

Appendix B.1 WHS Hazard and Risk Assessment Template – COVID-19

- This form is to be used for assessing COVID-19 related hazards and risks associated with return to ANU Campus.
- This risk assessment must be completed by managers and supervisors, requesting return to work, in consultation with their workers/HDR students. Students are not allowed to conduct this risk assessment.**
- Once successfully returned to Campus, Directors, managers, supervisors and workers must
 - Fully implement the controls identified in this risk assessment; and
 - Continue to implement WHSMS Handbook requirements** for their activities in addition to the COVID-19 measures.

Name and description of the Task/Activity/Work requiring return to campus	Sample characterisation using ANFF SEM-CL		Assessment Date	Review By Date	Version
			28 May 2020	28 Nov 2020	1.0
Description of the physical work environment (e.g. floor size etc)	SEM lab of 20 m ² area in JCSMR 1.147				
School/Service Division	RSPHYS/EME				
Location and Supervisor	Location	JCSMR 1.127	Supervisor	Prof. Hoe Tan	Ph 50356
Risk Assessment Team Have you completed ANU WHS Risk Management Training? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N IF NO, DO NOT PROCEED	Name	Craig Young	Email	Craig.young@anu.edu.au	Ph
	Name		Email		Ph
	Name		Email		Ph
Type of RA	<input checked="" type="checkbox"/> Static RA (long term and > 6 months) - Send a copy (electronic) to WHS Officer/Manager and keep original locally near the activity/location, accessible to all people affected. <input type="checkbox"/> Dynamic RA (short term and < 6 months or once off) - Keep the original locally (electronically or physically) near the activity/location, accessible to all people affected.				

Step 1. Identify the Hazards (tick as applicable) associated with COVID-19 Exposure at your workplace or during work activities	
<input checked="" type="checkbox"/> Exposure to COVID-19 due to co-workers in the 14-day incubation period	<input checked="" type="checkbox"/> Exposure to a virus due to co-workers having symptoms such as fever, runny nose, sore throat or cough
<input checked="" type="checkbox"/> Exposure to COVID-19 due to presence of asymptomatic co-workers	<input type="checkbox"/> Face-to-face with someone longer than 15 minutes
<input type="checkbox"/> Work site may not satisfy social distancing requirements	<input type="checkbox"/> In an enclosed environment with someone more than 2 hrs
<input type="checkbox"/> Intended and unintended public gathering	<input type="checkbox"/> Lack of cleaning products/aids to maintain hand hygiene or other regulatory requirements
<input type="checkbox"/> Limited lunch spots/arrangements to satisfy social distancing	<input checked="" type="checkbox"/> Share common facilities/amenities
<input type="checkbox"/> At-risk group workers return to campus	<input type="checkbox"/> The work is studying/research on infectious COVID-19 virus SARS-Cov-2 (If this one is ticked, a full risk assessment using Appendix B must be conducted on the detailed COVID-19 work to ensure safe systems of work).
<input type="checkbox"/> Limited emergency networks (wardens, first aiders, radiation safety officers etc)	
<input type="checkbox"/> Work involves interviewing public	
<input checked="" type="checkbox"/> Work involves dealing with students physically	<input type="checkbox"/> Work requiring additional staff to provide support services
<input type="checkbox"/> Work alone, in isolation or afterhours	<input type="checkbox"/> Work requiring use/share additional rooms/facilities/equipment
<input type="checkbox"/> Other, specify:	<input type="checkbox"/> Other, specify:
<input type="checkbox"/> Other, specify:	<input type="checkbox"/> Other, specify:
<input type="checkbox"/> Other, specify:	<input type="checkbox"/> Other, specify:

Step 2. Assess the inherent risk associated with COVID-19 Exposure hazards at your workplace or during work activities					
Likelihood of exposure	Consequences of exposure				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Consequences for these risk categories DO NOT apply to COVID-19.		<input type="checkbox"/> Extreme (21)	<input type="checkbox"/> Extreme (22)	<input type="checkbox"/> Extreme (25)
Likely			<input type="checkbox"/> High (16)	<input type="checkbox"/> Extreme (20)	<input type="checkbox"/> Extreme (24)
Possible			<input type="checkbox"/> High (15)	<input checked="" type="checkbox"/> High (18)	<input type="checkbox"/> Extreme (23)
Unlikely			<input type="checkbox"/> Medium (8)	<input type="checkbox"/> High (17)	<input type="checkbox"/> High (19)
Rare			<input type="checkbox"/> Low (5)	<input type="checkbox"/> Medium (11)	<input type="checkbox"/> Medium (12)

