**Covid-19 Risk Assessment Guidelines**



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| **Identify all potential hazards and risks – both new and existing (which may have changed)** |
| Identify all hazards and risks that might be present as workers begin to return to the physical workplace. Some potential hazards / risks may include: |
| https://f.datasrvr.com/f1/120/97175/Icon_1.png | * COVID – 19 transmission within the workplace;
* Confirmed positive COVID -19 cases within the workplace;
* New operational risks due to process and system changes;
* Maintenance of plant and equipment - have scheduled maintenance tasks been missed?
* Licences and permits – are they still current and appropriate?
* New starters – completing inductions, conducting training and providing supervision arrangements;
* Security of confidential information as workers transition from home back to the physical workplace;
* Ongoing mental health implications associated with isolation and possible overwork for those who continue to work from home;
* Vulnerable workers – risk of discrimination, victimisation or general protections applications for those who continue to be at higher risk and prefer not to return to work;
* Environmental risks – have risks to human health and the environment changed?
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| **Assess the risks** |
| Conduct a comprehensive and rigorous risk assessment for all the risks identified in step 1. |
| https://f.datasrvr.com/f1/320/96679/Icon_2.png | * For any newly identified or changed risks assess the nature of the harm that could be caused by the hazard / risk, how serious the harm could be and the likelihood of it happening. Some additional considerations may include:
	+ Are existing systems of work still appropriate or is the magnitude of a particular risk increased or changed because of process and system changes?
	+ Vulnerable workers – the risks may be different for older workers, or workers with underlying health conditions.
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| **Implement the controls** |
| Identify and implement appropriate control measures for each hazard / risk identified and assessed in steps 1 and 2. Some considerations may include: |
| https://f.datasrvr.com/f1/820/95373/Icon_3.png | * Rely heavily on Safe Work Australia’s information and resources, including the extensive industry specific guidance. Broadly for all workplaces this will involve:
	+ Maintaining working from home arrangements for workers were able to;
	+ Enforcing physical distancing within the physical workplace;
	+ Encouraging good hygiene practices;
	+ Ensuring workers that present even the most mild symptoms of respiratory illness are encouraged to be tested and are required to self-isolate at home until cleared; and
	+ Ensuring increased cleaning of common areas and frequently touched surfaces, including desks and work stations.
* Consider additional bespoke control measure that relevant to your workplace;
* Form non COVID -19 related hazards and risks:
	+ Apply the usual rigorous risk management approach, remembering that because so many variable have changed some existing control measures may no longer be appropriate;
	+ Consider whether there have been changes to relevant standards or general industry practice since the pandemic began. Have the reasonable practicable measures changed: What are competitors doing differently:
	+ Training needs analysis for the “new way of working”
	+ Are supervision arrangements appropriate give different mix of work locations?
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| **Review control measures and ensure compliance** |
| To ensure implemented control measures remain effective, review and assess measures on a regular basis, including when the state COVID – 19 restrictions are changes. |
| https://f.datasrvr.com/f1/620/55074/Icon_4.png | * Whether the control measures continue to be fit for purpose and effective;
* Worker, contractor and visitor compliance with risk controls and potential complacency. If non-compliance emerges, appropriate actions must be taken from an employment / disciplinary or contractual perspective, or by excluding those who refuse to comply.
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