




# PROGRAM RISK ASSESSMENT AND CONTROL PLAN

This document is intended to identify hazards, assess risks and detail control measures to be implemented in order to eliminate or reduce the level of risk as low as reasonably practicable in YMCA programs. Consideration must be given to all parties whom may suffer injury or illness as a result of the program, activity or service, including workers, contractors, participants, and members of the public. Consultation must be undertaken with other relevant parties where there are shared WHS responsibilities. Amendments to this document should be considered whenever there is a related incident or change in a task, process, activity or equipment which may alter risks. Suggested amendments must be forwarded to [safety.brisbane@ymcaqueensland.org.au](mailto:safety.brisbane@ymcaqueensland.org.au) for consultation and approval. This document shall undergo a full review at least every 12 months.

## PART A. PROGRAM INFORMATION

<b>Program Name:</b>		<b>Risk Assessment Number:</b>		
<b>Camp Accommodation</b>		YMCA_PRA_WHS_002 Camp Accommodation		
<b>Description of Program:</b>		<b>Last Review Completed:</b>	<b>Next Review Due:</b>	
Camp cleaning staff preparing and cleaning of camping cabin accommodation and associated areas (including dining hall).		08/06/2026	08/06/2028	
		<b>PROGRAM RISKS</b>	<b>INHERENT Number before Controls</b>	<b>RESIDUAL Number after Controls</b>
		Low	1	20
		Medium	21	6
		HIGH	4	0
		<b>EXTREME</b>	<b>0</b>	<b>0</b>

### Prepared in consultation with:

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<b>WHS Advisor:</b>		<b>Child Protection Advisor:</b>		<b>Centre Manager:</b>		<b>Group Manager:</b>	
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<b>Signature:</b>		<b>Signature:</b>		<b>Signature:</b>		<b>Signature:</b>	Michelle Stanton
<b>Date:</b>	08/06/2026	<b>Date:</b>	08/06/2026	<b>Date:</b>	08/06/2026	<b>Date:</b>	10/06/2026

## PART B. RISK ASSESSMENT METHODOLOGY

The below **Risk Assessment Matrix** details the risk assessment methodology applied to the assessment of risk level.

