



Guideline

Risk assessment tool for aged care

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Aged Care Association
Australia-NSW



Aged & Community Services
Association of NSW & ACT

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Disclaimer

This publication contains information designed to assist aged care organisations meet their obligations in relation to risk assessment under occupational health and safety legislation. While all efforts have been taken to focus on the risks common in the industry, individual employers must refer to the legislation in respect to overall obligations and the management of specific risks that are relevant at their workplace.

Acknowledgements

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Aged care industry

Aged & Community Services Association of NSW & ACT
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WorkCover NSW

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Risk assessment tool for aged care

Background

While the aged care industry appears to be controlling risks in the workplace, recent OHS audits indicate that these controls are not necessarily arrived at through risk assessment, which is a necessary component of risk management under OHS legislation in NSW. In part this may be due to confusion about the complex process for risk assessment and tool selection for a particular hazard.

As a consequence, the aged care industry associations, in collaboration with WorkCover NSW, have developed a customised tool for aged care. The tool is designed to simplify the process of risk assessment by integrating all hazards into the one tool. This will lead to the development of more effective controls and deliver safer workplaces ... for all.

This guideline

There are three components to the tool ...

- ✓ integrated *risk assessment tool*, for the assessment of hazardous tasks
- ✓ *equipment assessment tool* to assess the OHS issues associated with equipment and furniture, and a
- ✓ *risk control worksheet* to document what will be done to control the risks that are evident from the assessment.

This guideline includes additional information to help you make decisions about some risk factors. The symbol ⓘ in the tool indicates extra information is provided.

This guideline also includes a worked example for each of the tools.

What the legislation says

Employers have obligations under the NSW Occupational Health and Safety Act 2000 and the Occupational Health and Safety Regulation 2001 to ...

- ✓ *identify* hazards that may arise in the workplace
- ✓ *assess* the risk of harm arising from the identified hazards, and
- ✓ *eliminate* the hazard, or if this is not 'reasonably practicable'
- ✓ implement measures to *control* the risk and lessen harm, and
- ✓ *evaluate/review* the controls implemented.

The legislation does not define a hazardous task, however for the purposes of this tool, a *hazardous task* is a work activity that involves exposure to a hazard.

What is risk assessment

Risk assessment is the systematic evaluation of ...

- ✓ the hazardous task
- ✓ the environment in which the task is performed
- ✓ any equipment, tools, furniture or vehicle used
- ✓ the way work is organised, and
- ✓ the skills, experience and special needs of those performing the task.

Do all hazards have to be risk assessed

No. Simple hazards, such as a loose floor tile, can be controlled easily. If the issue can't be fixed immediately, then some action is required to prevent harm, such as cordoning off the area where the tile is loose or taping it down. The hazard should always be documented in a maintenance log, even if it is fixed at the time, as this may be a recurring pattern that requires further investigation.

However, hazards that are more complex, such as a task that causes discomfort or is awkward to do, should always be assessed. As a guide, a hazard should be assessed if it ...

- ✓ resulted in an incident or injury to staff, residents, visitors or contractors
- ✓ was revealed at a workplace inspection
- ✓ was raised through consultation with employees, residents, visitors or contractors
- ✓ presented as a safety alert from a supplier or industry source, or
- ✓ when directed by a WorkCover Inspector to undertake a risk assessment.

Risk assessment should also be done when something is about to change, such as ...

- ✓ new work process, equipment or product is being planned
- ✓ new building work or change to the work environment
- ✓ new type of care delivery, such as EACH program being considered
- ✓ different staff skill mix/experience, such as introducing a schools program.

Remember, just because a hazard has not yet caused an incident or injury at your workplace, doesn't mean that it is not an issue. The law requires all hazards with *the potential to harm* to be assessed.

Who should assess

Firstly, risk assessment requires collaboration and therefore must involve *representatives* from the staff affected by the issue. For example, if it is care issue, a few care staff from various levels should be involved. However, it might also be appropriate to involve the physiotherapist, a resident, or someone else who doesn't do the work but knows the equipment or the future plans.

Likewise, if it is an issue in the kitchen, it should involve the kitchen staff. But it is often helpful to involve at least one other person who doesn't work in the area as they can bring 'fresh eyes' to a problem.

Risk assessment tool for aged care

Because risk assessment is part of the workplace consultation process, it is *not valid* for only one person to undertake a risk assessment.

It is useful to have at least one person on the risk assessment team trained in the risk management process. OHS Consultation Committee members have some risk management training.

What is involved

The complete tool is located following *page 8* of this guideline.

The integrated *risk assessment tool* provides prompts that lead to consideration of appropriate controls.

While the consequences of exposure to some hazards may be obvious, such as a blunt knife increases the likelihood of cuts, or assisting a fallen patient manually from the floor increases the risk of back or shoulder injury, not all outcomes are obvious. So, before undertaking a risk assessment, some preliminary research should be undertaken, specifically ...

- ✓ what are the health /safety risks associated with the specific hazard
- ✓ what the OHS Regulations require for any given hazard – there are specific requirements for manual handling, plant, noise, chemicals and working at height, all hazards relevant to aged care
- ✓ supplier information about a product, equipment, vehicle or chemical (MSDS), and
- ✓ any technical reports or surveys relevant to the work e.g. noise survey, audit report.

Other considerations include ...

- ✓ observe and assess where the work is performed – the exception to this would be where it is unsafe for such an assessment to be performed, such as assessing falls risk from a roof
- ✓ consider whether the time the task is performed affects the risk e.g. risk after hours and at weekends may be different to the daytime risks
- ✓ benchmark against others in the industry – what are they doing about this problem
- ✓ consider both 'normal' and 'emergency' situations, and
- ✓ planned change in the industry or workplace.

The *risk control worksheet* contains a flow chart for what needs to be done to control the risks that have been determined through the assessment. All the risks need to be controlled.

The flowchart is based on a hierarchy – if the task can be eliminated then generally no further action is required. However, more commonly, the task still needs to be done, so it needs to be somehow modified to lessen the potential for harm. The worksheet provides prompts for these controls, including an option for temporary controls until more permanent controls can be implemented.

Risk assessment tool for aged care

But ...

Aged care organisations generally have established systems for addressing OHS such as policies, work practices (procedures), training, as well as providing PPE when required.

These measures are actually control measures, so it is not necessary *per se* to assess the risks that led to the formulation of these controls. However, even with existing policies and procedures it is prudent, as part of a quality system, to revisit these periodically to ensure their currency in the workplace. Risk assessment is one method of review.

Of course, new hazards will present periodically that do require assessment. New work systems, building works and planned purchase of new equipment or furniture – these all need risk assessment.

