RISK ASSESSMENT – PMRA-D4

VIRAL – COVID (CORONAVIRUS)		**Review Date:** 23/03/2020 **Reviewed By:** Dianna Rea
Date: 23th March 2020		**Date Controls Completed**:
Reference Material:	Resources Regulator Email 23.03.2020 Safe Work NSW Advice and Guidance -https://www.safework.nsw.gov.au/hazards-a-z/diseases/coronavirus-covid-19-advice-and-guidance-for-nsw-workplaces NSW Government https://preview.nsw.gov.au/covid-19/businesses-and-employees	**Team Members:** Dianna Rea, Shannon Toomey, Joshua Graham Luke Graham **Approved by:** **Joshua Graham**

RISK RATING - Hazard Management Matrix

Consequences	Likelihood				
	Common occurrence (A)	Known to have occurred (B)	Could Occur (C)	Not likely to occur (D)	Practically impossible (E)
(A) Fatality	1	2	3	4	5
(B) Permanent disability	2	4	6	8	10
(C) Medical treatment or lost time	3	6	9	12	15
(D) First aid no lost time	4	8	12	16	20
(E) No injury	5	10	15	20	25
	HIGH RISK 1-6		**MEDIUM RISK** 7-15		**LOW RISK** 16-25

- **High Risk –** must be controlled at once. Stop work, barricade or take short term action. Select highest possible control or at least install 2 hard barriers. Manager and supervisor to be notified at once.
- **Medium Risk –** take short term action and select highest possible control within capabilities. Notify supervisor.
- **Low Risk –** Select highest possible control within capabilities.

  Address high and medium risks first.

Table 3.2C – Hierarchy of Controls

Best Control	**Elimination**	Is it possible to eliminate the hazard altogether
	Substitution	Is it possible to replace the substance or, equipment with something less hazardous?
	Isolation	Is it possible to stop persons from interacting with the hazard e.g. Machine guarding, remote handling?
	Engineering	Where people have to interact with a hazard, is it possible to engineer a less hazardous solution e.g. Stairs instead of ladder, ventilation devices, refuel machinery from the ground?
	Administrative	Is it possible to lessen the exposure of people through changing the way the job is done, rotating people through the job, administrative controls such as training, high risk permits?
Worst Control	**PPE**	Last resort – is PPE appropriate to the type, level of hazard and has it been selected correctly.

VIRAL – COVID (CORONAVIRUS)								
Job Step (specific Activity or Work Area)	**Potential Hazard**	**Likelihood**	**Consequence**	**Risk Rating**	**Controls**	**Hierarchy of Controls**	**Controls done Y/N**	**New Risk Rating**
1. Identify Workers & work activities at greatest risk of spreading or contracting COVID-19	• Weighbridge officers • Office staff with organised meeting • Loader operators handing over dockets to truck drivers • Operators operating a different vehicle to their normal machine • Eating in common areas ie lunch rooms • Mechanics working on the same machine in close proximitity	A	C	3 – High	• Social distancing of 1.5 metres between everyone on site • Alcohol based Hand Sanitiser to be put in all areas for easy application and must be administered prior to close contact • Disinfectant & paper towel is supplied in all common areas and in the machines and must be used where ever possible • Regular hand washing is encouraged. • Signage in all common areas	Isolation Elimination PPE	Y	12- Med
2. Identify the likelihood and consequence of infection to other workers in the workplace	• Close proximitiy of Mechanics working on the same machines. • Eating at lunchtime in the common areas like lunchrooms • Toolbox meeting in the mornings especially up at the weighbridge first thing • Operators in a different vehicle to their normal machine	A	C	3 – High	• The mechanics & fitters must comply with Social Distancing and keep 1.5 metres away from each other. Mechanical alternative controls will need to be implemented. • Lunch breaks are to be taken at different time intervals and all tables and accessories to be wiped down after use • Tool box meetings will now be texted to staff daily either the night before or that morning. No one must congregate together and must use social distancing. A reply text is to be sent to acknowledge receipt. • If you need to operate a different vehicle to your usual machine it must be wiped down prior to use. • Any staff with symptoms will be sent home and a clearance from their doctor must be issued.	Isolation Elimination PPE	Y	12 - Med