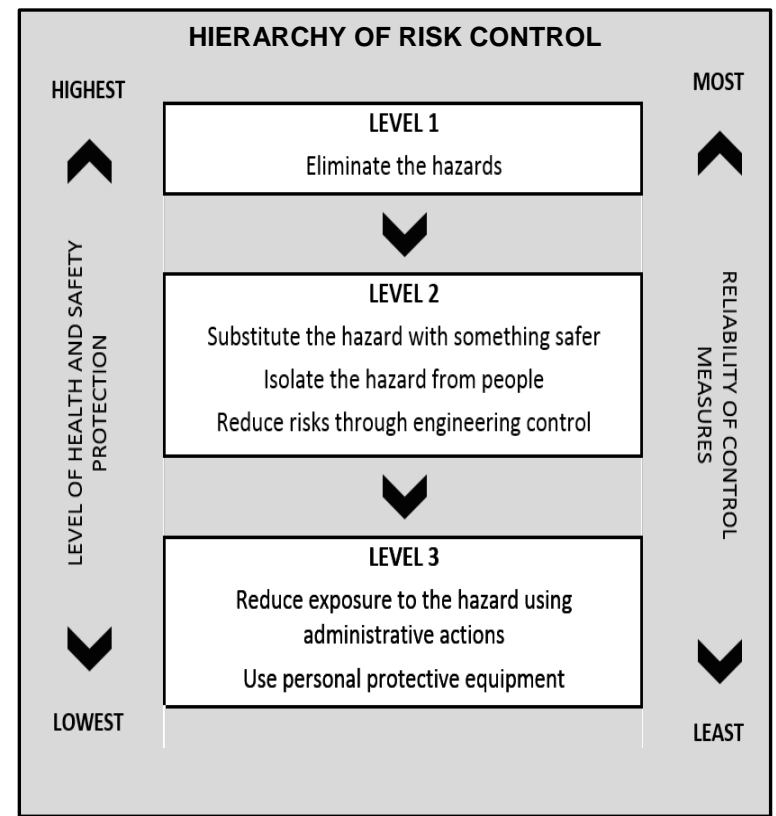
Risk Level = Consequence x Likelihood

<b>Step 1. Consequences</b>	Determine the expected <b>Consequences</b> that would result should the Risk Event occur. 'A – Minor' through 'E – Disaster'
<b>Step 2. Likelihood</b>	Determine the <b>Likelihood</b> of the Risk Event occurring resulting in the identified consequences. '1 – Rare' though '5 – Almost Certain'
<b>Step 3. Match up</b>	Match the <b>Consequence</b> rating with the <b>Likelihood</b> rating to identify the <b>Risk Level</b> .
<b>Step 4. Controls</b>	Select control measures based on the <i>Hierarchy of Risk Control</i>

### Risk Tolerance

As described in the *YMCA Risk Appetite Statement Policy [YMCA\_POL\_RAC\_001]* the YMCA will ensure WHS risks are *as low as reasonably practicable (ALARP)*. As such, to meet accepted organisational standards **all WHS risks shall be mitigated to a Risk Level of Low or Medium**. Risks with a rating of **High or Extreme**, **cannot** be accepted by the Establishment Manager and a method of risk control must be implemented in order to reduce the level of risk to an acceptable level. Should control of High or Extreme level risks be impractical or not financially viable, acceptance can only be approved by the Executive Lead - Risk and Compliance.

RISK ASSESSMENT MATRIX		Consequences				
		A Minor <small>Injury / illness requiring first aid treatment only. Eg: cuts, bruises, minor basic sprain / strain</small>	B Significant <small>Disabling injury / illness requiring minimal medical treatment and/or rehabilitation.</small>	C Substantial <small>Serious injury / illness requiring overnight hospitalization, multiple medical treatments and/or short-term rehabilitation.</small>	D Major <small>Serious Injury / illness resulting in permanent impairment, ongoing medical treatment and/or long-term rehabilitation</small>	E Disaster <small>Fatality, multiple serious injuries / illnesses.</small>
Likelihood	<b>5 - Almost Certain</b> <small>Is expected to occur in most circumstances. (likely to occur most weeks or months)</small>	HIGH	HIGH	EXTREME	EXTREME	EXTREME
	<b>4 – Likely</b> <small>Would probably occur in many circumstances. (several times a year)</small>	Medium	HIGH	HIGH	EXTREME	EXTREME
	<b>3 – Possible</b> <small>Might occur at some time in the future (may happen every 1-2 years)</small>	Medium	Medium	HIGH	HIGH	EXTREME
	<b>2 – Unlikely</b> <small>Unlikely sequence or coincidence but could occur at some time. (possibly occur at some time in 2-10 years)</small>	Low	Medium	Medium	HIGH	HIGH
	<b>1 – Rare</b> <small>May only occur in exceptional circumstances (may happen every 10 – 20 years)</small>	Low	Low	Medium	Medium	Medium



## PART C. HAZARD IDENTIFICATION GUIDE

**Hazard Categories** – Consider the following examples of hazard types and associated risks when assessing risks for each activity.

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• <b>Animal / Biological</b> – wild animals, swooping birds, insect bites / stings, needles, blood &amp; bodily fluids.</li> <li>• <b>Chemicals &amp; Substances</b> – cleaning chemicals, flammable / combustible materials, pool chemicals</li> <li>• <b>Manual Tasks</b> – sustained / awkward postures, forceful exertion, repetitive tasks,</li> <li>• <b>Food Safety</b> – chemical / biological / physical contamination,</li> <li>• <b>Machinery, Tools &amp; Equipment</b> – powered machinery &amp; tools, sporting / recreational equipment, playground structures,</li> <li>• <b>Excessive Noise</b> – loud machinery / equipment, amplified music,</li> <li>• <b>Electrical</b> – electrically powered equipment, extension cords / power boards</li> <li>• <b>Fire / Flames</b> – gas cooktops, BBQ's, camp fires, candles,</li> <li>• <b>Falls from Height</b> – unguarded edges, work from ladders, roofs / elevated platforms</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Workplace Environment</b> – slippery / loose / uneven surfaces, weather conditions, sun exposure, lighting,</li> <li>• <b>Work Systems</b> – organisation of work activities, busy periods, lone workers.</li> <li>• <b>Human Factors</b> – human behaviors, pre-existing medical conditions, young or inexperienced workers,</li> <li>• <b>Psychosocial</b> – job demands, low job control, lack of role clarity, poor change management/organizational justice, lack of recognition/reward, remote/isolated work, poor work environment/conditions, traumatic situations</li> <li>• <b>Safeguarding Children</b> – potential interaction with abusive individual on YMCA premises, child using toilet facilities (on-site or off-site), Interaction with public on YMCA premises, staff travelling in vehicle with children, isolated work spaces, child leaving program on their own.</li> </ul> |
|--|---|