Also, when injuries and incidents occur, this generally means that existing control measures are not effective, so risk assessment is needed.

Documentation

Documentation relating to risk assessments and risk control outcomes must be kept a minimum of five (5) years. This documentation can provide evidence of compliance with risk management and workplace consultation requirements.

Expert assistance

Occasionally, an issue will require some expert input – a specialist with particular knowledge in a field such as a fire or security consultant or OHS professional such as an occupational hygienist or ergonomist. It's still worth doing the risk assessment first – simple controls can always be put in place while the appropriate expertise is sought.

Professional associations list consultants and their specific area of practice and service area ...

Australian Institute of Occupational Hygienists www.aioh.org.au

Human Factors and Ergonomics Society of Australia www.ergonomics.org.au

Safety Institute of Australia www.sia.org.au

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References

Other material available that may be assistance to aged care employers and those participating in risk assessment include ...

WorkCover NSW www.workcover.nsw.gov.au

General

- I. Code of Practice: Risk Assessment, 2001
- II. Hazpak - making your workplace safer: Guide
- III. Due Diligence at Work: a checklist for action on workplace health and safety for company directors and managers
- IV. The community services safety pack
- V. OHS consultation - effective decision making and how to establish workplace OHS consultation arrangements: Code of practice

Manual handling

- I. Implementing a safer patient handling program
- II. Manual handling for nurses: Guide
- III. Manual handling training package for nurses
- IV. Manual handling competencies for nurses

Chemicals

- I. Control of workplace hazardous substances: Code of practice
- II. Labelling of workplace substances: Code of practice

Noise

- I. Noise Management and Protection of Hearing at Work: Code of Practice

Other

- I. Tagging electrical equipment
- II. Minimising fatigue in the health, aged care and allied industries
- III. Managing loss and grief in the aged-care industry
- IV. Work in hot or cold environments: Code of practice
- V. Safe work on roofs, Part 1 - Commercial and industrial buildings: Code of practice
- VI. Preventing slips, trips and falls
- VII. Working at external locations: OHS pocket guide
- VIII. Cytotoxic Drugs and Related Waste Risk Management Guide

Safe Work Australia www.safeworkaustralia.gov.au

National Standards

- I. Plant
- II. Occupational Noise
- III. Manual tasks
- IV. Hazardous substances (chemicals)

National Codes of Practice

- I. Prevention of musculoskeletal disorders caused from performing manual tasks

The risk assessment tool

Aged care workers perform a variety of tasks as part of their work. Individual tasks have the potential to expose the worker to multiple hazards such as chemical, electrical, challenging behaviours or manual handling. Instead of assessing these hazards individually, the *aged care risk assessment tool* provides a single, integrated risk assessment tool.





This tool is designed to assess a hazardous task or situation ... anything with the potential to harm anyone in the workplace. This tool is *not designed* to assess an individual resident, however it can be used to assess the hazardous tasks associated with providing care to residents, such as showering residents, taking residents to medical appointments or attending to residents in low care after hours.

The tool is divided into several sections ...

- ✓ a description of the hazardous task
- ✓ a record of who was involved in the risk assessment – this can involve people other than employees such as resident, supplier or contractor
- ✓ a summary of the factors that require control – to be completed after the assessment
- ✓ a summary of the outcome of the assessment, including provision to evaluate/review the control that has been implemented
- ✓ the assessment – task, environment, equipment, work organisation, and skills, and
- ✓ the risk control worksheet.

If the hazardous task involves equipment or furniture, or these items are being proposed, there is a separate equipment assessment checklist which can be used for determining whether the item is suitable for purchase based on OHS considerations.

The tool is colour-coded to assist in decision making ...

-  The risk factor is not present – no action is required
-  The risk is present – action is required
-  Risk control is required
-  The factor may be a risk – those assessing will need to decide whether risk control is required

Additional information

Manual handling

Adverse postures with the potential to lead to musculoskeletal injury include

- ✓ bending the neck forwards or sideways more than 20 degrees
- ✓ twisting the neck more than 20 degrees
- ✓ visible backward bending of the back
- ✓ bending the back forwards or sideways more than 20 degrees
- ✓ twisting the back more than 20 degrees
- ✓ working with one or both hands above shoulder height
- ✓ reaching forwards or sideways, more than 30 cm from the body
- ✓ reaching or twisting behind the body
- ✓ squatting, kneeling, crawling, lying, semi-lying or jumping, and
- ✓ wrists that are bent or rotated

Pictograms of these postures, along with other manual handling risk factors are included in the National Code of Practice for the Prevention of Musculoskeletal Disorders from Performing Manual Tasks at Work.

Chemicals

MSDS refers to Material Safety Data Sheets. These are required for all chemicals supplied to the workplace. They should be obtained from the supplier and must be available where the chemicals are used – not in a folder in the office.

MSDS include information on the precautions to be taken when using the chemical and how to deal with spills.

Refer to WorkCover NSW documents on chemicals.

Risk of slips, trips or falls

Work above ground level has the potential for the worker to fall – there is no minimum height for which precautions need to be taken.

Likewise, for work below ground, there is potential for the ground to subside and trap the worker, so precautions need to be taken.

There are a number of factors which can result in a slip or trip, which can lead to a fall. Refer to WorkCover NSW guidelines referenced in this guide.

Distance

The distance over which work is performed can be an issue – as a guide, if the task is usually performed over a set distance, then if this becomes longer for any reason it may be a risk. For example, building works have blocked off a corridor and now the distance to get to the laundry is much longer.

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Electrical hazards

All electrical items used in an aged care facility do not necessarily require testing and tagging. As a guide, testing and tagging of electrical equipment is required if the item of electrical equipment is used in a *hostile environment*, that is an environment which exposes the electrical item to

- ✓ mechanical damage, such as kinking or bending, or
- ✓ moisture, heat, vibration, corrosive substances or dust

However, it may be prudent to test previously used appliances bought by residents.

It is not necessary to test items that are new.

Refer to WorkCover NSW guide on testing and tagging electrical items.

Noise

Damaging noise is unlikely to present in resident care areas, however kitchen, laundry, cleaning, maintenance and garden workers could be exposed to harmful levels of noise.

Key indicators that noise may be a problem include

- ✓ a raised voice is needed to communicate with others about one metre away
- ✓ workers are often asked to repeat things already said
- ✓ workers experience ringing in the ears (tinnitus) or any difference in tone perception

Refer to WorkCover NSW guide on managing noise risks.

