Bowen Training Australia

HLTWHS001

Participate in workplace health and safety

Answer Guide

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Instructions to Assessor

Making the decision on competency

- The learner needs to be deemed satisfactory for all of the criteria in the unit to gain competency

- If you are in doubt of the learner's competency, gather further evidence to guide your decision. For example, this may include asking supplementary questions.

- If you are marking the learner NYS (Not Yet Satisfactory), ensure you outline why you have made this decision, and provide advice on how the learner can improve skills/knowledge prior to their next attempt.

- The Learner Workbook will be assessed by the Assessor using the Participate in Workplace Health and Safety Learner Marking Guide.

- This document, Participate in Workplace Health and Safety Answer Guide, is to be used in conjunction with the Participate in Workplace Health and Safety Learner Guide as a guide of what satisfactory responses from the learner should entail. It is the assessor's discretion to assess competency of the learner based on these model answers. If there is any doubt, further evidence must be provided from the learner.

Assessor Guide

Purpose

Marking guides assist BTA in ensuring that the assessment process is valid, reliable and fair as:

- An assessor is looking for the same behaviours across candidates.
- Different assessors are looking for the same behaviours.

Marking Guide Formats

- The marking guides for written tasks, such as projects and essays, provide guidance for the assessor on acceptable responses. This may include items that must be mentioned and an indication of required depth of response.
- Refer to the 'Instructions to Assessor' found on each marking guide for additional detail.
- The student results format for all marking guides are provided below:

I. Satisfactory Assessments

Assessor's Comments **Satisfactory** **Not Yet Satisfactory**

Feedback provided

SATISFACTORY COMPLETION DATE: 2nd January 2016

II. Not Yet Satisfactory Assessments

This is for a student's first submissions only.

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Assessor's Comments Satisfactory **Not Yet Satisfactory**

Feedback provided

COMPLETION DATE: 2nd January 2016

III. Resubmitted Assessments

The resubmission date reflects when the student has been re-marked and notes the number of attempts. This is to be utilised for both Satisfactory and Not Yet Satisfactory results. The assessor is able to save the original document and make the relevant changes when the re-submission is received. See examples below.

Assessor's Comments Satisfactory **Not Yet Satisfactory**

Feedback provided

SATISFACTORY COMPLETION DATE:

RESUBMISSION DATE: 20th February 2016 Resubmission # 2

Assessor's Comments **Satisfactory** **Not Yet Satisfactory**

Feedback provided

SATISFACTORY COMPLETION DATE:

RESUBMISSION DATE: 3rd March 2016 Resubmission # 3

Activities

Complete the following activities individually or in a group (as applicable to the specific activity and the assessment environment).

Activity 1A

Estimated Time	20 Minutes
Objective	To provide you with an opportunity to follow workplace policies and procedures for safe work practices

What are employers' responsibilities under WHS legislation?

WHS legislation stipulates that employers must provide their staff with:

- *Safe premises*
- *Safe machinery and materials*
- *Safe systems of work*
- *Information, instruction, training and supervision*
- *A suitable working environment and facilities.*

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Activity 1B

Estimated Time	30 Minutes
Objective	To provide you with an opportunity to identify existing and potential hazards in the workplace, report them to designated persons, and record them according to workplace procedures

1. List three hazards that are present in your workplace.

Workplace hazards may include:

- *Biological hazards, including body fluids, contaminated food, soiled clothing and linen, clinical waste, syringes, and other 'sharps'*
- *Chemicals, such as toxic or hazardous substances, gases and liquids under pressure, and certain cleaning chemicals*
- *Electrical hazards related to use of equipment and faulty wiring*
- *Equipment including suitability for purpose and fitness for use*
- *Personal threat, such as through behaviours of concern of clients and/or visitors*
- *Work organisation issues such as shift work or irregular hours/on call*
- *Work-related environment, such as underfoot, lighting, space, noise, air quality, furniture/fittings, and car parking*
- *Work-related stress.*

2. As an employee, who would you report a newly identified hazard to?

Reporting procedures vary according to organisations; you may need to contact:

- *Elected Health and Safety Representative/employee representative*
- *Employer*
- *Health and Safety committee*
- *Other personnel with WHS responsibilities*
- *Supervisor.*

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Activity 1C

Estimated Time	30 Minutes
Objective	To provide you with an opportunity to follow workplace emergency procedures

