







COVID-19 RISK MANAGEMENT - SAFE WORK METHOD STATEMENT

Caretakers & Facilities Managers

Work Activity / Task: MANAGING THE RISK OF COVID-19 SPREAD		Location : COMMON PROPERTY WORKPLACE	
Procedure Developed by :		Approved by :	Date :
Referenced Guidelines, legislation, codes of practice, Australian Standards etc.:	Workplace Health & Safety Regulation		
Personal Protective Equipment Required <i>(Additional items of PPE may be required to meet a customer's requirements):</i>			
 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
 <input type="checkbox"/>	 <input type="checkbox"/>		

1. Hazardous Energy Types	Mechanical	Pressure	Electrical	Thermal	Chemical	Radiation	Gravitational	Acoustic / Vibration	Micro-biological	Muscular	Psychological
---------------------------	------------	----------	------------	---------	----------	-----------	---------------	----------------------	------------------	----------	---------------

2. Risk Analysis Matrix	Likelihood				
Consequence	5 - Almost certain	4 - Good chance	3 - Likely to occur	2 - Unlikely to occur	1 - Extremely unlikely
5 - Disastrous	25	24	22	19	15
4 - Critical	23	21	18	14	10
3 - Serious	20	17	13	9	6
2 - Significant	16	12	8	5	3
1 - Minor	11	7	4	2	1

3. Outcomes	
H	= High Risk
M	= Moderate Risk
L	= Low Risk or ALARP
<i>Determine the level of action and appropriate control strategies to reduce the risk to an acceptable level.</i>	
VL	= Very Low Risk

4. Control Options	
Elimination / Substitution	Most Effective
Engineer/Isolate	◆
Administration	
PPE	Least Effective

REMEMBER! THE FOUR STEP HAZARD IDENTIFICATION TOOL
1. LOOK- What am I about to do? What has changed in my work environment?
2. THINK- What could go wrong on this job? What can I do to make the job safer?
3. CHOOSE- Can the job be done safely?
4. ACT- Call your supervisor immediately if you think the job is unsafe.

NO.	Activity (Steps in the process/task)	Hazards Identified (What could cause an injury)	Risk (What is the potential loss or damage as a result of the hazard)	Controls (What you are going to do to make the job as safe as possible)	Risk Score ALARP achieved YES/NO
1	Signage & Notices	Prevention	Prevention	Consider putting a Notice at reception to the building reiterating hand-washing requirements. Email attending workers PRIOR TO ARRIVAL to request that they confirm that they haven't been overseas in past 14 days; are well; &/or haven't been exposed to a sick person in the past 14 days.	Yes
2	Preparation for workplace person-to-person interaction	Personal contact & exposure to COVID-19 transfer	Transfer of COVID-19 via personal exposure	Ensure both parties hands are clean prior to interaction. Have alcohol rub &/or hand washing facilities available for worker(s) to use prior to meeting with Caretaker. All parties wash/dry hands after meeting. Cough/sneeze into elbow. Do not attend meetings if either party has been overseas in past 14 days; is unwell; &/or has been exposed to a sick person in the past 14 days.	Yes
3	Signing in workers to the common property workplace	Personal contact & exposure to COVID-19 transfer	Transfer of COVID-19 via personal exposure	Ensure common property workers sign-in to the Sign-In Register using their own pen. Stand 1.5m apart [social distancing]. Keep interaction as brief as possible. Sanitise keys, door handles & any other surfaces touched by hands asap afterwards	Yes
4	Handling keys, fobs, remote controls & PIN pad panels for access to work on common property	Hands touching common property surfaces	Transfer of COVID-19 via hands on hard surfaces	Ensure any keys, fobs, remote controls &/or PIN pad panels for access are sanitised after use. Wipe or wash with disinfectant.	Yes
5	Handling keys, fobs, remote controls & PIN pad panels for access to work on common property	Hands touching common property surfaces	Transfer of COVID-19 via hands on hard surfaces	Ensure all surfaces touched by workers [hands] on the common property are sanitised after use. Includes door handles, lift buttons, PIN pad buttons, etc.	Yes