who need to clean. Include information on the products they need to use. Precautions they need to follow, the areas they need to clean.	Assess history of individuals with those who may have history of dermatitis or allergies.	Page 9 of 14 Version: November 2022 Revision: November 2024
Medium	Medium	Γο	
Provide water, soap, and drying facilities at wash station. Provide hand sanitiser for the occasions when people cannot wash their hands.	Identify surfaces that are frequently touched by many people (often common areas) e.g., handrails, doors handle, (inside and outside) Shared equipment etc. and specify the frequency and level of cleaning and by whom	WH&S training and induction. Instruction given on how to use each product efficiently. Hand washing with soap and water as alternative	PERSONAL
High	Hg F	Medium	Place) JSWA-01
lnjury – serious illness, death Physical.	Injury – serious illness, death Physical.	Injury – Physical reactions to products, skin disorders, dermatitis.	Risk Assessment (Place) Document number: JSWA-01 Created: June 2022
Getting or spreading coronavirus by not washing hands or not washing them adequately	Getting or spreading coronavirus by not cleaning surfaces, equipment, and workstations.	Persistent use of hand sanitiser, latex gloves, and hand washing products.	

			to other products if possible.			
Slip and falls.	Physical injury- Bruising, strains, and sprains, musculoskeletal injuries.	Medium	WH&S training and induction. All spills to be marked and isolated. Any tripping dangers to be marked and isolated.	Low	Good housekeeping	Host Organisation
Dealing with electrical appliances and equipment.	Physical injury- burns electric shock.	High	WH&S training and induction. Test and tag of all equipment. Fire extinguishers readily available.	Low	Regular checking of all cords and leads.	Host Organisation
Fire evacuation.	Physical injury- sustained in confusion of evacuation, bruising strains and sprains.	High	WH&S training and induction. Policies and procedures in place. Fire exits Cleary displayed.	Medium	Fire drills to be held frequently. Fire Worden to be appointed.	Host Organisation
Use of stairs.	Physical injury- Strains and sprains, fall injuries musculoskeletal injuries.	Medium	WH&S training and induction. One person to use stairs at a time. Stairs to be kept clear of obstructions.	Low	Assess weather individual capable of using stairs.	Host Organisation
Interaction with persons in the workplace.	Physical and emotional stress. COVID and influenza sickness.	Medium	WH&S training and induction including. COVID 19 training procedures in the workplace for conflict on the workplace.	Low	Debriefing after any situation. Wearing of surgical masks as per NSW government requirements or	Host Organisation Document 7
	Risk Assessment (Place) Document number: JSWA-01 Created: June 2022	lace) SWA-01	PERSONAL		Page 10 of 14 Version: November 2022 Revision: November 2024	

					personal choice. Host Organisation	
	Physical and emotional	Medium	WH&S training and	Low	Further training if	Host Organisation
10 1	stress- Corm volated illagoon		induction		required	
	Germ related linesses		Good nygiene practices to be followed			
i and say	Physical injury- Bruising,	Medium	WH&S training and	Low	Job rotation and regular	Host Organisation
V	strains, sprains, and		induction.		breaks.	
_	musculoskeletal injuries.		Instruction on use of all			
v)	Slip and falls reaction to		equipment, PPE to be			
0	cleaning products.		used as required.			
	Physical and emotional	Medium	WH&S training and	Low	Debriefing after any	Host Organisation
	stress.		induction including.		situation.	1
	COVID and influenza		COVID 19 training		Wearing of surgical	
10	sickness.		procedures in the		masks as per NSW	
			workplace for conflict on		government	
			the workplace.		requirements or	
			<u>.</u>		personal choice.	
	Physical injury-	Medium	WH&S training and	Low	Adequate rest periods	Host Organisation
411	Back or muscle strain		induction.		for repetitive tasks	
	Injuries from slips, trips		Policies and procedures		Good housekeeping in	
m	and from falling items.		in place.		place.	
<	Needle stick injury		Regular breaks from			
			task.			
			Manual handling			
			instruction.			
0	Physical injury- Strains	Medium	WH&S training and	Low	Assess individual	Host Organisation
_	and sprains		induction		capability)oc
0	Piercing injury		Instruction and			um
			supervision if a tagging			en
			gun is used.			t 7

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			All coninment to be			
			regularly checked			
Pricing of goods	Physical injury-	Medium	WH&S training and	Low	Assess individual	Host Organisation
	Strains and sprains, RSI,		induction		capability	
	musculoskeletal injuries		Instruction and			
			supervision if a tagging			
			gun is used.			
			All equipment to be			
			regularly checked.	• • • • • • • • • • • • • • • • • • •		
Empty donation bins	Physical injury-	Medium	WH&S training and	Low	Assess individual	Host Organisation
	Strains and sprains		induction		capability.	
	Musculoskeletal injuries		Manual handling			
	trips and falls, bruising.		instruction			
			Assessment of task care			
			to be taken when			
			removing goods from			
			bins			
			•			
			Use of moving and			
			handling equipment as			
			required.			
Stock control	Physical injury-	Medium	WH&S training and	Low	Adequate periods for	Host Organisation
	Strains and sprains, RSI,		induction		repetitive tasks	
	musculoskeletal injuries		PPE provided as		Good housekeeping in	
			required.		place	
			Manual handling			
			instruction			
Other Details:						
						Do
						cum
						ent
						7

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Department of Employment and Workplace RelationsPage 104 of 106 Documents released under FOI - LEX 713 Note: If you have identified any significant work health and safety concerns that cannot be mitigated to create a safe working environment and/or cannot be adequately managed, the activity must not proceed.

Date: 1 5/03/2023.		
s 47F(1)	rrganisation: Jobs Statewide	s 47F(1)
Completed by:	Organisation	Signature:

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STEP 4 – Monitor and Review Controls (for Providers)

Document 7

Monitoring	Yes	No
1. Have there been any changes to the activity tasks?		
2. Are the planned control measures sufficient and effective in		
minimising the level of risk? (Explain why below)		
3. Have there been any changes to the planned control measures?		
4. Are further control measures required? (if so, explain below)		
5. Is the Host Organisation's COVID-Safe Plan up to date?		
6. Are additional COVID-19 controls required? (provide details below)		
Details:		
Review completed by (Name and organisation):	· · · ·	
Signature:		
Date:		