1. What emergency situations may require policies?

Emergency situations may include:

- *Serious injury events*
- *Events requiring evacuation*
- *Fires and explosions*
- *Hazardous substance and chemical spills*
- *Explosion and bomb alerts*
- *Security emergencies, such as armed robberies, intruders and disturbed persons*
- *Internal emergencies, such as loss of power or water supply and structural collapse*
- *External emergencies and natural disasters.*

2. Explain in detail how you would evacuate a business premises in the event of an emergency.

Answers will vary; however, most procedures may include:

- *Evacuation of the premises*
- *Notifying emergency services and appointed persons*
- *Medical/first aid treatment*
- *Reporting incident to other authorities.*

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Activity 2A

Estimated Time	30 Minutes
Objective	To provide you with an opportunity to identify and implement WHS procedures and work instructions

1. **What PPE is used in your workplace and where should it be used?**
   Types of PPE and the areas to use them will vary according to the organisation. Different types may include:

   - *Safety glasses/goggles*
   - *Gloves*
   - *Safety clothes*
   - *Facemask/respirator.*

2. **How can you access WHS procedures in a business organisation?**
   Procedures may be found in:

   - *Workplace handbooks*
   - *Safety signs*
   - *Training*
   - *Instructions from supervisors or other employees.*

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Activity 2B

Estimated Time	20 Minutes
Objective	To provide you with an opportunity to identify and report incidents and injuries to designated persons according to workplace procedures

Complete an accident report form for a recent incident that occurred in your organisation.

The learner should complete an accident report form for their organisation. They will have to record information such as:

- *Accident details*
- *Impact of accident (e.g. injuries, time lost, medical attention received)*
- *Cause of accident*
- *Corrective actions that need to be taken (e.g. PPE, change of policies, safety signs.)*

INCIDENT/INJURY REPORT

To be completed for ALL incidents and accidents where an injury has or could have resulted.

Work Location: Click here to enter text.	**Today's Date:** Click here to enter text.

Details of involved person:

Name Click here to enter text. DOB: Click here to enter text.

Phone: Click here to enter text.

Employment Status of involved person eg Full time: Click here to enter text.

Length of time in job: Click here to enter text.

Details of witness (if any):

Name: Click here to enter text. Phone: Click here to enter text.

Address: Click here to enter text.

Details of incident or accident:

Date: Click here to enter text. Time of Injury: Click here to enter text.

Activity engaged in at time of incident: Click here to enter text.

Exact location of person at time of incident: Click here to enter text.

Describe how and what happened (please give full clear and precise details)
Click here to enter text.

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INCIDENT/INJURY REPORT

Details of injury if applicable: (must be very specific)

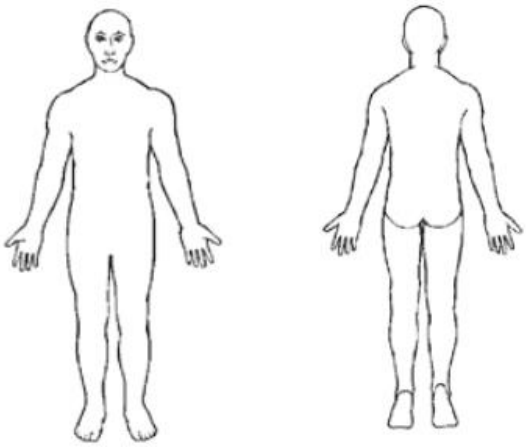
Cause of Injury:

Click here to enter text.

Other: Click here to enter text.

Nature of injury/illness (e.g. burn, sprain, cut etc.) Click here to enter text.

Location on body (please specify) Click here to enter text.



How injury occurred (e.g. fall, grabbed by person, muscular stress):

Click here to enter text.

What caused the injury (e.g. furniture, another person, hot water):

Click here to enter text.

Treatment administered if required?

Treatment: Click here to enter text.

Referral required? If so, to whom? Click here to enter text.

First aid attendant (Print Name): Click here to enter text.

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INCIDENT/INJURY REPORT

THE FOLLOWING SECTIONS ARE TO BE COMPLETED BY A SENIOR STAFF MEMBER ON DUTY

Incident or accident investigation (Type Yes or No):

Did the incident occur as part of the involved person's normal activities? Click here to enter text.

Did equipment contribute? Click here to enter text.