**Specific Reference Information:** (e.g. industry guidelines, Regulations, Codes of Practice, Standards, manufacturer operating manuals)

**External Reference Information:**

- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Regulation 2011](#)
- [How to manage work health and safety risks Code of Practice 2021](#)
- [Managing the risk of psychosocial hazards at work Code of Practice 2022](#)
- [Managing the work environment and facilities Code of Practice 2021](#)
- [Work health and safety consultation, cooperation and coordination Code of Practice 2021](#)
- [Hazardous manual tasks Code of Practice 2021](#)
- [Managing electrical risk in the workplace Code of Practice 2021](#)
- [Managing noise and preventing hearing loss at work code of practice 2021](#)
- [Managing risks of hazardous chemicals in the workplace Code of Practice 2021](#)
- [Managing the risk of falls at workplaces Code of Practice 2021](#)
- [Managing the risks of plant in the workplace code of practice 2021](#)

**Internal Reference Information:**

- [WHS Policy](#)
- [WHS Risk Management Procedures](#)
- [WHS Communication and Consultation Procedures](#)
- [WHS Induction, Training and Supervision Procedures](#)
- [WHS Monitoring and Inspection Procedures](#)
- [Contractor Safety Management Procedures](#)
- [Hazardous Chemical Safety Procedures](#)
- [Hazardous Manual Task Safety Procedures](#)
- [Hazardous Plant Safety Procedures](#)
- [Electrical Safety Procedures](#)
- [Lone and Remote Worker Safety Procedures](#)
- [Emergency Preparedness and Response Procedures](#)
- [BBQ Safety Guidelines](#)
- [Psychosocial Safety and Wellbeing Guidelines](#)

# PART D. ACTIVITY RISK REGISTER

**RISK REGISTER – The following section outlines the identified foreseeable hazards and associated control measures for each Activity.**

Risk Event <i>How could a person become injured or ill? What is it we are trying to prevent?</i>	Consequences <i>What will happen if the risk event occurs. What are the expected injuries or illness that would result?</i>	Initial Risk Assessment			Control Measures <i>What measures are in place to reduce the likelihood of injury / illness occurring or reduce the severity of the injury / illness?</i>	Person Responsible <i>Who is responsible for undertaking the control measure?</i>	Residual Risk Assessment			Continual Improvement <i>What additional measures to reduce risk further have been proposed?</i>
		C	L	R			C	L	R	
1. Collection of syringes – needle prick	Infectious disease – Hepatitis	2	C	M	(SWP) Safe Work Procedure-Retrieval and disposal of Needles and Syringes Sharps- includes injury protocol and training record.	Camp Management Cleaning Supervisor All Cleaning Staff	1	C	M	
					SWP includes Sharps container to store/dispose needles available	Camp Management Cleaning Supervisor All Cleaning Staff				
2. Clean up of fecal matter / vomit / bodily fluids	Infectious disease Other illness	2	B	M	PPE worn – gloves, facemask apron if required etc	Cleaning Supervisor All Cleaning Staff	1	B	L	
					(SWP) Safe Work Procedure Cleaning surfaces of blood and bodily substances -includes training record. Staff training on Induction and refreshed every two years	Camp Management Cleaning Supervisor All Cleaning Staff				
					Bodily fluids/incident response kit available located in cleaner’s storeroom attached to dining hall	Camp Management Cleaning Supervisor				
					Disposal process and what equipment to use included in Safe Work Procedure	Camp Management				
3. Insect bites/stings e.g., Mosquito / wasp / bee sting	Rash Bite Allergic reaction	3	A	M	Mosquito repellent available and encouraged to be worn	Camp Management Cleaning Supervisor	2	A	L	
					Area around cabins are kept free from excess leaf litter / mulch / leaf matter	Camp Management Maintenance Staff				
					Staff medical information captured in Success Factors if disclosed at recruitment stage.	Camp Management Cleaning Supervisor				
					Areas around cabins are regularly inspected and maintained as per camp maintenance plan	Camp Management Maintenance Staff				
4. Pest infestation	Rash Bite Allergic reaction Infectious disease /illness	3	A	M	Pest control is conducted regularly if/when there is excessive build-up of cobwebs or reported insects (i.e. ants).	Camp Management Maintenance Staff Cleaning Supervisor	1	A	L	