Fit for purpose

This applies to all products, equipment and vehicles and means:

- ✓ designed for a specific purpose
- ✓ does what it claims to do i.e. fulfils expectations

Age and experience of worker

There is no age restrictions for aged care workers in NSW. However, in relation to manual handling, research indicates that young workers, usually taken to be those under 18 years, are more at risk of injury because their musculoskeletal system is not fully formed. Further, should injury occur at such a young age, the potential for long term disability is greater. Hence, if your facility engages young workers the controls to prevent injury need to be more robust, including higher levels of supervision.

It is possible that exposure to other hazards, such as noise and chemicals, may also place younger workers at more risk than older workers.

Facility _____

The hazardous task

Describe the task/activity _____

Location _____

 Off-site

Who could be at risk

 Admin / mgt

 Nursing/carers

 Catering

 Cleaning

 Laundry

 Maintenance

 Residents

 Visitors

 Volunteers

 Contractors

 Therapists

 Others _____

When

 AM shift

 PM shift

 Night

 Weekends

How was this identified as a hazardous task

 Incident or injury

 Consultation with residents/visitors

 Workplace inspection

 Industry / supplier hazard alert

 Consultation with employees

 Review / follow up

 OHS Committee

 Other _____

Is the assessment required

 Prior to purchase e.g. equipment, product

 Prior to workplace change e.g. refurbishment, new activity

Responsible supervisor _____

Assessment

Date _____

Name _____

Position/role _____

Name _____

Position/role _____

Record the people consulted for this assessment

Name _____

Position/role _____

Name _____

Position/role _____

Summary of factors requiring control to be completed **AFTER** the risk assessment

1. _____

5. _____

2. _____

6. _____

3. _____

7. _____

4. _____

8. _____

Summary of outcome to be completed **AFTER** the risk assessment

Policy developed / updated

Safe work practices [procedures] developed / updated

OHS clearance to purchase equipment, product, implement change

Training developed / up-dated and implemented

Other _____

Review

Next review date _____

 Risk Assessments must be retained for a minimum of 5 years

Task No Yes

- ① Does the task involve adverse postures or movements
 - Are any of these postures sustained - held for more than 30 seconds at a time
 - Are any of these movements repetitive - done more than twice a minute
 - Does the task involve heavy loads or high force
 - Does the task require two or more people to handle the load together
 - Does the task cause any discomfort
 - Is the task sedentary i.e. sitting for more than 2 hours at a time
 - Does the task involve residents or visitors with challenging behaviours
- ① Is there a current MSDS [dated within 5 years] for all chemicals used for this task
 - Does the workplace comply with all of the requirements outlined in the MSDS
 - Does the task expose anyone to uncontrolled fire or explosion
 - Does the task compromise security to anyone e.g. night rounds, smokers leaving the premises, over-riding alarms
 - Does the task involve handling hazardous waste, including a biohazard e.g. contaminated linen, human or animal waste, sharps, razors, wound dressings
 - Is the task unpopular with staff and/or do they try to avoid it
 - Does the task involve a significant change from how work has previously been done e.g. paper records replaced by computers, function outsourced, new work system
- ① Does the task involve working above or below ground level e.g. on a ladder, on the roof, in a trench or man-hole

| | | | |
|--|--------------------------|---|---------------------------------|
| | | | Risk control is required |
| | <input type="checkbox"/> | → | |
| | <input type="checkbox"/> | → | |
| | <input type="checkbox"/> | → | |
| | <input type="checkbox"/> | → | |
| | <input type="checkbox"/> | → | |
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| | <input type="checkbox"/> | → | |
| | <input type="checkbox"/> | → | |
| | <input type="checkbox"/> | → | |
| | <input type="checkbox"/> | → | |

Environment No Yes

- ① Is this area over which the task is performed affected by uneven floor or ground surfaces, steps, ramps, or any obstruction that exposes people to trips e.g. items on floor, poor housekeeping, uneven stair rises or treads
 - Is the task performed where the floor or ground surface is potentially slippery, including exposure to contaminants e.g. food, liquid, leaf debris
 - Are persons in this work area required to wear special footwear e.g. gumboots
 - Is the task performed in an environment, either inside or outside, which is hot, cold, windy, dusty, humid, where there is a sudden change in temperature, or where persons could be exposed to sunlight
 - Is the task performed in a cluttered environment or in any restricted space e.g. resident's room, storeroom, in roof space
- ① Is the task ever performed over a long distance
 - When performing the task, is there any aspect of the illumination that affects the person's ability to see the task e.g. inadequate light, excessive glare or reflection, high contrast such as constantly going between high and low light
 - If additional or emergency lighting is required, is it difficult to obtain or unreliable i.e. locked away, batteries can be flat

| | | | |
|--|--------------------------|---|---------------------------------|
| | | | Risk control is required |
| | <input type="checkbox"/> | → | |
| | <input type="checkbox"/> | → | |
| | <input type="checkbox"/> | → | |
| | <input type="checkbox"/> | → | |
| | <input type="checkbox"/> | → | |
| | <input type="checkbox"/> | → | |
| | <input type="checkbox"/> | → | |
| | <input type="checkbox"/> | → | |
| | <input type="checkbox"/> | → | |
| | | | Risk control is required |
| | <input type="checkbox"/> | → | |
| | | | Risk control is required |
| | <input type="checkbox"/> | → | |
| | <input type="checkbox"/> | → | |

Environment cont.

No Yes

Is any aspect of the task performed outside a building where persons could be exposed to security issues

If the task involves exiting or entering the building, is the illumination poor i.e. along pathways accessed for this task, at doorways

Does noise in the environment affect the ability to communicate or concentrate

| | | | | |
|--|--|--------------------------|---|--------------------------|
| | | <input type="checkbox"/> | → | Risk control is required |
| | | <input type="checkbox"/> | → | |
| | | <input type="checkbox"/> | → | |

Equipment, tools, furniture and vehicles

No Yes

For equipment, tools and furniture

Does the equipment, tool or furniture item have instructions

Have all persons who use this equipment, tool or furniture item been trained in the safe operation

i If the equipment is powered and used in a 'hostile environment', does it comply with requirements for tagging and testing

Is the equipment, tool or furniture item part of the routine maintenance program

If the equipment utilises chemicals or fuels, do users have access to MSDSs and an understanding of how to interpret the MSDS

i Does the equipment generate harmful noise i.e. 8hr leq of 85 dB or peak at 140 dB

Does the equipment generate vibration, such as experienced when using a drill or using a ride on lawnmower

Does the equipment or task generate fumes, dusts or vapours

Is there potential for the equipment or furniture item to move unintentionally

Is there potential for the operator or anyone else to get caught in, under, behind or between moving parts of equipment or furniture, including during maintenance