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3. Identify suitable control measures to eliminate or minimuse risks of contracting or spreading COVID-19	• Not Using the 4 recommended controls 1. Clean your hands thoroughly for at least 20 seconds with soap and water or an alcohol-based hand rub and avoid touching your face 2. Cover your nose and mouth when coughing and sneezing with a tissue or a flexed elbow. Put the tissues in the bin 3. Avoid close contact with anyone at the work place at least 1.5 metres or more apart 4. Stay at home if you are sick	A	C	3 – High	• We have sourced hand sanitizer, hand soap, hand towels, wipes, & disinfectant for the staff to use. • We have discussed these measures with the staff and given them all a copy of Safety Alert 1 we have put together outlining what precautions they must take. • Signs have been put up in all common areas such as lunch rooms, offices, weighbridge, workshop and toilets. • Reduced working hours • Keep the door open while air conditioner is on and keep internal spaces well ventilated if possible • Acquire a temperature gauge to check the staff temperature	Isolation Elimination PPE Administration	Y	12 - Med
4. Identify suitable communication re workplace controls with workers, contractors, customers and others	• Unable to conduct meetings due to social distancing controls • Uneducated contractors & customers • Unco-operative Contractors & customers	A	C	3 – High	• Meetings will be conducted in an open space • Emails will be sent out to staff, contractors & customers • Zero tolerance for those not applying to our rules	Isolation Elimination PPE	Y	12 - Med
5. Identify control measures on how to manage if an employee has been in close contact with someone of a confirmed case of COVID-19 or travelled overseas	• Unknown case of COVID-19 • Unknown holiday to overseas country	A	C	3 – High	• No overseas travel is possible at the moment and no holidays have been approved for the rest of the month. • Regular discussions with staff on the importance of self isolation even at home.	Isolation Elimination PPE	Y	12 - Med

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6. Identify how we will manage a situation if a worker becomes ill at work	• Employee becomes sick at work with symptoms of COVID-10	A	C	3 – High	• Send the employee home to visit a doctor and get tested if the doctor advises to do so and self isolate. • Ask the employee at a safe distance who the employee has been in contact with • Notify all staff and close of the area the staff member has been working in • Send home all staff who have been in contact with the contaminated staff member and show symptoms • Train the staff in safe hygiene. Sign off on this risk assessment • Place signs in prominent areas such as lunch rooms, weighbridge, workshop, toilets & offices promoting good hygiene • If NSW Health confirms that the person has COVID-19 we must notify Safework NSW and the resources Regulator • Record in our injury/Illness register if a person is suspected of having COVID-19 and sent home • Clean down any area the employee has been in using appropriate PPE including a face mask and gloves.	Isolation Elimination PPE	Y	12 - Med
7. Identify sources of keeping up-to-date on COVID-19 Information	• Incorrect information • Lack of knowledge on the virus	A	C	3 – High	• Websites we are keeping an eye out on include - Resources Regulator Email 23.03.2020 - Safe Work NSW Advice and Guidance - https://www.safework.nsw.gov.au/hazards-a-z/diseases/coronavirus-covid-19-advice-and-guidance-for-nsw-workplaces - NSW Government https://preview.nsw.gov.au/covid-19/businesses-and-employees - https://www.health.gov.au/	Isolation Elimination PPE	Y	12 – Med
8. Develop a Pandemic Plan	• The event of an outbreak or pandemic in the workplace • Lack of staff members due to absences	C	B	3-High	• Close the quarry down and offer Annual Leave, TIL or LSL for those who have leave available • Work out who has leave in preparation • Notify customers & contractors of the pandemic and notify on social media. • Notify the Department of Health • Shuffle staff around to accommodate shortage of staff	Isolation Elimination PPE Administration	Y	12 - Med

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9. Identify a plan if a visitor to the site has notified us that they have a confirmed case of COVID-19	• Staff Members be infected	A	C	3-High	• Contact the infected person and clarify who they were in contact with • Send home those that were in close proximity for self isolatation for 14 days and tell to seek medical advice if symptoms appear.	Isolate Eliminate	Y	12- Med