SAMPLE RISK ASSESSMENT- GENERAL WORKPLACE ENVIRONMENT

This risk assessment has been designed to be used as a tool to quickly identify hazards within the workplace that can cause harm to workers. It should be used periodically to assess WHS risks and what should be changed to improve safety for workers and clients. You can also use the 'Task Specific Risk Assessment' to evaluate and control risks within a specific task; such as the example used - transporting clients

Please note: This simple risk assessment has been designed as an editable tool and the examples included are to show the types of questions you may ask when you are assessing risks within the workplace. The questions included here are as a guide only and there may be many others that you need to ask for your situation. Please change the details to suit the needs of your business, workers and clients.

TASK/ACTIVITY	Y/N	HAZARDS THAT MAY CAUSE HARM	ACTIONS NEEDED TO MAKE IT SAFE	BY WHOM?
SUPPORTING CLIENTS:				
Have all workers read the Behaviour Support Plans for individuals?				
Have you ensured all new workers/contract staff have read and understood any Behaviour Support Plans in place for individuals?				
Have workers read or been made aware of communication in the communication book?				
Was the information communicated by a handover meeting?				
Was the information communicated through digital or paper based handover?				
Have the workers involved been signed off on the handover?				
MANUAL HANDLING:				
Are there any planned outings/activities for the day? IE: day programs, excursions etc…				
Do any clients require physical assistance with mobility?				
Have workers been trained in assessing risks associated with transferring clients?				
Document the specific type of training and dates it occurred.				

TASK/ACTIVITY	Y/N	HAZARDS THAT MAY CAUSE HARM	ACTIONS NEEDED TO MAKE IT SAFE	BY WHOM?
Have all staff been trained in manual handling techniques that support risk assessment outcomes? Document the specific type of training and dates it occurred.				
Do staff require specific equipment to facilitate client transfers in a safe manner?				
Is the equipment in good working order? IE: able to be used safely, not broken or missing parts etc…				
WORKING ENVIRONMENT:				
Have staff been trained in how to assess the working environment for potential hazards or risks to themselves or others?				
Are lifting hoists and other equipment available to use and kept in good working order?				
Any potential slip, trip or fall hazards?				
Are smoke detectors installed and serviced?				

ACTIONS TO BE COMPLETED	By WHOM	DATE COMPLETED