



COVID-19 risk register: APC Shine

Location: APC Shine

Date: 1/05/2020

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
COVID-19 from clients who are infected	Staff or other clients catching COVID-19 (could result in serious illness or death).	Medium, there has been an increase in local transmissions. Can't be 100% sure clients are following government restrictions.	High, if clients or staff have not been following restrictions. Covid19 spreads quickly and the consequences may be severe.	<p>All domestic clients must complete the online health declaration that collects names, phone number and the following questions:</p> <ol style="list-style-type: none"> 1. I have been following the current government restrictions. 2. I have not had any cold or flu like symptoms in the last 14 days. 3. I have been wearing a mask when leaving the house (unless you have an exemption) 4. I have not been in contact with someone who is suspected or confirmed case of covid19 <p>Only 4 people are allowed on site while our staff are cleaning.</p> <p>Clients must report to 0474 463 066 immediately if their health changes and they start to have symptoms</p> <p>No visitors are allowed.</p> <p>If there are more people than on the health declaration, then the service will be cancelled.</p> <p>Clients must remain in a separate room while the service is being performed.</p> <p>Physical distancing must be observed at all times.</p> <p>Staff are to bring in equipment and products.</p> <p>Staff are to wear PPE: Masks, Gloves, eye protection</p> <p>Staff must constantly change gloves and use hand sanitiser.</p> <p>Equipment must be sanitised prior to each service.</p> <p>Clean rags must be used.</p> <p>Staff are to follow the new guidelines of cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority.</p>	<p>Staff must make quick decisions if any of the policies have been breached and leave the premises immediately plus call the office.</p> <p>Clients who refuse to follow the safety directions will be dropped from our services.</p>	Jake Cini	1/05/2020	1/06/2020	Click here to enter text

				<p>Weekly, staff must return all equipment, chemicals, and products to the office where they will be replaced by sanitised and clean equipment.</p> <p>Payments are only accepted via online prior to the service.</p> <p>Alcohol based hand sanitiser is provided for staff.</p> <p>Policy and procedures updated are on our website at www.apcshine.com with copies given to staff and emailed to clients.</p> <p>All staff are to complete the online covid19 infection control training</p>					
COVID-19 from commercial clients who are infected	Staff or other clients catching COVID-19 (could result in serious illness or death).	Medium, there has been an increase in local transmissions. Can't be 100% sure clients are following government restrictions.	High, if clients or staff have not been following restrictions. Covid19 spreads quickly and the consequences may be severe.	<p>All commercial clients are asked to be off-site during cleaning.</p> <p>Commercial premises are to be performed after hours where possible..</p> <p>If there must be someone on site then they must complete the online health declaration that collects name, phone numbers and the following questions:</p> <ol style="list-style-type: none"> 5. I have been following the current government restrictions. 6. I have not had any cold or flu like symptoms in the last 14 days. 7. I have been wearing a mask when leaving the house (unless you have an exemption) 8. I have not been in contact with someone who is suspected or confirmed case of covid19 <p>Only 4 people are allowed on site while our staff are cleaning.</p> <p>Clients must report to 0474 463 066 immediately if their health changes and they start to have symptoms</p> <p>No visitors are allowed.</p> <p>If there are more people than on the health declaration, then the service will be cancelled.</p> <p>Clients must remain in a separate room while the service is being performed.</p> <p>Physical distancing must be observed at all times.</p> <p>Staff are to bring in equipment and products.</p> <p>Staff are to wear PPE: Masks, Gloves, eye protection</p> <p>Staff must constantly change gloves and use hand sanitiser.</p> <p>Equipment must be sanitised prior to each service.</p> <p>Clean rags must be used.</p> <p>Staff are to follow the new guidelines of cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority.</p>	Staff must make quick decisions if any of the policies have been breached and leave the premises immediately plus call the office.	Jake Cini	1/05/2020	1/06/2020	<p>Clients who refuse to follow the safety directions will be dropped from our services.</p>