If PPE is used, does it have any unwanted consequences e.g. safety eye-wear that fogs or doesn't fit over spectacles, hearing protection that over-protects so that all sound is blocked, clothing or footwear that restricts movement, bulky gloves that reduce hand dexterity

Refer to the Equipment Assessment Checklist

| | | | | |
|--|--|--------------------------|---|--------------------------|
| | | <input type="checkbox"/> | → | Risk control is required |
| | | <input type="checkbox"/> | → | |
| | | <input type="checkbox"/> | → | |
| | | <input type="checkbox"/> | → | |
| | | <input type="checkbox"/> | → | |
| | | <input type="checkbox"/> | → | |
| | | <input type="checkbox"/> | → | |
| | | <input type="checkbox"/> | → | |
| | | <input type="checkbox"/> | → | |
| | | <input type="checkbox"/> | → | |

For vehicles e.g. resident transport, golf buggy, ride-on mower, fork lift

i Is the vehicle 'fit for purpose'

Is the vehicle maintained according to the manufacturers' requirements

Does the driver have access to a communication device e.g. two-way, mobile phone

Can cargo dislodge during transport i.e. unsecured

Does the operator / driver require a license, or specific class of license e.g. fork lift, motor vehicle, bus license

Any other issues - please note

| | | | | |
|--|--|--------------------------|---|--------------------------|
| | | <input type="checkbox"/> | → | Risk control is required |
| | | <input type="checkbox"/> | → | |
| | | <input type="checkbox"/> | → | |
| | | <input type="checkbox"/> | → | |
| | | <input type="checkbox"/> | → | |
| | | <input type="checkbox"/> | → | |

Work organisation No Yes

Is this task essential for the care of residents or the safety of anyone at the facility

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

Is this task time critical i.e. has to be done before something else can be done, has to be done to fit in to someone else's schedule

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

Is this task repeated and how often _____

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

Is additional assistance required to do this task

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

Does waiting for assistance delay other work

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

In undertaking this task, do personnel work with others who are inexperienced or new to the workplace

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

Does the task require the person's constant attention to prevent error

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

Does the work of the people or person doing this task require them to regularly work extended hours i.e. more than 8 hours per day, or less than 10 hours break between work

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

How long does it take to complete this task _____

If additional assistance is required, how is it obtained _____

If the task is performed by someone working alone, list the strategies that are in place for safety and determine if these are effective and adequate.

Risk control is required

Skills, experience and special needs No Yes

Have all people performing this task received induction and orientation training, including training in risk management

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

Has the person supervising this work received training in risk management

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

i Are any of the people performing this task under 18 years i.e. high school students, work experience

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

Are any of the people performing this task older i.e. employees or volunteers

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

Is a qualification, license or permit required to perform this task

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

Do any of the people performing this task require special consideration e.g. returning to work after pregnancy, temporary or permanent disability

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

List the training provided in the last 24 months to people performing this task.

Has this training been effective

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

Risk control is required

Aged Care Equipment Assessment Checklist

Date of assessment _____ Facility _____

Equipment

Item _____

Supplier / Manufacturer _____ Model _____

Manual Battery / electric SWL _____

Purpose of assessment

Pre-purchase Review / follow-up As part of incident investigation Other

Supplier information

includes operating procedures Warranty expires _____
 availability of spare parts / accessories AS/NZS compliant _____
 on-site maintenance provided TGA compliant _____
 replacement available for off-site maintenance Other _____
 supplier can provide training for staff

Equipment controls

instructions for use attached to equipment and visible
 comply with conventions and operate as intended
 accessible and conveniently placed
 protected from breakage and unintentional operation
 can be operated by either hand
 require minimal force to operate
 do not require repetitive actions

Movement and braking (mobile equipment only)

steering is easy, including under load
 easy to position and park
 brakes prevent movement when activated
 brakes easy to operate, accessible and conveniently placed
 cargo is secure during equipment movement

Refill, cleaning and maintenance

refill compartments are accessible
 all parts requiring cleaning are accessible
 all parts requiring maintenance are accessible

Adjustability

components are easily accessed
 adjustments are secure / reliable

Aged Care Equipment Assessment Checklist

Equipment safety

- moving parts are guarded to prevent injury
- free of trap hazards for fingers, hair and clothing
- noise dampening fitted
- vibration dampening fitted
- emergency stop fitted and easily accessed
- 'fail safe' i.e. device will compensate automatically so as not to cause injury or entrapment, and/or permit manual over-ride

Compatibility with other equipment

- can be used with other equipment - please specify

Other factors assessed

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Comments

Recommendations

Pre-purchase

- the equipment **meets** OHS criteria for purchase
- the equipment **does not meet** OHS criteria for purchase

Existing equipment

- satisfactory** - continue using for current purpose
- requires **modification** for safe usage
- remove from use - equipment is unsafe
- SWP (procedure) requires updating
- other _____

Review

Next review date _____

Assessors

Name _____

Position/role _____

Aged Care Risk Control Worksheet

Can this task be eliminated

→ YES

How

↓ NO ↓

Can the risk be reduced by:

- changing how the task is done
- changing the environment
- providing equipment
- modifying existing equipment, or
- providing a less hazardous chemical or product

→ YES

How

↓ NO ↓

Can the risk be reduced by:

- developing and communicating safe work practices
- developing and providing training
- reducing worker exposure
- improving supervision
- providing PPE

→ YES

What will be done

↓ AND ↓

Are any of the above control strategies likely to adversely impact on:

- residents or visitors
- other personnel or volunteers, or
- contractors or workers visiting your workplace e.g. ambulance officers

→ YES

What additional controls need to be in place to overcome this

↓ OR ↓

Will there be some delay in actioning any of the controls e.g. delayed purchasing approval

→ YES

What interim controls are required

Sample risk assessments

Sample # 1

Waste disposal dumpster has a large hinged metal lid that needs to be held open while rubbish bags are loaded into the dumpster. This has caused a crush injury when the lid dropped on a worker's hand.

Sample # 2

A resident using a forearm support frame, FASF, slipped in the ensuite, which has a sloped floor. The nurse attending sustained injury while attempting to arrest the fall.

Sample # 3

Assessment of a low rise electric bed

Please note that these assessments are based on issues that may be relevant in your workplace . They are only intended to provide a guide as to how to complete the forms and the level of detail that should be documented.

