

SECTION 1: DETAILS	
Purpose & Scope	This Safe Work Procedure (SWP) describes the safe work methods to be followed when setting up and packing down an Orange Sky (OS) laundry shift. This procedure applies to all OS personnel including employees, volunteers, guests on shift and representatives of Orange Sky. It is to be read in association with the OS SWPs listed below.
Related Documents	<ul style="list-style-type: none"> • Procedure - Inclement Weather • SWP - Washing and Drying Laundry • SWP - Biohazard Cleaning of Washing Machines & Dryers • Guide - Safe Manual Handling • Guide - Avoiding Slips, Trips and Falls
Location of Task	All states and locations OS operates in throughout Australia
Equipment Required	Laundry baskets, disposable impermeable gloves (powder-free latex or vinyl gloves and neoprene or nitrile gloves for personnel with latex allergies), hand sanitiser, disposable wet wipes, COVID-19 Controls.
Hazards	Manual handling, slips, trips and falls, electrical, hazardous substances, sharps, burns, pinching, injury.
Help?	For help, questions or enquiries call Service Support on: 0488 851 113
Review & updates	This SWP will be reviewed every 12 months from the date of issue. Revisions will be made in light of new safety guidelines or if operating parameters change.

SECTION 2: PERSONAL PROTECTIVE EQUIPMENT (PPE) THAT MUST BE WORN		
		
Enclosed shoes	Disposable glove	Eye protection

SECTION 3: OVERVIEW
While every Orange Sky shift is unique, the process of setting up and packing down a laundry shift involves many of the same steps. Although the steps involved are low risk, there is still the possibility of an incident or accident occurring as you set up or pack down. This SWP has been designed to help minimise the chance of something happening by outlining the safest and most practical way to set up and pack down. It may take you several shifts before becoming confident with the process, so continue to refer to this SWP or ask your Team Leader (TL) for assistance.

SECTION 4: SAFE WORK PROCEDURE		
STEP	TASK	ACTIVITY & CONTROL MEASURES / PRECAUTIONS
1	Pre-shift weather check	If severe weather is forecast, you should contact your TL, Service Leader (SL), Service Support or refer to the Inclement Weather Guide or Procedure on the OS Portal to determine if the shift should proceed. If it is decided to cancel the shift, the TL or SL is to contact all rostered volunteers and the Service Provider (SP) to confirm the cancellation.

<p>2</p>	<p>Pre-starts</p>	<p>2.1 Pre-start huddle Upon arriving at shift the first thing to do before unpacking the van is have a pre-start huddle with the team:</p> <ul style="list-style-type: none"> • Ensure that adequate volunteer numbers are present and that volunteers are briefed and ready prior to the start of the shift. • Refer to the <i>bulletins</i> in the tablet for any important information. • Provide any safety updates or important information to the team before starting the shift. • Discuss any potential hazards that volunteers should be aware of before starting. <p>2.2 Pre-start brief with Service Provider Engage in a pre-start briefing with the SP, acknowledge your arrival and:</p> <ul style="list-style-type: none"> • Ensure SP operating times are consistent with the rostered times. • Discuss any potential hazards that the SP or volunteers should be aware of before starting the shift.
<p>3</p>	<p>Van set up</p>	<p>3.1 Control box Access the control box located under the passenger seat. The control box is accessible by lifting the seat upwards and directing towards the rear of the van, or in-between the front passenger seats.</p> <ul style="list-style-type: none"> • Be aware of body position while lifting the passenger seat upwards and when leaning over the seat to access the control box in some vans. • Test the weight of the seat prior to lifting to ensure you can undertake safe lifting procedures. • If it is dark inside the cabin use the cabin lights to help locate the control box. <p>3.2 Switch on Lift the red cover switch and turn the lights ON by lifting the switch to the up position.</p> <ul style="list-style-type: none"> • Ensure the seat is carefully returned to the correct position without making contact with the control box switches as this may turn the switches to the OFF position. <p>3.3 Side door Open the van's side passenger door ensuring it is locked back into the open position.</p> <ul style="list-style-type: none"> • Be aware of your body position when sliding the door open as the twisting motion may cause injury. <p>3.4 Remove equipment Remove all items from the van, this may include orange chairs, trip guards, bollards, storage boxes, washing baskets, and other miscellaneous items.</p> <ul style="list-style-type: none"> • Take care when entering the van to prevent slipping, falling or hitting your head on the door frame of the van. Always maintain 3 points of contact when entering/exiting the van. • Always use correct manual handling techniques when entering/exiting the van and when manually handling items. • Ensure items and equipment removed from the van are not placed over walkways, footpaths or in high traffic areas. • Place any plastic tubs and washing baskets between the middle cabin and rear tyre, against the van to keep the area free from trip hazards.

