Risk Assessment for Disability Employment Services National Work Experience Programme Guidelines

V 1.0

Disclaimer
This document is not a stand-alone document and does not contain the entirety of Disability Employment Services Program Providers’ obligations. It should be read in conjunction with the Disability Employment Services Deed and any relevant Guidelines or reference material issued by the Department of Social Services (DSS) under or in connection with Disability Employment Services Deed.
### Document Change History:

<table>
<thead>
<tr>
<th>Version</th>
<th>Start Date</th>
<th>Effective Date</th>
<th>End Date</th>
<th>Change &amp; Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>1 October 2015</td>
<td>1 October 2015</td>
<td></td>
<td>Commencement of National Work Experience Programme.</td>
</tr>
</tbody>
</table>

### Background

These Guidelines outline a Disability Employment Services (DES) provider’s (referred to as ‘DES providers’) responsibilities and required actions with regard to undertaking Risk Assessments for the National Work Experience Programme delivered through DES and jobactive providers.

Risk Assessment involves identifying, classifying, managing, controlling and monitoring those risks that threaten the Services provided and managing all associated Records so there is up to date and accurate documentation of the risk assessment at all times. It is an ongoing process that requires the development of cost effective control measures to reduce risks and maximise opportunities.
Flow Chart - Conducting a Risk Assessment for National Work Experience Programme Placements:

National Work Experience Programme Placement

↓

DES Provider identifies and assesses risks of National Work Experience Programme Placement

↓

DES Provider decides on the necessary controls and implements them accordingly

↓

DES Provider:
- Reviews risk assessments regularly
- Undertakes appropriate action identified in risk assessments; and
- Maintains up to date and accurate documentation of risk assessments

Text Version of Flow Chart - Conducting a Risk Assessment for National Work Experience Programme Placements:

1) DES provider identifies and assesses risks.
2) DES provider decides on the necessary controls and implements them accordingly.
3) DES provider:
   - reviews risk assessments regularly;
   - undertakes appropriate action identified in risk assessments;
   - maintains up to date and accurate documentation of risk assessments.

Note: This should not be read as a stand-alone document, please refer to the Disability Employment Services Deed.
Disability Employment Services Deed Clauses:  
Clause 92

Reference documents relevant to these Guidelines:  
National Work Experience Programme for Disability Employment Services Guidelines  
Incident Management and Reporting for National Work Experience Programme Guidelines  
Insurance Manual – Arthur J Gallagher (AJG)

Explanatory Note:  
1) The term ‘Disability Employment Services provider’ is contracted to ‘DES provider’.  
2) All capitalised terms have the same meaning as in the Disability Employment Services Deed.  
3) In this document, “must” means that compliance is mandatory and “should” means that compliance represents best practice.
What a DES provider must do to comply:

<table>
<thead>
<tr>
<th>Who is Responsible:</th>
<th>What is Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The DES provider Identify and assess the risks</td>
<td>The National Work Experience Programme (NWEP) for Disability Employment Services Guidelines describes how DES Participants can access work experience. NWEP offers insurance coverage and other protections. DES providers can provide, broker or purchase NWEP Placements. Where a DES Participant undertakes a NWEP Placement, the DES provider must prepare and document a risk assessment to identify risks and hazards, and potential risks and hazards, associated with the tasks that will be undertaken during the activity. The risk assessment and all associated documentation must be kept on file. In preparing a risk assessment the DES provider should take into account: their role, the role of Subcontractors and NWEP Host Organisations involved in the Placement as well as the nature of, and Participant involvement in the Placement. When assessing the associated potential risks, DES providers may consider the following risk types. Organisational risks, such as:</td>
</tr>
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</table>
| Disability Employment Services Deed Clause Reference: | • poor complaints management processes  
• a Subcontractor or NWEP Host Organisation closes during an activity  
• injury to members of the public or Personnel  
• insurance is not appropriately maintained, or  
• inadequate record keeping.  
Activity risks, such as failure to:  
• meet Participants’ requirements  
• meet community expectations  
• properly account for activity funding  
• identify and manage occupational health and safety risks or hazards,  
• provide appropriate supervision of Participants. |
<p>| • Clause 92 | |</p>
<table>
<thead>
<tr>
<th>Who is Responsible:</th>
<th>What is Required:</th>
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</thead>
<tbody>
<tr>
<td>2. The DES provider</td>
<td>After identifying the risks the DES provider must determine the appropriate control measures and methods to mitigate the identified risks. The DES provider must take all reasonable steps to avoid acts or omissions that would be likely to:</td>
</tr>
<tr>
<td>Decide on the necessary control measures and implement them accordingly</td>
<td>• cause injury to Participants and any other person at the locations at which the NWEP Placement occurs, or</td>
</tr>
<tr>
<td></td>
<td>• make an activity that has either already been approved or is in the process of being approved, inappropriate or non-compliant with the Disability Employment Services Deed and potentially not covered by insurance purchased by the Department.</td>
</tr>
<tr>
<td></td>
<td>Monitoring is an effective control measure for mitigating risks. The DES provider must confirm they have assessed the site of the placement by undertaking a monitoring visit prior to a Participant’s commencement or immediately a placement commences, and have deemed the site to be a safe working environment. Consideration may also need to be given to the frequency of monitoring visits at an activity dependent on the nature of that activity.</td>
</tr>
<tr>
<td></td>
<td>In determining risk control measures it is also important to examine areas such as staff development, systems and reporting.</td>
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<tr>
<td></td>
<td>Other types of control measures that the DES provider may identify may include:</td>
</tr>
<tr>
<td></td>
<td>• specific safety equipment</td>
</tr>
<tr>
<td></td>
<td>• occupational health and safety training for either Participants or Personnel, or</td>
</tr>
<tr>
<td></td>
<td>• additional insurance coverage, above DSS’s purchased insurance (where relevant).</td>
</tr>
<tr>
<td>Who is Responsible:</td>
<td>What is Required:</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------------</td>
</tr>
</tbody>
</table>
| 3. The DES provider Review risk assessments regularly, undertake any appropriate action identified in risk assessments and maintain up-to-date and accurate documentation of risk assessments | The DES provider is required to review the risk assessment and update relevant documentation after undertaking a monitoring visit of a NWEP Placement, or after having identified themselves or are advised of any new information that would affect the risk assessment. This ensures that the risk assessment is up to date with any new information obtained. When reviewing risks and their control measures the following questions may prove useful:  
  - has there been an increase in reported incidents  
  - have new risks been addressed and incorporated into the risk assessment  
  - how effective are the control measures in mitigating risks, and  
  - what preventative control measures have been undertaken to avoid these issues occurring in the future?  
If the risk assessment indicates that the NWEP Placement should be modified or that the placement should not go ahead then the DES provider must ensure appropriate action is taken. The Records management processes associated with risk assessments are very important. Accurate and up-to-date documentation must always be maintained and Records of the risk assessment and any action taken in accordance with the risk assessment must be retained. |
# RISK ASSESSMENT FORM