Facility Restful Acres Aged Care

The hazardous task

| | | | | |
|---|---|--|--|--|
| Describe the task/activity | Lid on dumpster does not stay up - needs to be held. Staff cannot use two hands to dispose of rubbish | | | |
| Location | Bin area at rear of complex - narrow paved path | | | <input type="checkbox"/> Off-site |
| Who could be at risk | <input type="checkbox"/> Admin / mgt | <input type="checkbox"/> Nursing/carers | <input checked="" type="checkbox"/> Catering | <input checked="" type="checkbox"/> Cleaning |
| | <input type="checkbox"/> Laundry | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Residents | <input type="checkbox"/> Visitors |
| | <input type="checkbox"/> Volunteers | <input type="checkbox"/> Contractors | <input type="checkbox"/> Therapists | <input type="checkbox"/> Others _____ |
| When | <input checked="" type="checkbox"/> AM shift | <input checked="" type="checkbox"/> PM shift | <input type="checkbox"/> Night | <input checked="" type="checkbox"/> Weekends |
| How was this identified as a hazardous task | <input checked="" type="checkbox"/> Incident or injury - <i>Crush Ix</i> <input checked="" type="checkbox"/> Workplace inspection <input checked="" type="checkbox"/> Consultation with employees <input type="checkbox"/> OHS Committee | | <input type="checkbox"/> Consultation with residents/visitors <input type="checkbox"/> Industry / supplier hazard alert <input type="checkbox"/> Review / follow up <input checked="" type="checkbox"/> Other <i>Raised during training</i> | |
| Is the assessment required | <input type="checkbox"/> Prior to purchase e.g. equipment, product | | <input type="checkbox"/> Prior to workplace change e.g. refurbishment, new activity | |
| Responsible supervisor | <i>Gail Black, Facility Manager</i> | | | |

Assessment

| | | |
|--|-------------------------|--|
| Date <u>30 Mar 2010</u> Record the people consulted for this assessment | Name <i>Mary Brown</i> | Position/role <i>Kitchen</i> |
| | Name <i>Jenni Hue</i> | Position/role <i>Cleaner/OHS Committee</i> |
| | Name <i>Brett Green</i> | Position/role <i>Maintenance</i> |
| | Name _____ | Position/role _____ |

Summary of factors requiring control to be completed AFTER the risk assessment

- Dumpster bin lid does not stay up - needs to be held to load in rubbish bags, difficult for short-statured staff
- Narrow path with uneven paved surface - unstable for trolley
- Staff make regular trips to the dumpster each shift
-

Summary of outcome to be completed AFTER the risk assessment

| | |
|--|--|
| Policy developed / updated | <input type="checkbox"/> |
| Safe work practices [procedures] developed / updated | <input type="checkbox"/> |
| OHS clearance to purchase equipment, product, implement change | <input checked="" type="checkbox"/> <i>Change dumpster, obtain trolley</i> |
| Training developed / up-dated and implemented | <input type="checkbox"/> |
| Technical issue – requires specialist input | <input type="checkbox"/> |
| Other _____ | <input type="checkbox"/> |

Review Next review date 30 June 2010

Risk assessments must be retained for a minimum of 5 years

Task

- ⓘ Does the task involve adverse postures or movements

 - Are any of these postures sustained - held for more than 30 seconds at a time
 - Are any of these movements repetitive - done more than twice a minute
 - Does the task involve heavy loads or high force
 - Does the task require two or more people to handle the load together
 - Does the task cause any discomfort
 - Is the task sedentary i.e. sitting for more than 2 hours at a time
 - Does the task involve residents or visitors with challenging behaviours
- ⓘ Is there a current MSDS [dated within 5 years] for all chemicals used for this task

 - Does the workplace comply with all of the requirements outlined in the MSDS
 - Does the task expose anyone to uncontrolled fire or explosion
 - Does the task compromise security to anyone e.g. night rounds, smokers leaving the premises, over-riding alarms
 - Does the task involve handling hazardous waste, including a biohazard e.g. contaminated linen, human or animal waste, sharps, razors, wound dressings
 - Is the task unpopular with staff and/or do they try to avoid it
 - Does the task involve a significant change from how work has previously been done e.g. paper records replaced by computers, function outsourced, new work system
- ⓘ Does the task involve working above or below ground level e.g. on a ladder, on the roof, in a trench or man-hole

| No | Yes |
|--------------------------|-------------------------------------|
| | <input checked="" type="checkbox"/> |
| | <input checked="" type="checkbox"/> |
| | <input type="checkbox"/> |
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| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input checked="" type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |

Risk control is required

Environment

- ⓘ Is this area over which the task is performed affected by uneven floor or ground surfaces, steps, ramps, or any obstruction that exposes people to trips e.g. items on floor, poor housekeeping, uneven stair rises or treads

 - Is the task performed where the floor or ground surface is potentially slippery, including exposure to contaminants e.g. food, liquid, leaf debris
 - Are persons in this work area required to wear special footwear e.g. gumboots
 - Is the task performed in an environment, either inside or outside, which is hot, cold, windy, dusty, humid, where there is a sudden change in temperature, or where persons could be exposed to sunlight
 - Is the task performed in a cluttered environment or in any restricted space e.g. resident's room, storeroom, in roof space
- ⓘ Is the task ever performed over a long distance

 - When performing the task, is there any aspect of the illumination that affects the person's ability to see the task e.g. inadequate light, excessive glare or reflection, high contrast such as constantly going between high and low light
 - If additional or emergency lighting is required, is it difficult to obtain or unreliable i.e. locked away, batteries can be flat

| No | Yes |
|--------------------------|-------------------------------------|
| | <input checked="" type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |

Risk control is required

Environment cont. No Yes

- Is any aspect of the task performed outside a building where persons could be exposed to security issues
- If the task involves exiting or entering the building, is the illumination poor i.e. along pathways accessed for this task, at doorways
- Does noise in the environment affect the ability to communicate or concentrate

| | | |
|--|--------------------------|--|
| | <input type="checkbox"/> | |
| | <input type="checkbox"/> | |
| | <input type="checkbox"/> | |

