

MTCC – COVID SAFE Risk Register

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 customers who are infected	Staff or other customers catching COVID-19 could result in serious illness or death	Low, there have been few cases locally.	Moderate, few local cases but the consequences may be severe.	Cleaning and disinfecting are done in accordance with guidance from Safe Work Australia and public health authority.	No	L Howe	30/04/20	Ongoing	Update as Govt guidelines change
				Cleaning Staff are trained in Covid-19 transmission prevention.	No	V Barton		April 20	
				Frequently touched surfaces including counters, handrails, doors, and EFTPOS facilities are regularly cleaned.	No	L Howe	Weekly	Ongoing	
				Phones and keyboards are not shared.	No	All Office Staff	April 20	Ongoing	
				Physical social distancing limits calculated, signed & adhered to.	Signage	V. Barton T. Mont	June 20	Ongoing	
				Alcohol based hand sanitiser is provided at all building entries (out of reach of children).	No	R Dinnar	Ongoing	April 20	

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				Posters on hand washing are prominently displayed on site and hand washing facilities are available in the bathrooms.	No	T. Mont.	April 20	April 20	
COVID-19 from staff who are infected	Other staff or customers catching COVID-19 could result in serious illness or death	Low, there have been few cases locally.	Moderate, few local cases but the consequences may be severe.	Cleaning and disinfecting are done in accordance with guidance from Safe Work Australia and Health authorities	No	L Howe	After every use		Update as Govt guidelines change
				Frequently touched surfaces including counters, handrails, doors, till, phones, keyboards and EFTPOS facilities have all been identified for regular cleaning.	No	L Howe V Barton	Weekly	Weekly	
				Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they are not feeling well. 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.	No	R Dinnar R Dinnar	April 20	April 20	
				Physical, social distancing limits are adequate for groups using accommodations or meeting rooms.	No	V Barton	April 20	April 20	

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				Soap and water for hand washing and paper towel or air dryer for hand drying is available in bathrooms with instructional signs on hand washing.	No	P Mont T Mont.	April 20	April 20	
				Alcohol based hand sanitiser is available in staff break rooms and front counter.	No	R Dinnar	April 20	April 20	
Customer aggression	Physical or psychological injury to staff.	Low	Low	Staff are supported by CEO and Board. Messages posted on the business website communicating refund policies and event booking transferal procedures	No	V Barton	March 20	Ongoing	Review if any occurrences reported
Persistent use of hand sanitiser	Dermatitis	Moderate, many staff will not have used hand sanitiser regularly before	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	No	R Dinnar	19/05/20	Ongoing	Review if any occurrences reported