

## Epidemic Control Preparation For Pandemics Risk Assessment

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

### THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

### CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	

RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
4A Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.								Remember to apply controls in the preferred order shown by the coloured pyramid:	
3H Review and approve additional controls before task starts. Senior supervisor sign-off needed.								1. <b>Eliminate</b>	
2M Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.								2. Substitute	
1L Proceed, following standard operating procedures. Monitor and keep records.								3. Isolate	
								4. Engineering	
								5. Administrative	
								6. PPE	
<b>Consequence Scale:</b>								Always document <b>why</b> a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
Consequence	People (injury/illness)		Project / Assets		Compliance / Reputation				
Catastrophic	Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution				
Major	Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage				
Moderate	Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment				
Minor	First-aid only, no lost time		negligible delay		Isolated non-conformance				
Insignificant	No injury		no schedule impact		Deviation caught and corrected on site				
								<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Risk Identification	Unidentified virus, Lack of knowledge on virus behavior, Insufficient communication plans	4A	<ul style="list-style-type: none"> <li>Conduct regular reviews and updates on viral threats</li> <li>Establish a communication protocol for emergency conditions</li> <li>Train staff on identifying potential epidemic symptoms</li> <li>Monitor global health alerts</li> <li>Engage specialists in epidemiology</li> <li>Produce educational materials about virus identification</li> <li>Set up an alert system for staff</li> <li>Communicate epidemic status regularly</li> <li>Ensure clear reporting lines during crisis</li> <li>Provide information on hand hygiene and personal safety</li> </ul>	3H
2. Resource Allocation	Insufficient medical supplies, Lack of personal protective equipment (PPE), Inadequate staffing levels	4M	<ul style="list-style-type: none"> <li>Audit current medical and PPE stocks</li> <li>Establish agreements with suppliers for emergency surges</li> <li>Set minimum stock levels based on risk assessments</li> <li>Prioritise inventory for essential services</li> <li>Conduct regular stocktakes</li> <li>Identify staff requirements for emergency response</li> <li>Hire additional staff as needed or cross-train existing staff</li> <li>Ensure supplies reach all operational areas</li> <li>Maintain records of stock movements</li> <li>Develop guidelines for adaptive resource allocation</li> </ul>	2M
3. Health Monitoring	Delayed detection of symptoms, Ineffective surveillance systems, Inadequate health checks	3H	<ul style="list-style-type: none"> <li>Implement regular health checks for staff</li> <li>Use non-contact thermometers for temperature screenings</li> <li>Develop a protocol for isolation of suspected cases</li> <li>Install thermal imaging at entry points</li> <li>Educate staff on self-reporting symptoms</li> <li>Employ technological solutions for health monitoring</li> <li>Establish rapid response health team</li> <li>Set up isolation areas for symptomatic individuals</li> </ul>	2M

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			Conduct surveillance exercises Utilise contact tracing applications	
4. Infection Control	Poor hygiene practices, Contaminated surfaces, Cross-infection in common areas	4A	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	2M
5. Communication Strategy	Information mismanagement, Lack of regular updates, Unclear communication of protocols	3H	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	1L
6. Remote Work Capability	Inadequate IT infrastructure, Data security issues, Limited remote work policies	3H	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	2M

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7. Travel Restriction Protocols	Non-compliance with travel advisories, Exposure during travel, Lack of quarantine measures	4A		2M
8. Psychological Support	Anxiety due to epidemic, Stress management issues, Isolation, impact	3H		1L
9. Emergency Response Training	Unpreparedness for emergency scenarios, Inadequate procedures understanding, Resistance to procedural changes	3H		1L

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10. Legal and Regulatory Compliance	Non-compliance with public health orders, Legal liabilities, Inadequate regulatory knowledge	3H		1L
11. Incident Reporting and Management	Under-reporting of incidents, Lack of clear procedures, Delayed response incidents	3H		2M
12. Supply Chain Management	Supply chain disruptions, Over-reliance on single suppliers, Logistical failures	3H		2M

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13. Vaccination and Immunisation Programs	Lack of access to vaccines, Vaccine hesitancy, Inadequate cold chain management	4A		2M
14. IT and Communication Infrastructure	System overload or crash, Cyber security threats, Communication breakdown	3H		2M
15. Review and Improvement	Failure to learn from past incidents, Complacency, Inadequate review processes	3H		1L

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16. Public Health and Safety Liaison	Poor coordination with public health bodies, Public misinformation, Lack of community engagement	3H		2M
17. Security and Access Control	Unauthorised access to critical areas, Breaches in security protocols, Insufficient monitoring of access points	3H		2M
18. Education and Training	Training fatigue, Information overload, Lack of commitment to learning	3H		1L



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19. Cross-Department Coordination	Siloed decision-making, Inefficient communication, Lack of coordinated response	3H		2M
20. Testing and Screening Protocols	Inaccurate test results, Logistical issues, Delayed test processing	4A		2M

## EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

## LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IF ANY STATE THAT ARE NOT APPLICABLE

### Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>

Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>

Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

### Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

### New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2017

Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

### Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>

Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

### Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

### Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>

Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

### Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

### South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>

Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

### Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>

Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.