Was the equipment used designed for activity? Click here to enter text.

Was the equipment properly maintained? Click here to enter text.

Did the equipment fail? Click here to enter text.

Had a risk assessment been undertaken? Click here to enter text.

Did safety instructions accompany activity? Click here to enter text.

Are there documented safe work procedures (SWP) for activity? Click here to enter text.

Were these SWP followed? Click here to enter text.

Was appropriate PPE used? Click here to enter text.

Was the involved person trained in this activity? Click here to enter text.

Did a known behaviour problem contribute? Click here to enter text.

Was there a known behaviour management plan? Click here to enter text.

Was it followed? Click here to enter text.

Did poor housekeeping contribute? Click here to enter text.

Did the work environment contribute? Click here to enter text.

After reviewing the above prompts and through interview/site visits what is the identified cause(s):
Click here to enter text.

Remedial actions recommended:
Click here to enter text.

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INCIDENT/INJURY REPORT

What, in your own words, has been implemented or planned to prevent recurrence:
Click here to enter text.

Remedial actions completed:
Click here to enter text.

Signed (Supervisor): Click here to enter text. **Title:** Click here to enter text.

Date: Click here to enter text.

Did the injured person stop work. If yes, when?: Click here to enter text.

Outcome: Please confirm if any of the below statements occurred.
Click here to enter text.

Treated by Doctor	Lodged workers comp claim	Contacted by RTW Coord
WorkCover notified	Insurer notified	Returned to normal duties
Returned to modified duties	Hospitalised	OHS Committee/reps advised

Manager's review Comments:

Click here to enter text.

Date: Click here to enter text.

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Activity 2C

Estimated Time	20 Minutes
Objective	To provide you with an opportunity to take actions to maintain safe housekeeping practices in own work area

What housekeeping actions do you need to undertake in a small business to keep it safe?
Housekeeping actions may include:

- *Purchasing of supplies and equipment*
- *Maintenance of machinery/equipment*
- *Responsibility of equipment, e.g. switching on/off computers and printers*
- *Ensuring cables and items are not left in the way to cause a trip hazard and that fire doors are closed at the end of the working day*
- *Keeping desks tidy and replacing items used during the working day, such as work file copies or borrowed equipment*
- *Re-stocking items used, such as paper or stationery supplies*

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Activity 3A

Estimated Time	30 Minutes
Objective	To provide you with an opportunity to raise WHS issues with designated persons according to organisational procedures

1. **Who would you raise WHS issues within your workplace?**
   Answers will vary; they may include:

   - *Colleagues*
   - *Supervisors*
   - *Managers/team leaders.*

2. **What issues may you need to raise?**
   Any issues that are causing problems or concern within the workplace; remember it is better to report things before they have a negative impact. For example, topics may include:

   - *Actual or potential hazards*
   - *Unsafe work practices*
   - *Lack of proper resources or training*
   - *Stress or fatigue*
   - *Equipment and PPE, or lack of it.*

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Activity 3B

Estimated Time	25 Minutes
Objective	To provide you with an opportunity to participate in workplace safety meetings, inspections and consultative activities

1. **Explain how you can contribute to workplace health and safety meetings.**
   You can contribute in a variety of ways, such as participating in discussions, giving opinions, raising concerns, providing feedback on the resolution of issues/injuries and highlighting various responsibilities.

2. **What are the two types of health and safety consultations? Describe the processes of each one.**

The two types of consultations are:

- ***Health and safety representatives*** *– Designating personnel with responsibility for consulting on the behalf of employees. They may highlight areas of concern, training requirements and demanded improvements*
- ***Health and safety committees*** *– Employees and managers who come together for the analysis and improvement of WHS measures. Workers may enlist the support of union representatives for these consultations.*

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Activity 3C

Estimated Time	20 Minutes
Objective	To provide you with an opportunity to contribute to the development and implementation of safe workplace policies and procedures in own work area

How can you contribute to the development of policies?
This is often achieved through participative arrangements, which can be:

- *Documented issue resolution processes*
- *Easy access to relevant written workplace information*
- *Formal and informal WHS meetings*
- *Health and safety committees*
- *Meetings called by Health and Safety Representatives*
- *Other committees, such as consultative planning, and purchasing*
- *Other means and processes for raising requests and concerns as well as contributing suggestions and reports to management*
- *Regular information sessions (using clear and understandable language) on existing or new WHS issues*
- *Team meeting and case management meetings.*

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Activity 4A

Estimated Time	20 Minutes
Objective	To provide you with an opportunity to identify ways to maintain currency of safe work practices in regards to workplace systems, equipment and processes in own work area

List and explain three ways you can maintain the currency of your safe work practices.