		<p>3.5 Prepare machines</p> <p>Walk to the rear of the van and open the rear door.</p> <ol style="list-style-type: none"> 1. Release the bungee strap on each washer door. 2. Unclamp the washing machine drums. <ul style="list-style-type: none"> • Be aware there is a risk of injury if the bungee strap is released with tension.
4	<p>Site specific set up: Generator</p>	<p>If using the analogue control panel:</p> <ol style="list-style-type: none"> 1. Press the ON button located on the bottom right-hand corner of the display panel to turn on the panel. 2. Press and hold the GLOW button for 2-5 seconds located on the bottom left-hand side of the control panel 3. Press and hold the START button until the Generator starts. <p>Note - this may take upwards of 30 seconds for the generator to hold steady.</p> <p>OR</p> <p>If using a digital control panel:</p> <ol style="list-style-type: none"> 1. Press and hold the ON/OFF button for 2-5 seconds until the logo of Fisher Panda appears 2. Press the START/STOP button. <p>Note - that the generator may take upwards of 20 seconds before turning over and running steady</p> 3. Turn the Master switch to GEN <ul style="list-style-type: none"> • Be aware of body position when entering/exiting the van.
5	<p>Site specific set up: 3 phase power</p>	<p>Unreel the 3-phase power cord and carefully walk the cord to the power outlet. Plug the outlet into the socket and switch the outlet to ON. Turn the Master switch to SHORE.</p> <ul style="list-style-type: none"> • Inspect the cable prior to operating. Electrical cables that are stored in cramped spaces and are frequently moved are especially vulnerable to damage. • If the cable is damaged do not use it, rather submit an incident report. • Place an adequate number of trip guards over the 3-phase power cord. • Do not place the 3-phase plug into an outlet that has not been inspected by a licenced electrician. • If applicable, ask the SP if there has been any damage to the outlet since its last service.
6	<p>Site specific set up: Water access</p>	<p>6.1 Tap Box</p> <p>Access the tap box with the tap adaptors/universal tap keys. Place the necessary tap adaptors to allow for the hose connection.</p> <ul style="list-style-type: none"> • Be aware when unscrewing the tap fittings there is a risk of abrasions. <p>6.2 Clean water hose</p> <p>Unreel the clean water hose.</p> <ul style="list-style-type: none"> • This activity requires the individual to wear disposable gloves. • Inspect the hose prior to operating. • Stand square to the hose reel with a stable stance. Keep your back straight and pull the hose towards you ensuring to always maintain contact with the hose at all times. Continue this process until enough hose is retracted to reach the water source.

		<ul style="list-style-type: none"> • Don't extend the hose all the way out Ensure you leave at least one loop of hose on the hose reel. • Place trip guards over the hose to mitigate the risk of tripping. <p>6.3 Attach hose Attach the hose to the water source and turn the tap ON.</p> <ul style="list-style-type: none"> • Ensure the tap connections are secure and there are no leaks that may result in water pooling over walkways or shared spaces. • If water is overflowing underneath the rear right-hand side, check that: TANKS switch on the control box is OFF. This will stop water flowing into the tanks, causing the overflow. <p>Note - water will continue to flow into the washing machines.</p> <p>6.4 Wastewater hose Unreel the wastewater hose.</p> <ul style="list-style-type: none"> • This activity requires the individual to wear gloves. • Inspect the hose prior to operating. • Stand square to the hose reel with a stable stance. Keep your back straight and pull the hose towards you ensuring to always maintain contact with the hose at all times. Continue this process until enough hose is retracted to reach the approved wastewater disposal point. <p>6.5 Placement of wastewater hose Place waste water hose in the designated disposal point.</p> <ul style="list-style-type: none"> • Ensure the hose is secure and there are no leaks that result in water pooling over walkways or in shared spaces. • Ensure an adequate number of trip guards are over the hose to mitigate the risk of tripping <p>6.6 Turn on Access the control box and turn the WASTE switch ON.</p> <ul style="list-style-type: none"> • Refer to step 3.1
7	<p>Site specific set up: NO water access</p>	<p>7.1 Control box Access the control box in the front passenger section of the van. Switch the CONTROL and TANKS switch ON.</p> <ul style="list-style-type: none"> • Ensure that the clean water tank is full and the waste tank is empty. • Monitor the water levels before placing laundry into the machines. The water tank capacity can vary depending upon the cleanliness of the waste tank and the van level on site. Most vans will be able to complete 4-6 loads of washing on tank capacity. <p>7.2 Wastewater hose Unreel the wastewater hose.</p> <ul style="list-style-type: none"> • Refer to step 6.4 <p>7.3 Placement of wastewater hose Place the wastewater hose in the designated disposal point.</p> <ul style="list-style-type: none"> • Refer to step 6.5 <p>7.4 Turn on Note - Waste should only be turned on when the tank is full, not all the time.</p>