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5. Exposure to mold	Rash Skin irritation Difficulty breathing Respiratory/health issues	3	A	M	All cabins are cleaned thoroughly as per WI #0009 – Cleaning Instructions. prior to new groups arriving	Cleaning Supervisor All Cleaning Staff	1	A	L
					Appropriate cleaning chemicals and PPE selected and used.	Cleaning Supervisor All Cleaning Staff			
					Any AC units cleaned every 6 months by an external contractor.	Camp Management Maintenance Staff			
					Areas prone to mould e.g. showers / bathrooms are well ventilated to minimise moisture i.e. extractor fans windows etc	Camp Management Maintenance Staff			
Hazardous chemicals & substances									
6. Exposure to/use of hazardous substances, cleaning chemicals – contact with skin, eye, inhalation of vapors	Irritation Rash Burn Nausea	3	C	H	Safety Data Sheet located near any substance identified as hazardous (valid within five years of issue date)	Camp Management Cleaning Supervisor All Cleaning Staff	1	A	L
					Hazardous Substance Register located near hazardous substance storage areas	Camp Management Cleaning Supervisor			
					All Staff undertake YMCA Safety Awareness Training in Hazardous Substances Training completed on Induction and refreshed every two years	Camp Management Cleaning Supervisor All Cleaning Staff			
					Any decanted substances are clearly labelled	Cleaning Supervisor			
					Safe Work Procedure developed for any high-risk hazardous substances, Staff trained on Induction and every two years.	Camp Management Cleaning Supervisor			
					Grounds staff would generally carry out any highly hazardous tasks e.g. drain cleaner	Maintenance Staff			
					PPE in line with the safety data sheets easily accessible to Staff and usage monitored. Basic PPE also available gloves/aprons	Camp Management Cleaning Supervisor			
					Stored appropriately /safely. Chemical storage areas are locked when not being accessed by Staff. Staff that have master key access or entry to cleaning warehouse are trained.	Camp Management Cleaning Supervisor All Cleaning Staff			
					Signage displayed identifying location of chemicals	Camp Management Cleaning Supervisor			
Chemicals are disposed of in line with safety data sheet	Camp Management Cleaning Supervisor								

### PART D. ACTIVITY RISK REGISTER

7. Exposure to pest control baits/poisons	Vomiting Illness Nausea	1	B	L	Pest control baits installed by licensed professional	Camp Management Maintenance Staff	1	A	L
					Safe placement of any bait traps currently installed, in inaccessible areas only	Camp Management Maintenance Staff			
					Pest control spraying completed when no staff or guests onsite	Camp Management Maintenance Staff			
Electrical									
8. Use of electrical cleaning equipment e.g. vacuum cleaner, extension cords, floor scrubber, washing machine/dryer, battery powered blower  Damage faulty electrical equipment/appliances	Burn Electric shock Electrocution	3	B	M	Residual Current Devices in place, push button tested 6 monthly and annual performance test	Camp Management Maintenance Staff	1	A	L
					Vacuums tested and tagged 12 monthly.	Camp Management Maintenance Staff			
					Clear usage instructions and staff training on induction	Camp Management Cleaning Supervisor			
					All electrical equipment is listed on the Equipment Register, regular inspections completed, and actions required noted on the Maintenance Register	Camp Management Maintenance Staff			
Fire / flames									
9. Cleaning or Laundry equipment sparking fire, combustible or flammable material catching fire e.g. tumble dryer	Burn injuries Severe injury fatality Emergency evacuation Damage to property	3	C	H	All electrical equipment is listed on the Equipment Register, regular inspections completed, and actions required noted on the Maintenance Register	Camp Management Maintenance Staff	1	B	L
					Staff trained on safe use of vacuum cleaners dryers, not overloaded etc	Cleaning Supervisor All Cleaning Staff			
					Used cleaning rags cloths either disposed of or cleaned appropriately after use	Cleaning Supervisor All Cleaning Staff			
					Rubbish disposal process from cabins to large waste bins as part of cleaning	Cleaning Supervisor All Cleaning Staff			
					No heating equipment in cabins other than a few reverse cycle AC units in some rooms	Camp Management			
					Fire and emergency evacuation response plan in place including smoke alarms in all cabins	Camp Management Cleaning Supervisor All Cleaning Staff			
Safeguarding									
10. Staff contact / interaction with children	Physical or psychological trauma / illness; Loss of	3	D	H	SC&YP Policy and Procedures; Recruitment, screening and reference checks; Police Check Blue cards for child-facing roles	Camp Management Cleaning Supervisor	1	C	M