Ways to maintain currency include:

- *Safety audits*
- *Safety checklists*
- *Equipment assessments*
- *Employee consultations*
- *Inspections*
- *Employee feedback.*

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Activity 4B

Estimated Time	30 Minutes
Objective	To provide you with an opportunity to reflect on own levels of stress and fatigue, and report to designated persons according to workplace procedures

1. **What are the symptoms of fatigue and stress?**

The symptoms of fatigue and stress may include:

- *Increased blood pressure*
- *Chest pains*
- *Palpitations*
- *Stomach aches*
- *Headaches*
- *Sleep problems*
- *Unusual behaviour*
- *Lack of concentration*
- *Depression*
- *Anxiety*
- *Irritability*
- *Lack of confidence.*

2. **How can you make your organisation more helpful to people with fatigue and stress?**

Organisations are encouraged to highlight the means of communicating such issues. There shouldn't be any considerable fear regarding the consequences of reporting stress and fatigue. Employees should be treated fairly, with the appropriate level of respect and dignity. It is also important to maintain strict policies of confidentiality when dealing with such issues. Workers may even be given the option of reporting via health and safety representatives and unions.

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Section B: Knowledge Activity

Objective	To provide you with an opportunity to show you have the required knowledge for this unit.

The answers to the following questions will enable you to demonstrate your knowledge of:

- State/territory legislation and how it impacts on workplace regulations, codes of practice and industry standards, including:
  - state/territory WHS authorities
  - rights and responsibilities of employers and workers, including duty of care
  - hazardous manual tasks
  - infection control
- Safety signs and their meanings, including signs for:
  - dangerous goods classifications
  - emergency equipment
  - personal protective equipment (PPE)
  - specific hazards such as sharps, radiation
- Hazard identification, including:
  - definition of a hazard
  - common workplace hazards relevant to the industry setting
  - workplace procedures for hazard identification
- Workplace emergency procedures
- Workplace policies and procedures for WHS

Answer each question in as much detail as possible, considering your organisational requirements for each one.

1. What legislation affects a Bowen Therapy Practice and how does it impact a Bowen Therapist's work?

Legislation may include:

State	***Legislation***
Australian Capital Territory	*Work Health and Safety Act 2011*
New South Wales	*Work Health and Safety Act 2011*
Northern Territory	*Work Health and Safety (National Uniform Legislation) Act 2011*
Queensland	*Work Health and Safety Act 2011*
South Australia	*Work Health and Safety Act 2012*
Tasmania	*Work Health and Safety Act 2012*
Victoria	*Occupational Health and Safety Act 2004*
Western Australia	*Occupational Safety and Health Act 1984*

WHS Legislation stipulates that employers must provide their staff with:

- *Safe premises*
- *Safe machinery and materials*
- *Safe systems of work*
- *Information, instruction, training and supervision*
- *A suitable working environment and facilities.*

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2. What safety signs should be present in a Bowen Therapy Practice and what are their purposes?

Answers will vary; a list of safety signage is available in Chapter 1.2 in the Learner Guide. Example answer:

PPE requirement signs are intended to inform employees which PPE is required (e.g. head, eye, hearing, high visibility clothing).

3. What hazards are present in a Bowen Therapy Practice and what measures are taken to control the hazards?

Hazards may be:

- *Biological*
- *Chemicals*
- *Electrical*
- *Equipment*
- *Personal threats*
- *Work organisation issues*
- *Work environment related*
- *Work related stress.*

The measures to control hazards will vary. They may include a range of PPE, such as goggles, gloves, high visibility vests and boots, as well as safety procedures, the use of signage and equipment.

4. Explain in detail the correct procedures for fires within a Bowen Practice environment or your current workplace.

Emergency procedures will vary. However, they often include the following steps:

- *At the sound of the emergency signal/alarm, work is stopped immediately*
- *Quickly and calmly, individuals leave by the nearest emergency exit*
- *Once the building is vacated, all individuals meet at the designated meeting point.*

The learner will need to list the various exits and the designated meeting point.