**Date:** ______________

**Disability Employment Services provider Name:**

**Disability Employment Services provider Contract ID:**

**Disability Employment Services provider Contact Person:**

**Position in organisation:**

**Telephone:** ______________  **Fax:** ______________

**Employment Service Area:**

**National Work Experience Programme Host Organisation:**

**National Work Experience Programme Host contact for this activity:**

**Telephone:** ______________  **Fax:** ______________

**Is this activity permitted under the Departments personal Accident and General and Products liability insurance?**

**YES / NO**

**Type of Activity:**

**Has this Risk Assessment been conducted as part of the initial site monitoring visit for this activity?**

**YES / NO**

**Name of Activity:**

**Have you confirmed there is a safe and healthy work environment?**

**YES / NO**

**Location of Activity:**

**Does this activity comply with the relevant National Work Experience Programme for Disability Employment Services Guidelines and Reference Material?**  **YES / NO**

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**Note:** This Risk Assessment Form is a **guide only** and should be used in conjunction with other references such as:

- The Risk Assessment for National Work Experience Programme for Disability Employment Services Guidelines;
- Disability Employment Services Deed; and

Risk Assessment for National Work Experience Programme for DES Guidelines TRIM ID: D15/661489
Effective Date: 1 October 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Risk Description <em>(including type e.g. organisational/Activity)</em></th>
<th>Potential Impact/Hazards</th>
<th>Risk Rating E, H, M, L <em>(See Attachment A)</em></th>
<th>Control Measures/Methods to mitigate risks.</th>
<th>For DES provider monitoring purposes only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Control measure in place? Y/N</td>
</tr>
</tbody>
</table>
# Risk Assessment for National Work Experience Programme for DES Guidelines

**Effective Date:** 1 October 2015

TRIM ID: D15/661489

## Risk Matrix

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Insignificant</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Severe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost Certain</td>
<td>M</td>
<td>H</td>
<td>H</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>Likely</td>
<td>M</td>
<td>M</td>
<td>H</td>
<td>H</td>
<td>E</td>
</tr>
<tr>
<td>Possible</td>
<td>L</td>
<td>M</td>
<td>M</td>
<td>H</td>
<td>E</td>
</tr>
<tr>
<td>Unlikely</td>
<td>L</td>
<td>M</td>
<td>M</td>
<td>M</td>
<td>H</td>
</tr>
<tr>
<td>Rare</td>
<td>L</td>
<td>L</td>
<td>M</td>
<td>M</td>
<td>H</td>
</tr>
</tbody>
</table>

### Risk Level:

- **E** Extreme risk
- **H** High risk
- **M** Moderate risk
- **L** Low risk
- **Rare** Exceptional circumstances only

### Likelihood:

- Almost certain: Expected in most circumstances
- Likely: Will probably occur in most circumstances
- Possible: Could occur in most circumstances
- Unlikely: Not expected to occur
- Rare: Exceptional circumstances only