Equipment, tools, furniture and vehicles No Yes

For equipment, tools and furniture

- Does the equipment, tool or furniture item have instructions
 - Have all persons who use this equipment, tool or furniture item been trained in the safe operation
 - i** If the equipment is powered and used in a 'hostile environment', does it comply with requirements for tagging and testing
 - Is the equipment, tool or furniture item part of the routine maintenance program
 - If the equipment utilises chemicals or fuels, do users have access to MSDSs and an understanding of how to interpret the MSDS
 - i** Does the equipment generate harmful noise i.e. 8hr leq of 85 dB or peak at 140 dB
 - Does the equipment generate vibration, such as experienced when using a drill or using a ride on lawnmower
 - Does the equipment or task generate fumes, dusts or vapours
 - Is there potential for the equipment or furniture item to move unintentionally
 - Is there potential for the operator or anyone else to get caught in, under, behind or between moving parts of equipment or furniture, including during maintenance
 - If PPE is used, does it have any unwanted consequences e.g. safety eye-wear that fogs or doesn't fit over spectacles, hearing protection that over-protects so that all sound is blocked, clothing or footwear that restricts movement, bulky gloves that reduce hand dexterity
- Refer to the Equipment Assessment Checklist**

| | | |
|-------------------------------------|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | | Risk control is required |
| <input checked="" type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| | <input type="checkbox"/> | |
| | <input type="checkbox"/> | |
| | <input type="checkbox"/> | |
| | <input checked="" type="checkbox"/> | |
| | <input type="checkbox"/> | |

For vehicles e.g. resident transport, golf buggy, ride-on mower, fork lift

- i** Is the vehicle 'fit for purpose'
- Is the vehicle maintained according to the manufacturers' requirements
- Does the driver have access to a communication device e.g. two-way, mobile phone
- Can cargo dislodge during transport i.e. unsecured
- Does the operator / driver require a license, or specific class of license e.g. fork lift, motor vehicle, bus license
- Any other issues - please note

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

Work organisation

Is this task essential for the care of residents or the safety of anyone at the facility

Is this task time critical i.e. has to be done before something else can be done, has to be done to fit in to someone else's schedule

Is this task repeated and how often Several times a day

Is additional assistance required to do this task

Does waiting for assistance delay other work

In undertaking this task, do personnel work with others who are inexperienced or new to the workplace

Does the task require the person's constant attention to prevent error

Does the work of the people or person doing this task require them to regularly work extended hours i.e. more than 8 hours per day, or less than 10 hours break between work

How long does it take to complete this task 10 minutes

If additional assistance is required, how is it obtained _____

| No | Yes |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
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| <input type="checkbox"/> | <input type="checkbox"/> |

Risk control is required

If the task is performed by someone working alone, list the strategies that are in place for safety and determine if these are effective and adequate.

A trolley can be used if there is a lot of rubbish to take to the dumpster, but the path is paved and sloped so the trolley doesn't travel well over it. Staff carry one or two bags by hand.

Skills, experience and special needs

Have all people performing this task received induction and orientation training, including training in risk management

Has the person supervising this work received training in risk management

i Are any of the people performing this task under 18 years i.e. high school students, work experience

Are any of the people performing this task older i.e. employees or volunteers

Is a qualification, license or permit required to perform this task

Do any of the people performing this task require special consideration e.g. returning to work after pregnancy, temporary or permanent disability

List the training provided in the last 24 months to people performing this task.

Annual manual handling

Has this training been effective

This hazard was raised as an issue during manual handling training

| | |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
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| <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Risk control is required

Aged Care Risk Control Worksheet

Can this task be eliminated

→ YES

How

No, dumpster is required for volume of rubbish.

↓ NO ↓

Can the risk be reduced by:

- changing how the task is done
- changing the environment
- providing equipment
- modifying existing equipment, or
- providing a less hazardous chemical or product

→ YES

How

Obtain new dumpster - contact contractor.

Dumpster needs to have a lid that stays open to allow staff to load rubbish bags in with both hands. Lid needs to be easily opened and closed by all staff - small platform may be required for shorter statured staff.

Provide trolley that can transport bags of rubbish over narrow path. Requires large wheels to travel smoothly over uneven path.

↓ NO ↓

Can the risk be reduced by:

- developing and communicating safe work practices
- developing and providing training
- reducing worker exposure
- improving supervision
- providing PPE

→ YES

What will be done

Show cleaning and kitchen staff how to use temporary device - see below.

Reinforce current procedure to ensure bag weights kept small.

Determine suitable location for trolley so accessible to those transporting rubbish bags to dumpster.

↓ AND ↓

Are any of the above control strategies likely to adversely impact on:

- residents or visitors
- other personnel or volunteers, or
- contractors or workers visiting your workplace e.g. ambulance officers

→ YES

What additional controls need to be in place to overcome this

N/A

↓ OR ↓

Will there be some delay in actioning any of the controls e.g. delayed purchasing approval

→ YES

What interim controls are required

Maintenance to make up a device to support lid open until new dumpster can be arranged.

Facility Restful Acres Aged Care

The hazardous task

| | | | | |
|---|--|--|---|---------------------------------------|
| Describe the task/activity | <u>Showering residents who use FASFs or mobile showerchairs in shared ensuite.</u> | | | |
| Location | <u>Ensuite between resident rooms</u> | | | <input type="checkbox"/> Off-site |
| Who could be at risk | <input type="checkbox"/> Admin / mgt | <input checked="" type="checkbox"/> Nursing/carers | <input type="checkbox"/> Catering | <input type="checkbox"/> Cleaning |
| | <input type="checkbox"/> Laundry | <input type="checkbox"/> Maintenance | <input checked="" type="checkbox"/> Residents | <input type="checkbox"/> Visitors |
| | <input type="checkbox"/> Volunteers | <input type="checkbox"/> Contractors | <input type="checkbox"/> Therapists | <input type="checkbox"/> Others _____ |
| When | <input checked="" type="checkbox"/> AM shift | <input type="checkbox"/> PM shift | <input type="checkbox"/> Night | <input type="checkbox"/> Weekends |
| How was this identified as a hazardous task | <input checked="" type="checkbox"/> Incident or injury <u>MH Ix / res fall</u> | | <input type="checkbox"/> Consultation with residents/visitors | |
| | <input type="checkbox"/> Workplace inspection | | <input type="checkbox"/> Industry / supplier hazard alert | |
| | <input type="checkbox"/> Consultation with employees | | <input checked="" type="checkbox"/> Review / follow up | |
| | <input checked="" type="checkbox"/> OHS Committee | | <input checked="" type="checkbox"/> Other | |
| Is the assessment required | <input type="checkbox"/> Prior to purchase e.g. equipment, product | | <input type="checkbox"/> Prior to workplace change e.g. refurbishment, new activity | |
| Responsible supervisor | <u>Jenny Brown</u> | | <u>CEO</u> | |

Assessment

| | | |
|-------------------------|--------------------------|---|
| Date <u>30 Mar 2010</u> | Name <u>Ming Tan</u> | Position/role <u>AIN</u> |
| | Name <u>Julie Grey</u> | Position/role <u>Quality and Safety Coord</u> |
| | Name <u>Jim Black</u> | Position/role <u>Care Manager</u> |
| | Name <u>Debbie White</u> | Position/role <u>Physio</u> |