5. Explain in detail the appropriate policies for PPE within a Bowen Practice environment or your current workplace.

Workplace policies for PPE will relate to when it should be worn, what items are needed and the condition it should be in. Each workplace will be different; some may not require them except in emergencies, while others will need varying amounts constantly.

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Question 6

Estimated Time	**20 Minutes**
Objective	**To provide you with an opportunity to contribute to hazard identification, WH&S risk assessment and control**
Provide a list of hazards for each of the four photos.	**Refer to the photos on the following pages taken in a soft tissue therapy clinic and identify the hazards you can see.**
Photo 1 • Table too low for the practitioner • Clothing on chair is a trip hazard • Electrical leads on the ground trip hazard • Shoes are a trip hazard • Photo frames on shelving could fall onto clients lying on table • Clean towels are on the bottom shelf so practitioner constantly bending with each new client as well as when clean linen is stored here. Frequently used items should be at waist height. • Desk in background is overloaded with clothing, folders leaning at an angle.	
Photo 2 • Poor lifting procedure used by practitioner not following manual handling procedures – no bent knees, no straight back, not using leg muscles to do the lift. Bed close to wall so not possible to squat for the lift. • Storage under the treatment table - bad for practitioner with constant bending to access client records • Constant lifting of large boxes • Boxes under the bed mean practitioners cannot stand properly at the table and thus risk hurting themselves. • Too many electrical cords on power boards – need to have more power points installed	

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Provide a list of hazards for each of the four photos.	Refer to the photos on the following pages taken in a soft tissue therapy clinic and identify the hazards you can see.
Photo 3 • Excessive number of power cords plugged into power boards, • Laptop on table can be pulled off as electrical cord is a trip hazard and a fire hazard • Power to bed is permanent and needs to have proper power protection strip • Loose tape is a trip hazard as well • Chemical bottle in hand basin • Lump of wood could be kicked • Bed accessory can fall over and hit foot of client or practitioner • Power connection under hand basin – water and electricity need to be separate • Flimsy standard lamp not suited to task • Rattan basket near the heater • Box on floor at bed head a trip hazard • Electrical products do not have test and tag on them	
Photo 4 • Folders and boxes under the bed are a trip hazard (not fully under the bed) • Practitioners cannot stand close to the bed or if they do they risk stubbing their toes. • File folder can slip out from under table – slip hazard • Loose threads on towel can catch on client or practitioner causing injury • Spent linen should be in dirty clothes basket as soon as client leaves the room	

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Question 7

Estimated Time	**25 Minutes**
Objective	**To provide you with an opportunity to contribute to hazard identification, WH&S risk assessment and control.**
	Read the scenarios below. **1. Choose one of the potential hazards** **2. Complete the H.I.A.C Report on the following pages** **You must complete steps 1 to 4 within the report.** "You have recently been employed as a Bowen therapist at a clinic with two other therapists. The building in which the business operates is well presented; yet you have identified a number of potential hazards and some aspects of the physical surroundings could potentially cause difficulties for both clients and staff. • **Scenario 1**: You have noticed that the height of one of the treatment tables you and other staff are using is too low and when you have worked at that table you have had back pain. • **Scenario 2**: You have noticed that there is little shelving in the clinic, with a lot of storage boxes hidden under the treatment tables. Staff are constantly pulling out the boxes, or lifting the boxes to access what they need. • **Scenario 3**: You have noticed that there are a number of older clients, but no support rails in the rooms or in the toilets or bathroom. • **Scenario 4**: There are no 'suggestions for improvement' forms or any process in place to give feedback or offer ideas on Work Health and Safety issues. Example: **Potential Hazard** – placing laundered treatment linen/towels in dryer **Assess risk** – if left too long in dryer there is the potential for combustion due to over heating **Ways to control or eliminate the hazard** 1) discard any linen/towels past use by date, i.e. stains, smell evident 2) never leave dryer on for longer than necessary 3) never leave dryer unsupervised 4) never fold towels up immediately after removal from dryer – let them air *The learner should complete an HIAC form using an above scenario. They will to accurately assess the level of risk and how they can control the risk, then monitor that the correct controls are in place.* ➢ *Issue identified* ➢ *Level of risk* ➢ *Controls that need to be implemented* ➢ *Review/monitor controls to see if they work effectively*
	H.I.A.C = Hazard Identification, Assessment & Control

