















RISK ASSESSMENT

JOB / TASK DESCRIPTION:	Risk Assessment for Travel – COVID 19	Date:	
Company Name:		How many days away	
Company ABN:		Reason for visit	
Company Address and Phone		People whom you came in contact with	
Where are you travelling from (which city or location)		Locations visited	
Supervisor Name:		Supervisor Phone:	

PPE Required (tick appropriate box):

 <small>EYE PROTECTION MUST BE WORN IN THIS AREA</small>	 <small>SAFETY GOGGLES MUST BE WORN</small>	 <small>FACE SHIELD MUST BE WORN</small>	 <small>FOOT PROTECTION MUST BE WORN</small>	 <small>HAND PROTECTION MUST BE WORN</small>	 <small>HEAD PROTECTION MUST BE WORN</small>	 <small>SUN HAT MUST BE WORN ON SITE</small>	 <small>DUST MASK MUST BE WORN</small>	 <small>BREATHING APPARATUS MUST BE WORN</small>	 <small>HEARING PROTECTION MUST BE WORN</small>	 <small>SAFETY VEST MUST BE WORN</small>	 <small>SAFETY HARNESS MUST BE WORN</small>	 <small>LONG SLEEVE SHIRT AND TROUSERS MUST BE WORN</small>	 <small>PROTECTIVE CLOTHING MUST BE WORN</small>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

NOTE: If there are High Risk Work Activity's identified below, works SHALL NOT proceed until applicable SWMS is reviewed, signed and dated by the Supervisor

HIGH RISK CONSTRUCTION ACTIVITY (if ticked then refer also to specific Safe Work Method Statement) (S291 Work Health Regulations 2011)

<input type="checkbox"/> Work at Heights	<input type="checkbox"/> Communication Towers	<input type="checkbox"/> Demolition Work	<input type="checkbox"/> Asbestos Work	<input type="checkbox"/> Structural alterations that require Temporary Support
<input type="checkbox"/> Confined Space Entry	<input type="checkbox"/> Artificial Temperature Extremes	<input type="checkbox"/> On or Near Gas Distribution Mains	<input type="checkbox"/> On or Near Chemical Fuel or Refrigerant Lines	<input type="checkbox"/> Hazardous Chemicals
<input type="checkbox"/> Flammable / Contaminated Atmospheres	<input type="checkbox"/> Tilt Up / Precast Use	<input type="checkbox"/> Road / Rail Work	<input type="checkbox"/> Mobile Plant Movement	<input type="checkbox"/> Excavation Over 1.5M

DEVELOPED BY:	Name	Signature	Position	Date	REVIEWED BY:	Name	Signature	Position	Date		

APPROVAL BY: Name:

Comments:

- low risk return to work approved
- self-isolate and work from home from _____ .to _____
- self-isolate taking special leave from _____ to _____

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Basic Job Steps	Potential Hazards	Current Controls	Likelihood	Consequence	Risk Score A	Additional Controls	Likelihood	Consequence	Risk Score B	Action by
Transport to and from location outside BSC area by Motor Vehicle	<ul style="list-style-type: none"> Stopping for fuel Toilet Stops Purchasing and paying for goods Contact with other people/infected people 	<ul style="list-style-type: none"> Washing hands good hygiene and sanitisation practice Use of alcohol based hand rub Social distancing practices (1.5m) Try and make contactless payments Use cotton gloves where practicable Travel in day light and where possible in sunny conditions. 								
General living outside of BSC area	<ul style="list-style-type: none"> Contact with other people Contact with other peoples cough and sneezes Contact with contaminated surfaces 	<ul style="list-style-type: none"> Washing Hands good hygiene Social Distancing Practices (1.5m) Use of alcohol based hand rub Regular household sanitation with disinfectant If someone in the home is suspected of exposure, consider isolation If there is another bathroom or toilet in the house, make use of one of them 								

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<p>Grocery Shopping</p>	<ul style="list-style-type: none"> • Toilet Use • Purchasing and paying for goods • Contact with other people/infected people 	<ul style="list-style-type: none"> • Washing hands good hygiene and sanitation practices • Use of alcohol based hand rub • Social distancing practices (1.5m) • Where possible, use cotton gloves • Use contactless payment techniques • Be aware of trollies and shelves being potential infection harboring spaces. 				<ul style="list-style-type: none"> • 				
<p>A staff member coming in contact with another person/s who has/have arrived from areas with known Covid 19 cases.</p>	<ul style="list-style-type: none"> • Contact with other people • Unknown contact with infected people • Contact with contaminated surfaces 	<ul style="list-style-type: none"> • Notify your supervisor • Washing hands good hygiene and sanitation practices • Use of alcohol based hand rub • Social distancing practices (1.5m) • Avoid leisure travel and avoid accessing public places • Separate toilets and bathroom facilities where possible • Separate rooms to live in where possible • Must advise workplace and follow all protocols required by the workplace 				<ul style="list-style-type: none"> • 				