				<p>Weekly, staff must return all equipment, chemicals, and products to the office where they will be replaced by sanitised and clean equipment.</p> <p>Payments are only accepted via online prior to the service.</p> <p>Alcohol based hand sanitiser is provided for staff.</p> <p>Policy and procedures updated are on our website at www.apcshine.com with copies given to staff and emailed to clients.</p> <p>All staff are to complete the online covid19 infection control training</p>					
COVID-19 from staff who are infected	Other staff or clients catching COVID-19 (could result in serious illness or death).	High, there has been an increase in local transmissions. Many people are ignoring the advice of the chief health officer.	High, if clients or staff have not been following restrictions. Covid19 spreads quickly and the consequences may be severe.	<p>Cleaning and disinfecting is done in accordance with guidance from Safe Work Australia and Health authorities</p> <p>Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren't feeling well.</p> <p>Staff must check in with the office daily and complete a health declaration on their status.</p> <p>If a staff member becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention.</p> <p>Staff don't have contact with other staff or clients, all paperwork is completed electronically.</p> <p>Hand sanitiser, masks, goggles, gloves are all available to staff while servicing clients.</p> <p>Where staff meetings are required, they are held using zoom and information sent by email or wix bookings.</p> <p>Staff are instructed to only travel to and from client's homes. There is to be no other stops except for petrol.</p> <p>When changing equipment and supplies at the office, staff are only allowed in the store area. The items will be ready, and staff are to pick them up and go. The only interaction with office staff will be via phone video.</p>	Ensure staff have copies of the policy, procedures and safety instructions.	Jake Cini	1/05/2020	29/05/2020	Consult with workers at next staff meeting for any feedback on procedures
COVID-19 from surfaces/touch points	Staff catching COVID-19 (could result in serious illness or death).	Medium, there is non-conclusive evidence on how long the virus can last on different surfaces	Medium, if clients have not been regularly cleaning and sanitising touch points.	<p>Cleaning and disinfecting is done in accordance with guidance from Safe Work Australia and Health authorities</p> <p>Staff have been trained on cleaning/sanitizing/disinfecting surfaces and touch points.</p> <p>Staff have been trained on using PPE and must always follow PPE use.</p> <p>PPE is issued to all staff members.</p> <p>There is a full policies & procedures manual on given to all staff on the correct safety procedures on cleaning and sanitising surfaces.</p> <p>Only approved sanitising./disinfecting products are used to manufacturer's directions.</p>	<p>Only accept jobs that can be considered medium risk and staff can easily follow the covid safe plan.</p> <p>Where possible, only send 1 cleaner to jobs.</p> <p>If possible, look for work were the premises is vacant.</p>	Jake Cini	1/05/2020	29/05/2020	Consult with workers at next staff meeting for any feedback on procedures

				Hand sanitiser, masks, goggles, gloves are all available to staff while on site.					
Client aggression	Physical or psychological injury to staff.	Low, clients so far understand the need for these policies and change or even cancellations of services.	Low, staff have reported all clients are understanding	Policies and procedures including client policies for covid19 have been uploaded to our website and emailed to all clients. Each time we make an update; this is communicated to clients. Staff have the right to leave a client's premises if they are feeling any sort of unease. Management will step in and contact the client and if necessary, call the appropriate law enforcement officers.	Regular updates sent to clients via email and texts. New clients must agree to the updated policies before being allowed to purchase any services. Policy and procedures are available for download or read at www.apcshine.com	Jake Cini	1/06/2020	2/06/2020	Review if any occurrences reported
Persistent use of hand sanitiser	Dermatitis	High, staff use hand sanitiser already on a regular basis	Moderate, effected individuals may have a significant reaction	Staff are encouraged to wash hands with soap and water for 20 secs where possible as an alternative to hand sanitiser in non-medical situations	Ask staff if they have a history of dermatitis or allergy to alcohol	Jake Cini	2/04/2020		
Persistent use of latex gloves	New or aggravated latex sensitivity	Low, most gloves will not be latex-based	Moderate, effected individuals may have a significant reaction	Staff are provided with non-latex gloves or remove gloves when not necessary.	Ensure latex free gloves are purchased.	Jake Cini	1/04/2020		