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	reputation; Financial loss; Loss of accreditation (ACF).				Blue card not a requirement for cleaning roles but maintained if staff member has one.	Camp Management			
					Staff training; Y general Code of Conduct and Safeguarding training modules (SF)	Camp Management Cleaning Supervisor			
					Safeguarding Children and Young People Risk Management Strategy	Camp Management Cleaning Supervisor			
					Prior to entering cabins or bathroom areas cleaning staff to knock loudly and declare "cleaner – is anyone inside" .	Camp Management Cleaning Supervisor			
					If a guest is inside a cabin or bathroom area cleaners are to wait until they vacate or instruct guest/s to vacate as soon as possible. If on-going issue cleaners to report to Camp Management who will address with group.	Camp Management Cleaning Supervisor			
Food safety									
11. Exposure to harmful bacteria, viruses, allergens in left food items or scraps while cleaning	Gastrointestinal illness, respiratory irritation, allergic reactions.	3	B	M	Dispose of any food items appropriately using PPE (gloves)	Cleaning Supervisor All Cleaning Staff	2	B	M
					Staff to avoid any know allergens they are allergic to.	Cleaning Supervisor All Cleaning Staff			
					Staff medical information captured in Success Factors if staff discloses at recruitment stage	Camp Management Cleaning Supervisor			
Falls from height									
12. Use of Ladder/step ladder or stool – fall from height, failure	Fall from height less than 1m/ Bruise Sprain / strain Fracture Concussion	3	B	M	Work at height should be avoided where possible- maintenance assist if ladder use is required	Camp Management Cleaning Supervisor Maintenance Staff	2	A	L
					All step ladder/stools are listed on the Equipment Register, regular inspections completed and actions required noted on the Maintenance Register	Camp Management Maintenance staff			
					Staff are trained in general Step and A-Frame Ladders SWP should ladder use be required	Camp Management Cleaning Supervisor			
13. Accessing bunk beds – Staff /	Fall from height less than 1m Bruise Sprain / strain Laceration	3	B	M	All bunk beds are listed on the Maintenance Register, regular inspections completed and actions required noted	Camp Management Cleaning Supervisor Maintenance staff	2	A	L
					Staff undertake YMCA Safety Awareness Training in Manual Tasks on commencement and refreshed every two years	Camp Management Cleaning Supervisor All Cleaning Staff			

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	Musculoskeletal disorder Fracture Concussion				No bed making, wiping of mattress only. Cleaning devices with extension used Bunk beds to have edge protection which meets Australian standards.	Cleaning Supervisor All Cleaning Staff Camp Management Maintenance staff				
Human factors										
14. Campers – teachers, students, others – aggressive behavior, hit, push, punch Staff	Physical injury Verbal/physical abuse Bruise Laceration Psychological distress	2	B	M	Camper Behaviour Policies in place Code of conduct Incident reporting procedure. EAP accessible/available to staff. Groups have supervising teachers/adults. Campers given induction talk briefing upon arrival to outline expected behaviours	Camp Management Cleaning Supervisor Camp Management Cleaning Supervisor Camp Management	1	B	L	
15. Campers smoking or candles brought into cabins and lit by guests e.g. naked flame or cigarette catching fire	Burn injuries Severe injury fatality Emergency evacuation Damage to property	3	C	H	All YMCA campsites are smoke free environments, smoking not permitted within campgrounds. Fire and emergency evacuation response plan in place including smoke alarms in all cabins link to smaller adjoining teacher cabin Adult Campers are advised on induction re the above no smoking rules (including vapes etc) Groups have supervising adults patrol at night and check-in with each cabin prior to lights out. Candles not permitted at camp part incl in final induction and also in information prior to camp.	Camp Management Camp Management Cleaning Supervisor All Cleaning Staff Camp Management Camp Management	1	B	L	
16. Campers locked in cabins/toilet due to misadventure, vandalism or faulty hardware	Psychological distress/panic Delayed emergency response Physical injury while attempting to exit	2	A	L	Maintenance staff onsite and able to manually release cabin/toilet locks if required. Also on-call staff member available afterhours. Client groups provided keys to assigned cabins and amenities Cabins and amenities cleaned and inspected regularly to identify faulty locks, damage or vandalism Faulty or damaged locks reported immediately via maintenance reporting system.	Maintenance staff Camp Management Camp Management Camp Management Cleaning Supervisor All Staff	1	A	L	
Manual tasks										

