

## COMMUNITY CARE DELEGATE'S RISK ASSESSMENT HELP SHEET

As an ASU delegate, you need to know who your Health and Safety Representatives (HSR) are. If there is not one in your workplace, call on members to nominate and hold an election. Every workplace or workgroup should have an HSR. HSRs have rights including developing risk assessments with management, in consultation with staff. Duties of the employer to consult are outlined in [Section 35 of the OH&S Act](#).

Risk assessments allow HSRs to reduce injuries and illness in the workplace. This has never been more important for frontline workers working during a pandemic. Alert your HSR and management of the need to develop a risk assessment. Consider the questions below when it is being conducted:

- What are the appropriate procedures if a client is ill?
- What should I do if there are others in the client's home?
- What if there are visitors from hotspot areas? What if they are unwell?
- Can Community Care Workers work in homes with positive cases of COVID-19?
- How can my employer ensure clients understand different health advice and changes to services?
- How to communicate effectively with clients from a culturally and linguistically diverse background?
- If someone's home is my worksite, should they be wearing a mask too?
- Is there a health and safety issue workers have split shifts and must wait in public?
- What are the risks to the client's mental health, and how can we help?
- What are the increased risks to workers if clients have deteriorating mental health?
- What kind of Personal Protective Equipment (PPE) do we need?
- What types of training is required to mitigate the risks during the Pandemic? [DHHS Infection control](#)? Caring for clients with [dementia](#) at this time? Mental Health training?
- How-to pick-up PPE to reduce risks of cross-contamination?
- What's in our workplace's COVID safe plan and was it developed in consultation with delegates and HSRs?

Check out this [COVID Aware Workplace kit](#) by Australian Unions. It includes resources around Pandemic Leave, a COVID safe checklist, how to work with your HSRs and writing to your employer about health and safety issues at your workplace.

If there is an issue you feel has not been addressed, you can conduct a petition to present to management. This could be a good recruitment tool for non-members as well.

### Incident Reports

If you or your members experience anything that you believe puts you at risk, consider submitting an incident report and alerting your HSR. This also helps keep a paper trail around an issue as well as liability. Employers are obliged to address an issue once it is raised within an incident report. Make sure members are not alone in this process.

### Provisional Improvement Notice

If your HSR believes there has been a contravention, or likely contravention, of the OHS Act they also have the power to issue a Provisional Improvement Notice (PIN), which requires an immediate remedy of the issue. This power can only be exercised by an HSR. The parameters for issuing a PIN are outlined in [Section 60 of the OH&S Act](#).

### Remember!

**An Employer must provide their Employees with a "safe system of work" and a "working environment that is safe and without risks to health" ([Section 21 OH&S Act](#)).**

**These are your rights.**