Step 3. Controls – 3.1 Mandatory Controls – WHS Legal and Other Requirements These must be implemented.	
Elimination	
<input checked="" type="checkbox"/> Workers showing/experiencing symptoms of COVID-19 (e.g. fever, cold and/or cough) are not allowed on site and must call the National Coronavirus hotline (1800 020 080) (all contacts must isolate until case proven negative)	<input checked="" type="checkbox"/> Staff in high-risk groups to COVID-19 will not be allowed on campus
	<input checked="" type="checkbox"/> No work/public gathering to eat food/drink and no sharing of food/drink
	<input checked="" type="checkbox"/> No afterhours work are allowed until the University advises so
Substitution	
<input checked="" type="checkbox"/> Work from home if possible and where possible	<input checked="" type="checkbox"/> Only work that absolutely cannot be performed from home is allowed.
Isolation	
<input checked="" type="checkbox"/> Physical distancing – 1.5m between each person or 1 person per 4m ² (2m x 2m)	<input checked="" type="checkbox"/> Face to face contact is limited to 2 people – providing physical distancing is maintained and for <15 minutes
Engineering	
<input checked="" type="checkbox"/> Separation of workstations in open plan office spaces to adhere to social distancing conditions	
Administrative Control	
<input checked="" type="checkbox"/> Limit numbers of people in a lab at one time (depend on size of lab and whether conditions can be met)	<input checked="" type="checkbox"/> Maintain hygiene practices: handwashing, including washing/sanitising hands on entering and leaving buildings; coughing and sneezing etiquette (cough/sneeze into elbow and away from people)
<input checked="" type="checkbox"/> Only access campus for the minimum time required to undertake specific task	<input checked="" type="checkbox"/> Implement a roster system to minimise staff interaction at work, in office or in labs
<input checked="" type="checkbox"/> Clean/decontaminate workstation before, during and after use in office with hospital grade or suitable disinfectant	<input checked="" type="checkbox"/> Inspection on COVID-19 control measure adherence
<input checked="" type="checkbox"/> If a staff member working on campus is diagnosed with COVID-19 – return to previous restrictions and ANU procedures followed for disinfection of workspace.	<input checked="" type="checkbox"/> Clean lab/workshop bench/equipment before, during and after use with hospital grade disinfectant
<input checked="" type="checkbox"/> Deep cleaning of facilities should a COVID-19 confirmed case worked on Campus in accordance with ACT Health guideline	

Step 3. Controls – 3.2 Additional Local Specific Controls – **Must select appropriate additional controls to ensure safe systems of work**

