

Notes of Review:

Remove risks of employees being vulnerable in workplace to catching COVID-19.

Work Activity/Task:				RA No.	RA TSW000-06	Date Created:	Apr-20	Approved by:	Jamie Klemm
Identify Hazards and Risks	Analyse and Evaluate Risks			Identify and Evaluate Existing Risk Controls			Further Actions Required		
Hazard/Issue/Risk	Consequence	Likelihood	Risk Level	What we are doing now to Manage this Risk?	Residual Risk Rating	Further Controls to be Implemented	Person/s Responsible		
Employee exposure to other staff that may unknowingly have COVID-19 or been in close proximity to someone who has COVID-19	High	Unlikely	3	<ul style="list-style-type: none"> *Social distancing fo 1.5 metres **Doors open to reduce touching of door knobs *Daily cleaning for each bus and depot to be disinfected *Drivers spray disinfectant on hard surfaces in bus *Hung posters throughout depot explaining virus and correct hand washing procedures *Cutlerly/crockery from common area being put n dishwasher daily *Limit to 10 people in Drivers Room at any one time *Encourage vigilance through ongoing communication via SCB newsletter, emails and Workplace notices. *Cordoned off seats behind the drivers in buses * Sanitiser stations at entry pts to depot * Messages on FB/website to encourage social distancing & inform patrons of SCB 	4	As guided by Dept of Health, Govt or TfNSW	Jamie Klemm		

Employee exposure to customers/contractors that may have COVID-19 or been in close proximity to someone who has COVID-19	High	Unlikely	3	*Request patrons on the bus to try and produce the correct bus fare to eliminate exchange of money as much as possible*Gloves & hand sanitisers available for staff wishing to wear gloves to avoid contact with cash*Friends/family are not to attend workplace* Daily am and pm sanitising of hand surfaces on bus* Sanitiser for public use on bus& Pax services have stickers on seats to encourage social distancing	4	As guided by Dept of Health, Govt or TfNSW	Jamie Klemm
Some employees are more at risk of catching COVID-19 - following are defined as those people at higher risk including the following: * Chronic Medical condition * Impaired immune system * 60 yrs plus and existing health conditions * 70 yrs and older *Aboriginal and Torres Strait Islander over 50 yrs with pre-existing health conditions	Extreme	Unlikely	2	*Same measures as above, and raising awareness of higher risk via SCB newsletter March 2020 & ongoing updates via the Workplace Facebook and Toolbox meetings *Letter to all SCB staff advising risks of virus for vulnerable people and to confirm if comfortable to continue working during pandemic.	3	As guided by Dept of Health, Govt or TfNSW	Jamie Klemm
Total Risk Rating for this activity					4		
SWMS Required?	No	SWMS No:	N/A	Next RA Review Date:	Oct-20		