

COVID-19 risk register: Office

Location: Victoria, New South Wales, Queensland, South Australia, Western Australia,

Date: 20/04/2020

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due
COVID-19 from Staff or Visitors who are infected	Staff or other Visitors catching COVID-19 (could result in serious illness or death).	Low, there have been few cases locally.	Low, As no one takes public transport and self isolate in their own cars to and from work	<p>Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority.</p> <p>Frequently touched surfaces including counters, handrails, doors are regularly cleaned.</p> <p>Controlled access via locked or manned entry.</p> <p>Physical distancing – Signage requiring workers and customers at least 1.5m apart from each other.</p> <p>Alcohol based hand sanitiser is provided at various positions throughout office and on entry.</p> <p>Posters on hand washing are prominent in office and hand washing facilities are available in the bathrooms.</p>	<p>Thermometers are kept and are to be used if Staff or visitors display symptoms eg Coughing, Sore Throat, tiredness..</p> <p>Rotate work from home arrangements so that office is partially manned and approx 50% of staff continue working from home to minimize the impact of an outbreak.</p> <p>Keep records (CCV TV) of staff in the office to assist in contact tracing efforts in the event of an outbreak.</p>	Peter Andrews	30/04/2020
Persistent use of hand sanitiser	Dermatitis	Moderate, many staff will not have used hand sanitiser regularly	Moderate, effected individuals may have a	Staff are encouraged to wash hands with soap and water for 20 secs where possible as an alternative to hand sanitiser in non-medical situations	Ask staff if they have a history of dermatitis or allergy to alcohol	Peter Andrews	30/04/2020

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		before	significant reaction				

COVID19 - 24/7 INFORMATION LINES

VIC	1800 675 398
NSW	1800 020 080 or 13 77 88
QLD	1300 654 687
SA	1800 253 787
WA	13 26843