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17. Lifting / carrying / moving heavy / bulky items e.g. furniture, linen, cleaning equipment	Bruise Sprain Strain Musculoskeletal disorder	3	B	M	YMCA Safety Awareness Training Manual Tasks completed on Induction and refreshed every two years.	Camp Management Cleaning Supervisor All Cleaning Staff	2	B	M
					Mechanical aids available and used by Staff. Utilise team lifting where possible. Two-person lift for large heavy items	Camp Management Cleaning Supervisor All Cleaning Staff			
					Use of cleaners buggy to transport heavy cleaning equipment	Cleaning Supervisor All Cleaning Staff			
					Staff are selected appropriately for the task. E.g. ensure worker carrying out manual tasks has no pre-existing medical condition which may be exacerbated	Camp Management Cleaning Supervisor			
18. Ergonomics – sustained/ awkward/repetitive postures movements e.g. cleaning floors, bathrooms. Laundering cleaning cloths towels, etc.	Bruise Sprain Strain Musculoskeletal disorder	3	B	M	YMCA Safety Awareness Training Manual Tasks completed on Induction and refreshed every two years	Camp Management Cleaning Supervisor All Cleaning Staff	2	B	M
					Work is structured in a way to allow for rotation between tasks adequate rest/ breaks provided	Camp Management Cleaning Supervisor			
					Equipment selection/purchase e.g.-floor scrubber for dining hall to avoid overuse injury	Camp Management Cleaning Supervisor			
					Staff are selected appropriately for the task. Induction, cleaning work instructions and on-the-job training	Camp Management Cleaning Supervisor			
Machinery, tools and equipment									
19. Exposure to /working with broken glass, e.g. broken windows etc.	Minor cuts Laceration injury Puncture wounds Eye or other injury	3	B	M	Report damage/any broken glass to grounds staff maintenance for clean-up and repair etc	Cleaning Supervisor Camp Management Maintenance staff	1	B	L
20. Use of trolleys- pushing around camp, use of cleaning buggy,	Physical injury Bruise Laceration Sprain Strain Trolley or buggy collision with guest/guest/another worker	3	B	M	All equipment is listed on the Equipment Register, regular inspections completed, and actions required noted on the Maintenance Register	Cleaning Supervisor Camp Management Maintenance staff	1	A	L
					YMCA Safety Awareness Training Manual Tasks completed on Induction and refreshed every two years	Cleaning Supervisor Camp Management Maintenance staff			
					Plan safe movement routes, do not leave trolleys or buggy blocking emergency exit routes or pathways where possible	Cleaning Supervisor All Cleaning Staff			

