

ANC Offsite Workplace Risk Assessment

1. Purpose

The purpose of this document is for employees and managers to work together to assess their workplace risk, when regularly working at a site other than ANC premises, e.g. work from a warehouse or work from home, two to three days per week

2. Employee / Site Details

| | | | |
|----------------------------|--|--|--|
| Employee Name: | | Offsite Workplace Address/Location: | |
| Date of Assessment: | | | |

3. Risk Assessment Checklist

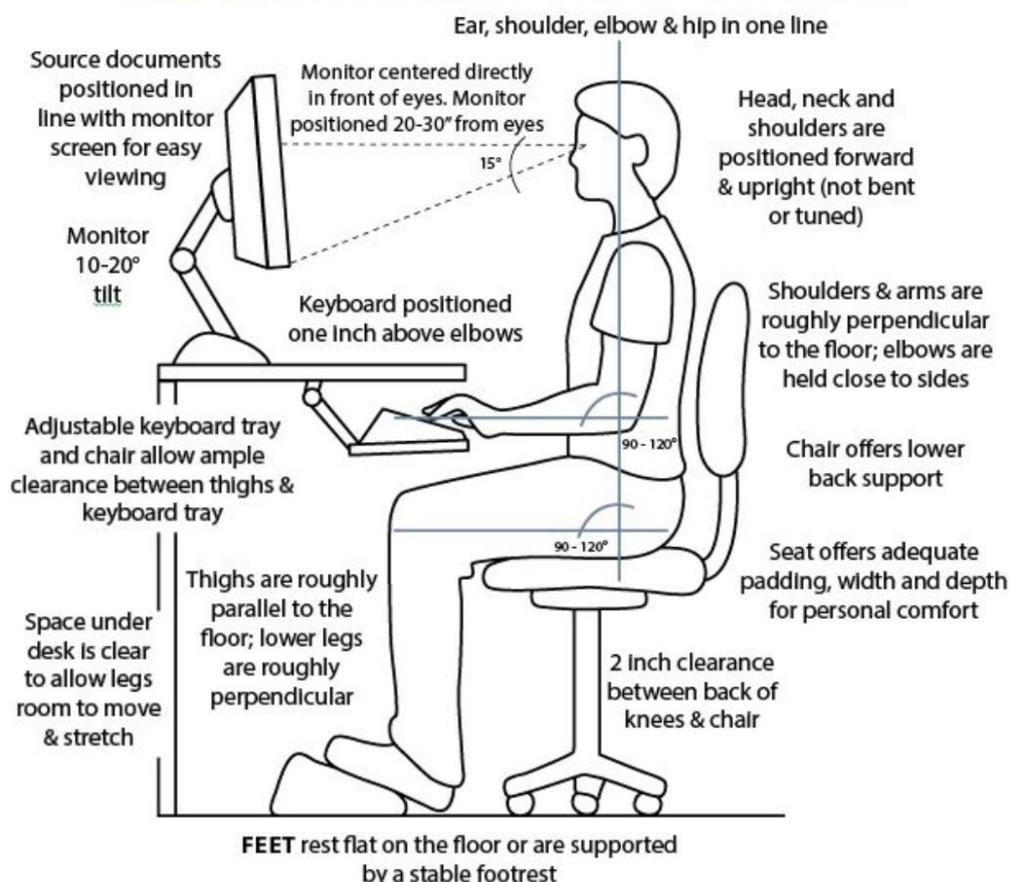
| Risk to Consider | Yes | No | Comments |
|---|-----|----|----------|
| Level of illumination and location of lighting fixtures are suited to the activity | | | |
| Proper ventilation and adequate heating/cooling exists around work area | | | |
| Enough security exists to prevent unauthorised entry by intruders | | | |
| Walk-ways are clear of clutter and trip hazards such as trailing electrical cords | | | |
| The work area is segregated from other hazards in the area e.g. hot cooking surfaces in the kitchen | | | |
| Smoke detectors are installed in the work area and properly maintained to provide early warning of fire | | | |

| Revision History | | | | | |
|----------------------|---------------------------------------|------------------|-------------|------------------|----------|
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| Owner: | ANC | Approver: | Nathan Dawe | | |
| Next Review: | December 2021 | | | | |

| Risk to Consider | Yes | No | Comments |
|---|-----|----|----------|
| Employee is aware of location of any first aid and fire equipment | | | |
| Emergency contact numbers and details are known i.e. for fire, ambulance or police contacts | | | |
| Emergency evacuation details for the workplace are understood and exits are clear and unobstructed | | | |
| Telephone or other suitable devices are readily available to allow effective communication in emergency situations | | | |
| A communication plan is in place with contact details in case of an injury or emergency | | | |
| Enough mobile phone network coverage exists | | | |
| Location, height and other physical characteristics of workstation such as furniture and computer are suited to the task | | | |
| An ergonomic chair allows for employee to work according to guidance (picture below e.g. monitor is approximately arm's length in front and at eye level; elbows are roughly at 90 degrees when typing) | | | |
| Regular breaks will be taken and involve stretching, changing of posture and alternating activity where possible | | | |
| Electrical cords and appliance are safely secured and do not present a trip hazard | | | |
| ANC is aware of any medical conditions and any medication you will need to have access to, as appropriate to the workplace | | | |

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THE ERGONOMIC WORKSTATION



4. Risk Assessment Outcomes and Actions

If any risk is identified in this checklist the employee and manager must ensure the risk is controlled. This could involve concerns being raised with the relevant WHS Officer for further guidance, as required.

5. Risk Assessment Sign Off

| | |
|--|--|
| Manager Name | |
| Manager Signoff - all risks identified have been resolved or mitigated appropriately | |
| WHS Officer Name | |
| WHS Officer Signature | |

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