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H.I.A.C Report

Hazard Identification, Assessment & Control

Activity Description:	
Conducted by:	Date:

Step 1: Identify the Hazards

Biological (e.g. hygiene, disease, infection)		
☐ Blood / Bodily fluid	☐ Virus / Disease	☐ Food handling
Other/Details:		
Chemicals Note: Refer to the label and Safety Data Sheet (SDS) for the classification and management of		
☐ Non-hazardous chemical(s)	☐ 'Hazardous' chemical (Refer to a completed hazardous chemical risk	
Name of chemical(s) / Details:		
Critical Incident – resulting in:		
☐ Lockdown	☐ Evacuation	☐ Disruption
Other/Details:		
Energy Systems – incident / issues involving:		
☐ Electricity (incl. Mains and	☐ LPG Gas	☐ Gas / Pressurised containers
Other/Details:		
Environment		
☐ Sun exposure	☐ Water (creek, river, beach,	☐ Sound / Noise
☐ Animals / Insects	☐ Storms / Weather	☐ Temperature (heat, cold)
Other/Details:		
Facilities / Built Environment		
☐ Buildings and fixtures	☐ Driveway / Paths	☐ Workshops / Work rooms
☐ Playground equipment	☐ Furniture	☐ Swimming pool
Other/Details:		
Machinery, Plant and Equipment		
☐ Machinery (fixed plant)	☐ Machinery (portable)	☐ Hand tools
☐ Vehicles / trailers		
Other/Details:		
Manual Tasks / Ergonomics		
☐ Manual tasks (repetitive,	☐ Working at heights	☐ Restricted space
Other/Details:		
People		
☐ Students	☐ Staff	☐ Parents / Others
☐ Physical	☐ Psychological / Stress	
Other/Details:		
Other Hazards / Details		

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Step 2: Assess the Level of Risk

Consider the hazards identified in Step One and use the risk assessment matrix below as a guide to assess the risk level.

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Consequence	Description of Consequence
1. Insignificant	No treatment required
2. Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)
3. Moderate	Injury requiring medical treatment or lost time
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation
5. Critical	Loss of life, permanent disability or multiple serious injuries

Likelihood	Description of Likelihood
1. Rare	Will only occur in exceptional circumstances
2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
3. Possible	May occur within the foreseeable future, or within the project lifecycle
4. Likely	Likely to occur within the foreseeable future, or within the project lifecycle
5. Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level		Description of Risk Level	Actions
☐	Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
☐	Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result.	Additional controls may be needed.
☐	High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
☐	Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

Step 3: Control the Risk

In the table on the next page:

1. List below the hazards/risks you identified in Step One.
2. Rate their risk level (refer to information contained in Step Two to assist with this).
3. Detail the control measures you will implement to eliminate or minimise the risk.
   Note: Control measures should be implemented in accordance with the preferred **hierarchy of control**. If lower level controls (such as Administration or PPE) are to be implemented without higher level controls, it is important that the reasons are explained.

Hierarchy of Control	
Most effective (High level)  Least effective (Low level)	**Elimination**: remove the hazard completely from the workplace or activity
	Substitution: replace a hazard with a less dangerous one (e.g. a less hazardous chemical)
	Redesign: making a machine or work process safer (e.g. raise a bench to reduce bending)
	Isolation: separate people from the hazard (e.g. safety barrier)
	Administration: putting rules, signage or training in place to make a workplace safer (e.g. induction training, highlighting trip hazards)
	Personal Protective Equipment (PPE): Protective clothing and equipment (e.g. gloves, hats)

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Hazards/Risks and Control Measures

1. Description of Hazards / Risks	2. Risk Level	3. Control Measures (Note: if only Administration or PPE controls are used, please explain why.)
Other details:		

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Submission	
This activity will be conducted in accordance with this risk assessment, implementing the control measures outlined in Step Three. Changes will be made to the activity, if required, to manage any emerging risks to ensure safety.	
Contact person:	**Date:**
Indicate those others involved in the preparation of this risk assessment.	

Step 4: Monitor and Review Controls

Complete during and/or after the activity.	Yes	No
1. Are the planned control measures sufficient and effective in minimising the level of risk?	☐	☐
2. Have there been any changes to the planned control measures?	☐	☐
3. Are further control measures required in future?	☐	☐
Details:		

Review completed by:	Designation:
Signature:	Date:

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