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					Staff training on Safe handling of trolleys and use of cleaning buggy, only cleaning staff/those trained are to operate buggy	Camp Management Cleaning Supervisor All Cleaning Staff				
21. Working with hot water and /or steam for cleaning e.g. when cleaning, laundering	Burn Scalds Blisters	3	B	M	Staff trained in safe use of hot water	Cleaning Supervisor All Cleaning Staff	1	B	L	
					“Hot water” signage displayed where there is public access e.g. zip boil in dining hall	Camp Management				
					Appropriate equipment used and PPE worn when required e.g. gloves	Cleaning Supervisor All Cleaning Staff				
					Temperature hot water controls set to safe maximums, staff use tap temp hot water for cleaning e.g. not boiling	Cleaning Supervisor All Cleaning Staff				
Work environment										
22. Working in enclosed space of cabin – exposure to heat	Dehydration Heat stroke Heat exhaustion Reduced concentration	3	B	M	Regular breaks / rotation of work	Camp Management Cleaning Supervisor	1	B	L	
					During summer Staff provided with hydrolyte ice-blocks	Camp Management Cleaning Supervisor				
					Staff encouraged to avoid physically demanding tasks in the heat of the day	Camp Management Cleaning Supervisor				
					Cleaning staff generally rostered early morning to avoid the heat of the day	Camp Management Cleaning Supervisor				
					Staff to carry cold water bottles with them at all times while cleaning	Cleaning Supervisor All Cleaning Staff				
					Where possible staff are encouraged to turn on fans and open windows, or turn on aircon if available.	Camp Management Cleaning Supervisor All Cleaning Staff				
23. Slippery (bathroom / wet floor) / uneven surfaces /obstructed pathways) e.g. indoors carpet, outdoors concrete	Slip/trip/fall Bruise Laceration Sprain Strain	3	B	M	Uneven concrete surfaces removed where possible or if not possible painted a bright yellow	Camp Management Maintenance staff	2	B	M	
					Staff wear enclosed footwear	Cleaning Supervisor				
					Ramps can be used for transitions between floor heights if not steps	Camp Management All Cleaning Staff				
					‘Slippery When Wet’ signage used when wet floors are identified e.g. rain, cleaning	Cleaning Supervisor All Cleaning Staff				
					Pathways entry to cabins kept clear via daily travel path and maintenance staff checks.	Cleaning Supervisor Camp Management Maintenance staff				

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					Non-slip tiles or epoxy flooring used in wet areas cabin kitchens /bathrooms.	Camp Manager				
Work systems										
24. Split shifts resulting in fatigue, lack of concentration	Bruise Laceration Sprain /Strain Musculoskeletal disorder Overwhelm Burnout/mental stress	3	B	M	Staff rostered with appropriate breaks during and between shifts as per the Hospitality Award.	Camp Management Cleaning Supervisor	1	B	L	
					Encourage adequate rest breaks, hydration during shift. Structure roster to maximise breaks /days off etc.	Camp Management Cleaning Supervisor				
					Maintain a pool of casual staff to avoid excessive work shifts in 24hr period	Camp Management Cleaning Supervisor				
25. Isolated work, unable to raise alarm in emergency – delayed first aid / medical treatment e.g. injury or medical event	Slip/trip/fall Physical injury Medical condition Psychological trauma/distress	2	B	M	Periodic check on staff working in isolation. Full cleans typically 2 or more staff. Refresh cleans 1 staff (when group onsite)	Camp Management Cleaning Supervisor	1	A	L	
					Management aware of works performed in isolation prior to work commencing-doesn't occur often	Camp Management Cleaning Supervisor				
					Any staff with medical conditions or injuries managed on a case-by-case basis (work with them) rostered accordingly	Camp Management Cleaning Supervisor				
					Staff carry their mobile phone /as means of communication in emergencies. Camp manager on call	Camp Management Cleaning Supervisor				
26. Work pressures – incoming groups – shortcuts / errors	Physical Injury Bruise Laceration Sprain Strain Psychological /stress	3	A	M	Work is structured in a way to avoid added work pressures. Most efficient use of time during short time frames	Camp Management Cleaning Supervisor	1	A	L	
					Pre-arrival preparation. Weekly planning meetings to plan and organise work ahead of incoming bookings / check ins.	Camp Management				
					Ensure adequate resources Additional staff will be called in shift swaps etc to assist if needed e.g. for larger groups	Camp Management				
Other										
27. English is second language, unable to understand instructions / induction / training therefore unable to	Bruise Laceration Sprain Strain	3	B	M	Staff paired up with an experienced staff member for on-the-job training, then under direct supervision to ensure competency. Help available with interpreting SF training	Camp Management Cleaning Supervisor	1	B	L	

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perform tasks / activities safely					Clients from non-English speaking backgrounds – ensure that someone is available to explain/interpret. Use of hand gestures and physically instruction.	Camp Management Cleaning Supervisor				
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