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<p>Close contact with someone with a confirmed case of COVID 19</p>	<ul style="list-style-type: none"> • Becoming infected with COVID 19 • Unknowingly infecting others with COVID 19 	<ul style="list-style-type: none"> • Self-quarantine for 14 days • If you feel unwell contact your doctor immediately • Notify your supervisor • Do not come to work • Call 13HEALTH for advice • Separate toilets and bathroom facilities where possible • Separate rooms to live in where possible • Must advise workplace and follow all protocols required by the workplace 				<ul style="list-style-type: none"> • 				
<p>Close contact with someone or you have returned from overseas after 16 March</p>	<ul style="list-style-type: none"> • Becoming infected with COVID 19 • Unknowingly infecting others with COVID 19 	<ul style="list-style-type: none"> • Avoid coming in contact with overseas travellers. • Self-quarantine for 14 days • If you feel unwell contact your doctor immediately, 13HEALTH (13432584) • Do not come to work • Notify your supervisor <p>Must advise workplace and follow all protocols required by the workplace.</p>				<ul style="list-style-type: none"> • 				

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<p>Person being a possible carrier for Covid 19 to Biloela/BSC</p>	<ul style="list-style-type: none"> • Becoming ill with the virus. • Infecting others with the virus 	<ul style="list-style-type: none"> • Good hand washing techniques and Personal hygiene • Limited exposure to public places • Social distancing • No one that I am known to or have come in contact with has been identified as a potential carrier or infected person. • Use of sanitisers regularly • Use of masks as required • Increase in hygiene • Please identify clearly what steps you are taking personally to avoid the virus. 				<ul style="list-style-type: none"> • 				
						<ul style="list-style-type: none"> • 				

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		RISK MATRIX				
		CONSEQUENCE				
		LOW No or First Aid Injury. Equipment loss of less than \$100. Nil adverse attention.	MINOR Medical treatment injury. Equipment loss of less than \$5K but more than \$100. Minor, adverse local media attention.	MODERATE Lost time injury. Equipment loss of less than \$15K but more than \$5K Adverse attention from State media and/or raised public concern.	MAJOR Major injury. And/or Permanent Disability. Equipment loss of less than \$200K But more than \$15K. Significant adverse national media and/or public outcry.	CRITICAL Fatality. Equipment loss of more than \$200K. Serious international media or public outcry
LIKELIHOOD	ALMOST CERTAIN Expected to occur at most times (At least once per week)	MEDIUM (11)	HIGH (16)	HIGH (20)	EXTREME (23)	EXTREME (25)
	LIKELY Likely to occur at most times (At least once per month)	MEDIUM (7)	MEDIUM (12)	HIGH (17)	EXTREME (21)	EXTREME (24)
	POSSIBLE Could occur at some time (At least once per year)	LOW (4)	MEDIUM (8)	HIGH (13)	HIGH (18)	EXTREME (22)
	UNLIKELY Unlikely to occur (At least once per 10 years)	LOW (2)	LOW (5)	MEDIUM (9)	HIGH (14)	HIGH (19)
	RARE May occur in rare circumstances (At least once per life of facility 30-100yrs)	LOW (1)	LOW (3)	MEDIUM (6)	MEDIUM (10)	HIGH (15)

RISK SCORE ACTION GUIDE	
RISK LEVEL	ACTION REQUIRED
Extreme (21-25)	Job shall not proceed without director sign-off.
High (13-20)	Job shall be managed using Risk Assessments and/or SWMS. Work permit may be required. Manager or Coordinator sign-off required prior to work commencing.
Medium (6-12)	Job shall be managed using Risk Assessments and/or SWMS and SLAM. Coordinator or Supervisor sign-off required prior to work commencing.
Low (1-5)	Job shall be managed using Risk Assessments, SLAM, training and competency and existing processes. Supervisor sign off required prior to work commencing.



Risk Management Flowchart