Elimination	
<input checked="" type="checkbox"/> Workers suspecting they may be infected are not allowed on campus	<input checked="" type="checkbox"/> Workers returning from overseas must self-isolate in accordance with government requirements and are not allowed to be on campus before confirmed negative
<input checked="" type="checkbox"/> No share of equipment is allowed unless absolutely necessary.	<input checked="" type="checkbox"/> Other, specify: Gloves to be worn before entering and at all times while working in labs
<input checked="" type="checkbox"/> Interview with the participants for longer than 15 mins face to face are not allowed	
Substitution	
<input type="checkbox"/> Remote teaching and learning	<input type="checkbox"/> Virtual interview with research participants
<input checked="" type="checkbox"/> Remote meeting or phone calls	<input type="checkbox"/> Other, specify:
<input type="checkbox"/> Other, specify:	<input type="checkbox"/> Other, specify:
Isolation	
<input checked="" type="checkbox"/> Face-to-face contact < 15 mins	<input checked="" type="checkbox"/> For every 1.5 hrs inside a room with someone, there must be a 30 mins outdoor break time individually
<input type="checkbox"/> Other, specify:	<input type="checkbox"/> Other, specify:
Engineering	
<input checked="" type="checkbox"/> Allocated lunch spots for individual workers	<input checked="" type="checkbox"/> Automatic hand sanitiser stations at entry and exit points and around the workplace
<input type="checkbox"/> Guard a specific location if needed	<input checked="" type="checkbox"/> Handwashing facilities (e.g. basin, soap) around the workplace
<input checked="" type="checkbox"/> Bathrooms are well stocked with hand wash and paper towel. Otherwise call F&S	<input checked="" type="checkbox"/> Restricted access to specific locations
<input type="checkbox"/> Have automatic alerts set up on computer systems to remind workers about washing hands and not touching eyes, nose and face	<input type="checkbox"/> Other, specify:
<input type="checkbox"/> Other, specify:	<input type="checkbox"/> Other, specify:
Administrative Control	
<input checked="" type="checkbox"/> At least a Chief/Deputy Chief Warden for a building during all times the building is occupied	<input checked="" type="checkbox"/> At least one warden for each floor during all times the building is occupied
<input checked="" type="checkbox"/> Returned cohort must have first aiders or satisfy 1:25 first aider/occupants ratio in a building during all times the building is occupied	<input checked="" type="checkbox"/> Rostered work time to ensure minimal people in the same space and to plan non-overlapping teams (eg morning shift, afternoon shift) in a building/facility.
<input checked="" type="checkbox"/> Follow facility/laboratory/workshop rules regarding COVID-19 exposure	<input checked="" type="checkbox"/> Frequent schedule to clean common facilities and amenities that are shared by workers
<input checked="" type="checkbox"/> Limited number of workers inside an office or lab to satisfy physical distancing. Specify the number: 2	<input checked="" type="checkbox"/> Frequent washing of hands using warm water and soap. Specify duration if needed: 30 s
<input type="checkbox"/> Social distancing markers on the floor in areas where multiple workers perform tasks or share a facility	<input checked="" type="checkbox"/> Clean and sanitise any equipment that is absolutely necessary to share before and after each use in accordance with the mandatory controls.
<input checked="" type="checkbox"/> Clean areas frequented by workers or others (e.g. visitors to your premises) at least daily with detergent or disinfectant.	<input checked="" type="checkbox"/> Safe Work Procedure or local area specific rules on work arrangements addressing work under COVID-19 restrictions
<input checked="" type="checkbox"/> Cleaning of personal items that come to work, such as pens, sunglasses, mobile phones and ipads with suitable disinfectant or disinfectant wipes at start, during and after work	<input checked="" type="checkbox"/> Contingency Plan if a worker attended campus and confirmed COVID-19
<input checked="" type="checkbox"/> Put signage to educate workers on COVID-19 and about the symptoms of COVID-19 in the workplace.	<input checked="" type="checkbox"/> Clean frequently touched areas and surfaces several times a day with a detergent or disinfectant solution or wipe. This includes elevator buttons, handrails, tables, counter tops, door knobs, sinks and keyboards.
<input checked="" type="checkbox"/> Erect signs at the entrances to enclosed spaces including lifts and meeting rooms to ensure the maximum safe capacity is not exceeded.	<input checked="" type="checkbox"/> Put up posters/signage around the workplace on keeping at least 1.5 metres distance between everyone at the workplace or 1 person per 4m ² (2m x 2m)
<input checked="" type="checkbox"/> Nominate a worker or a team of workers to champion safe practices in the workplace and ensure colleagues implement physical distancing controls.	<input checked="" type="checkbox"/> Bring in shift arrangements so less staff are in the workplace at once.
<input checked="" type="checkbox"/> Put up posters with instructions on how to hand wash/hand rub.	<input checked="" type="checkbox"/> Hung up lab coats not touch against other coats
<input checked="" type="checkbox"/> Review regular deliveries and request contactless delivery.	<input type="checkbox"/> Procedures for regular safe laundering if disposable labcoats are not in use.
<input checked="" type="checkbox"/> A dedicated call in/call out program with supervisors	<input type="checkbox"/> Other, specify:
<input type="checkbox"/> Other, specify:	<input type="checkbox"/> Other, specify:
Personal protective equipment	
<input checked="" type="checkbox"/> Facemask (P2 or surgical), as required	<input checked="" type="checkbox"/> Gloves, as required. specify types: latex/nitrile
<input type="checkbox"/> Disposable lab coats	<input type="checkbox"/> Other, specify:

Step 4. Assess the residual risk associated with COVID-19 Exposure hazards at your workplace or during work activities
These risks are after implementation of the identified control measures.

Likelihood of exposure	Consequences of exposure				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Consequences for these risk categories DO NOT apply to COVID-19.		<input type="checkbox"/> Extreme (21)	<input type="checkbox"/> Extreme (22)	<input type="checkbox"/> Extreme (25)
Likely			<input type="checkbox"/> High (16)	<input type="checkbox"/> Extreme (20)	<input type="checkbox"/> Extreme (24)
Possible			<input type="checkbox"/> High (15)	<input type="checkbox"/> High (18)	<input type="checkbox"/> Extreme (23)
Unlikely			<input checked="" type="checkbox"/> Medium (8)	<input type="checkbox"/> High (17)	<input type="checkbox"/> High (19)
Rare			<input type="checkbox"/> Low (5)	<input type="checkbox"/> Medium (11)	<input type="checkbox"/> Medium (12)

Consultation with workers and HDR students - Identify people who you consulted on this risk assessment
 Kaushal Vora, Hoe Tan

If the level of residual risk is assessed as high or extreme, return to campus for the activity/work MUST NOT proceed and the local area MUST implement additional effective controls to bring residual risk down to medium.

Approval required for COVID-19 RA ONLY		
Residual Risk Level	Authority required	Signature and date
Low	Supervisor and Director	
Medium	Supervisor and Director	Hoe Tan 28 May 2020
High	NOT ALLOWED	
Extreme	NOT ALLOWED	