

Hazard	Persons in danger	Risk rating			Control measures	Final risk rating
		Severity	Likelihood	Ranking		
Illness caused by exposure to COVID19.	All staff working in office environments.	H	H	H	<p>Department Specific Occupancy and Attendance Plans produced for each location. Those individuals who are currently authorised to work from home will be requested to return to work in the appropriate office and to a rostered attendance plan.</p> <p>Those who have experienced difficulty in working from home because of their job role and type of work will be assessed against the arrangements and be instructed accordingly.</p> <p>Those who normally lodge away from their home address will be assessed in terms of their ability to work from their SPL locations above and the arrangements for travelling to/from work and maintaining lodging arrangements.</p> <p>Those with childcare or other care responsibilities will be assessed in relation to the current government controls on the opening of schools etc and their opportunity to return to work in accordance with the rostered attendance plan, even if for reduced periods of each day.</p> <p>Face masks shall be worn when working in SPL offices. The only exception to this is if you are alone in the room and the air conditioning system is not turned on if people are present elsewhere in the building.</p> <p>Consultation with other departments will ensure an even spread of individuals across the location with the objective of having all departments represented each day.</p> <p>Meetings rooms should only be used by those authorised to be in the building at any one time and social distancing maintained. Outside visitors are prohibited from attending our premises.</p> <p>The cleaning regime for each location will be reviewed and modified to address the COVID-19 prevention requirements.</p> <p>Individuals will be issued with hand sanitiser, surgical masks and anti-bacterial wipes at each work desk. It is their responsibility to maintain a clean desk.</p>	L

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Mental health and morale	All staff	M	L	M	Staff briefed on procedure prior to implementation of process and a reminder of the Worksafe Procedure. All personnel encouraged to ask any questions and answers to be provided promptly. Staff to be involved in planning and decision making. If a colleague appears to be struggling, please report this. Staff may be worried about the health of others. Reporting of observations to be encouraged, along with prompt action.	L	
Prepared by:	Andrew Adams	Reviewed by:			Chris Hext	Valid until:	Weekly Review