Record the people consulted for this assessment

Summary of factors requiring control to be completed AFTER the risk assessment

- Manual handling issues - awkward postures - particularly at low level when showering / drying resident, fatigue
- Floor surface - multiple issues a) sloped - walking frame, shower chairs can tip or move unexpectedly b) slippery floors - water, talc, staff wear gum boots / overshoes
- Residents can have challenging behaviours, including not following staff direction
- Space restricted if two staff required to attend resident

Summary of outcome to be completed AFTER the risk assessment

| | |
|--|---|
| Policy developed / updated | <input type="checkbox"/> |
| Safe work practices [procedures] developed / updated | <input checked="" type="checkbox"/> <u>Revise SWP for showering in ensuites</u> |
| OHS clearance to purchase equipment, product, implement change | <input type="checkbox"/> |
| Training developed / up-dated and implemented | <input checked="" type="checkbox"/> <u>Revise MH training and induction</u> |
| Technical issue – requires specialist input | <input checked="" type="checkbox"/> <u>For mgt of aggressive behaviours</u> |
| Other _____ | <input checked="" type="checkbox"/> <u>Floor audit in all ensuites</u> |

Review

Next review date 30 Mar 2010

Risk assessments must be retained for a minimum of 5 years

Task

- i** Does the task involve adverse postures or movements

 - Are any of these postures sustained - held for more than 30 seconds at a time
 - Are any of these movements repetitive - done more than twice a minute
 - Does the task involve heavy loads or high force
 - Does the task require two or more people to handle the load together
 - Does the task cause any discomfort
 - Is the task sedentary i.e. sitting for more than 2 hours at a time
 - Does the task involve residents or visitors with challenging behaviours
- i** Is there a current MSDS [dated within 5 years] for all chemicals used for this task

 - Does the workplace comply with all of the requirements outlined in the MSDS
 - Does the task expose anyone to uncontrolled fire or explosion
 - Does the task compromise security to anyone e.g. night rounds, smokers leaving the premises, over-riding alarms
 - Does the task involve handling hazardous waste, including a biohazard e.g. contaminated linen, human or animal waste, sharps, razors, wound dressings
 - Is the task unpopular with staff and/or do they try to avoid it
 - Does the task involve a significant change from how work has previously been done e.g. paper records replaced by computers, function outsourced, new work system
- i** Does the task involve working above or below ground level e.g. on a ladder, on the roof, in a trench or man-hole

| No | Yes |
|--------------------------|-------------------------------------|
| | <input checked="" type="checkbox"/> |
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| | <input type="checkbox"/> |
| | <input type="checkbox"/> |

Risk control is required

Environment

- i** Is this area over which the task is performed affected by uneven floor or ground surfaces, steps, ramps, or any obstruction that exposes people to trips e.g. items on floor, poor housekeeping, uneven stair rises or treads

 - Is the task performed where the floor or ground surface is potentially slippery, including exposure to contaminants e.g. food, liquid, leaf debris
 - Are persons in this work area required to wear special footwear e.g. gumboots
 - Is the task performed in an environment, either inside or outside, which is hot, cold, windy, dusty, humid, where there is a sudden change in temperature, or where persons could be exposed to sunlight
 - Is the task performed in a cluttered environment or in any restricted space e.g. resident's room, storeroom, in roof space
- i** Is the task ever performed over a long distance

 - When performing the task, is there any aspect of the illumination that affects the person's ability to see the task e.g. inadequate light, excessive glare or reflection, high contrast such as constantly going between high and low light
 - If additional or emergency lighting is required, is it difficult to obtain or unreliable i.e. locked away, batteries can be flat

| No | Yes |
|--------------------------|-------------------------------------|
| | <input checked="" type="checkbox"/> |
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| | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |

Risk control is required

Environment cont.

No Yes

- Is any aspect of the task performed outside a building where persons could be exposed to security issues
- If the task involves exiting or entering the building, is the illumination poor i.e. along pathways accessed for this task, at doorways
- Does noise in the environment affect the ability to communicate or concentrate

| | | |
|--|--------------------------|--|
| | <input type="checkbox"/> | |
| | <input type="checkbox"/> | |
| | <input type="checkbox"/> | |

Equipment, tools, furniture and vehicles

No Yes

For equipment, tools and furniture [Forearm support frame, mobile showerchair](#)

- Does the equipment, tool or furniture item have instructions
- Have all persons who use this equipment, tool or furniture item been trained in the safe operation
- i** If the equipment is powered and used in a 'hostile environment', does it comply with requirements for tagging and testing
- Is the equipment, tool or furniture item part of the routine maintenance program
- If the equipment utilises chemicals or fuels, do users have access to MSDSs and an understanding of how to interpret the MSDS
- i** Does the equipment generate harmful noise i.e. 8hr leq of 85 dB or peak at 140 dB
- Does the equipment generate vibration, such as experienced when using a drill or using a ride on lawnmower
- Does the equipment or task generate fumes, dusts or vapours
- Is there potential for the equipment or furniture item to move unintentionally
- Is there potential for the operator or anyone else to get caught in, under, behind or between moving parts of equipment or furniture, including during maintenance
- If PPE is used, does it have any unwanted consequences e.g. safety eye-wear that fogs or doesn't fit over spectacles, hearing protection that over-protects so that all sound is blocked, clothing or footwear that restricts movement, bulky gloves that reduce hand dexterity [Gumboots / overshoes](#)

| | | |
|-------------------------------------|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | | Risk control is required |
| <input checked="" type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
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| | <input checked="" type="checkbox"/> | |
| | <input type="checkbox"/> | |
| | <input checked="" type="checkbox"/> | |

Refer to the Equipment Assessment Checklist

For vehicles e.g. resident transport, golf buggy, ride-on mower, fork lift

- i** Is the vehicle 'fit for purpose'
- Is the vehicle maintained according to the manufacturers' requirements
- Does the driver have access to a communication device e.g. two-way, mobile phone
- Can cargo dislodge during transport i.e. unsecured
- Does the operator / driver require a license, or specific class of license e.g. fork lift, motor vehicle, bus license
- Any other issues - please note

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

Aged Care Equipment Assessment Checklist

Date of assessment **30 March 2010** Facility **Restful Acres Aged Care**

Equipment

Item **Low rise bed**

Supplier / Manufacturer **Acme Beds**

Model **LR005**

Manual Battery/Electric SWL **165 kg**

Purpose of assessment

Pre-purchase Review / follow-up As part of incident investigation Other

Supplier information

includes operating procedures Warranty expires **5 years**
 availability of spare parts / accessories AS/NZS compliant **AS/NZS 3200.0.38 2005**
 on-site maintenance provided TGA compliant **N° XXYYZZ-01**
 replacement available for off-site maintenance Other _____
 supplier can provide training for staff

Equipment controls

instructions for use attached to equipment and visible **Some**
 comply with conventions and operate as intended **Bed rails different, more complex**
 accessible and conveniently placed
 protected from breakage and unintentional operation **Handset falls to the floor, nowhere to secure**
 can be operated by either hand
 require minimal force to operate
 do not require repetitive actions

Movement and braking (mobile equipment only)

steering is easy, including under load **Needs to be raised before moving**
 easy to position and park
 brakes prevent movement when activated
 brakes easy to operate, accessible and conveniently placed **Fitted with central brake/lock**
 cargo is secure during equipment movement

Refill, cleaning and maintenance

refill compartments are accessible **None N/A**
 all parts requiring cleaning are accessible
 all parts requiring maintenance are accessible **Needs special equipment, all adjustments under bed**

Adjustability

components are easily accessed
 adjustments are secure / reliable

Aged Care Equipment Assessment Checklist

Equipment safety

- moving parts are guarded to prevent injury
- free of trap hazards for fingers, hair and clothing
- noise dampening fitted *N/A*
- vibration dampening fitted *N/A*
- emergency stop fitted and easily accessed *N/A*
- 'fail safe' i.e. device will compensate automatically so as not to cause injury or entrapment, and/or permit manual over-ride *Care has to be taken that nothing is underneath when lowering the bed*

Compatibility with other equipment

- can be used with other equipment - please specify
Suitable for use with hoist and bath trolley.
Maximum height is lower than ambulance stretcher height so need slideboard

Other factors assessed

Comfort - 10 residents trialled 2 different mattresses. Preferred Option 1.
Positive feedback from care staff

Comments

Using a low rise bed should mean that bed rails are not necessary. If used, individual assessment is required. Special bed rails need to be purchased as ours will not fit.

Recommendations

Pre-purchase

- the equipment **meets** OHS criteria for purchase
- the equipment **does not meet** OHS criteria for purchase

Existing equipment

- satisfactory** - continue using for current purpose
- requires **modification** for safe usage
- remove from use - equipment is unsafe
- SWP (procedure) requires updating
- other _____

Review

Next review date *After purchase*

Assessors

| | | | | |
|------|--------------------------|--------------------------|---------------------|--------------------|
| Name | <i>Julie Grey</i> | <i>Ming Tan</i> | <i>Debbie White</i> | <i>Brett Green</i> |
| | <i>Qual/Safety Coord</i> | <i>AIN/OHS Committee</i> | <i>Physio</i> | <i>Maintenance</i> |

Work organisation

No Yes

Is this task essential for the care of residents or the safety of anyone at the facility

| | |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|-------------------------------------|

Is this task time critical i.e. has to be done before something else can be done, has to be done to fit in to someone else's schedule

| | |
|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|-------------------------------------|-------------------------------------|

Is this task repeated and how often Each carer showers several residents a day

| | |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|-------------------------------------|

Is additional assistance required to do this task

| | |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|-------------------------------------|

Does waiting for assistance delay other work

| | |
|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|-------------------------------------|-------------------------------------|

In undertaking this task, do personnel work with others who are inexperienced or new to the workplace

| | |
|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|-------------------------------------|-------------------------------------|

Does the task require the person's constant attention to prevent error

| | |
|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|-------------------------------------|-------------------------------------|

Does the work of the people or person doing this task require them to regularly work extended hours i.e. more than 8 hours per day, or less than 10 hours break between work

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

How long does it take to complete this task

15 - 20 minutes per resident

If additional assistance is required, how is it obtained

Press call button in ensuite

If the task is performed by someone working alone, list the strategies that are in place for safety and determine if these are effective and adequate.

Call button. Inadequate - staff not all trained in recognising and dealing with challenging behaviours.

Risk control is required

Skills, experience and special needs

No Yes

Have all people performing this task received induction and orientation training, including training in risk management

| | |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|-------------------------------------|

Has the person supervising this work received training in risk management

| | |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|-------------------------------------|

i Are any of the people performing this task under 18 years i.e. high school students, work experience

| | |
|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|

Are any of the people performing this task older i.e. employees or volunteers

| | |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|-------------------------------------|

Is a qualification, license or permit required to perform this task

| | |
|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|

Do any of the people performing this task require special consideration e.g. returning to work after pregnancy, temporary or permanent disability

| | |
|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|-------------------------------------|-------------------------------------|

List the training provided in the last 24 months to people performing this task.

Annual manual handling

Has this training been effective

| | |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|-------------------------------------|

Showering / challenging behaviour not included in current training for carers.

Risk control is required

Aged Care Risk Control Worksheet

Can this task be eliminated

→ YES

How
No.

↓ NO ↓

Can the risk be reduced by:

- changing how the task is done
- changing the environment
- providing equipment
- modifying existing equipment, or
- providing a less hazardous chemical or product

→ YES

How

1. Conduct audit of all ensuites - where possible level ensuite floors, improve drainage and fit high friction floor surface.
2. For residents who require showerchair or use a FASF, or exhibit challenging behaviours, then shower in large bathroom.
3. Provide height adjustable shower chair to minimise staff bending during showering/drying.
4. Research current strategies for dealing with residents with challenging behaviours.

↓ NO ↓

Can the risk be reduced by:

- developing and communicating safe work practices
- developing and providing training
- reducing worker exposure
- improving supervision
- providing PPE

→ YES

What will be done

1. Revise showering work practices.
2. Communicate to staff doing resident assessment and then to all care staff.
3. Distribute assisted showers over am and pm shifts. Maximum of 6 showers/carer.
4. Carers to alternate shower and other care tasks e.g. make bed, assist feed.
5. Include showering and dealing with challenging behaviours in induction and update training.

↓ AND ↓

Are any of the above control strategies likely to adversely impact on:

- residents or visitors
- other personnel or volunteers, or
- contractors or workers visiting your workplace e.g. ambulance officers

→ YES

What additional controls need to be in place to overcome this

1. Care supervisors and OHS committee to monitor.
2. Communicate planned changes at resident/family briefings.

↓ OR ↓

Will there be some delay in actioning any of the controls e.g. delayed purchasing approval

→ YES

What interim controls are required

1. Restricted use of ensuite showers - all residents to be mobile - no FASF. Care plans to be revised - physio to advise.
2. More residents now need to use communal bathroom - showers to be scheduled over AM and PM in consult with residents.