		<p>Access the control box and turn the WASTE switch ON.</p> <ul style="list-style-type: none"> Refer to step 3.1
8	<p>Site specific pack down: Water source</p>	<p>8.1 Water source Turn OFF water source. Disconnect adaptors and return items to the tap adaptors toolkit.</p> <ul style="list-style-type: none"> This activity requires the individual to wear gloves. Return all trip guards to the van. Pull the hose in a neat and tidy manner to the hose reel using a cloth to clean the hose as its retracted. Be aware of body postures and use correct manual handling techniques when lifting or pulling to prevent potential injury caused by bending and/or reaching awkwardly. Wear disposable gloves. Inspect the hose to ensure it isn't damaged. <p>8.2 Clean water hose Retract the clean water hose.</p> <ul style="list-style-type: none"> Stand square to the hose reel with a stable stance. Keep your back straight and pull the hose towards you ensuring to always maintain contact with the hose at all times. This will release the locking mechanism and allow for the hose to be retracted. Slowly retract the hose using a hand over hand method until the hose has completely retracted. Do not release the hose while retracting it allowing it to slide through the individual's hands. Wear disposable gloves. <p>8.3 Control box Access the control box and turn the WASTE switch OFF</p> <ul style="list-style-type: none"> Refer to step 3.1 <p>8.4 Waste hose Retract the wastewater hose</p> <ul style="list-style-type: none"> This activity requires the individual performing the task to wear gloves at all times. Stand square to the hose reel with a stable stance. Keep your back straight and pull the hose towards you ensuring to always maintain contact with the hose at all times. This will release the locking mechanism and allow for the hose to be retracted. Slowly retract the hose using a hand over hand method until the hose has completely retracted use a cloth to clean the hose as you retract it. Do not release the hose while retracting it allowing it to slide through the individual's hands. Return all trip guards to the van.
9	<p>Site specific pack down: NO water source</p>	<p>9.1 Control box Access the control box and switch CONTROL and TANKS OFF.</p> <ul style="list-style-type: none"> Ensure the red cover switches are in the down position and not protruding. <p>9.2 Waste switch Access the control box and turn the WASTE switch OFF.</p>

		<ul style="list-style-type: none"> Refer to step 3.1 <p>9.3 Waste hose Retract the wastewater hose</p> <ul style="list-style-type: none"> Refer to step 8.4
10	Site specific pack down: generator	<p>10.1 Access generator Access the generator control panel in the rear of the van:</p> <ul style="list-style-type: none"> If using a van with an analogue control press the OFF button located to the right of the bottom left-hand button. <p>Note - the generator may take up to 30 seconds to switch OFF.</p> <p>OR</p> <p>If using a van with a digital display:</p> <ol style="list-style-type: none"> Press the START/STOP button and wait until the generator has come to a stop. <p>Note - this may take up to 60 seconds. Press and hold the ON/OFF button until the display loses power</p> <ol style="list-style-type: none"> Switch the master switch to OFF. <ul style="list-style-type: none"> Refer to step 3.4 to ensure safe entry into the van
11	Site specific pack down: 3 phase power	<p>11.1 Master switch Access the Master switch in the middle cabin of the van and turn from SHORE to OFF.</p> <ul style="list-style-type: none"> Refer to step 3.4 to ensure safe entry into the van. <p>11.2 Disconnect Walk to the 3 Phase Power outlet and disconnect the 3 Phase Plug.</p> <ul style="list-style-type: none"> Switch the outlet to OFF prior to unplugging the 3 Phase plug. <p>11.3 Return equipment Return all trip guards to the van. Roll cable in a neat and tidy manner folding it over from elbow to hand. Clip the 3 Phase cord into place and ensure it is secure.</p> <ul style="list-style-type: none"> Be aware of body postures caused by bending and/or reaching awkwardly to reach the trip guards Refer to step 5 to ensure the cable/plug is undamaged Ensure the cable is not in the vicinity of the sliding door when closing.
12	Site pack down	<p>12.1 Laundry Ensure no clothing items have been left behind by any friends</p> <ul style="list-style-type: none"> Check the machines prior to every load of laundry to ensure nothing gets left behind. If there are items left behind consult the app to locate the washing list and ask our friends if the item is theirs prior to removing it from the washer. <p>12.2 Equipment Return all items into the rear compartment of the van this may include; orange chairs, donation baskets, trip guards, storage boxes, washing baskets, and other miscellaneous items.</p> <ul style="list-style-type: none"> Take care when entering the van to prevent slipping, falling or hitting your head on the door frame of the van Be aware of body position when entering/exiting the van and when

		<p>manual handling items.</p> <p>12.3 Clamps Secure the clamps to the washing machine drums. Place the clamps at 6 O'clock and 12 O'clock. Press the larger black handle repeatedly until the clamp is unable to be tightened further. Repeat this process for the second washing machine.</p> <ul style="list-style-type: none"> • Ensure that the handle is facing the back of the washing machine drum • Be aware that repeatedly pumping the clamp may result in strains on the hand and wrist and therefore this task should be avoided by all individuals with similar pre-existing conditions. • Be aware of the potential of pinching while completing the task. <p>12.4 Bungee straps Attach the bungee straps to the washer doors.</p> <ul style="list-style-type: none"> • Ensure that two hands are used to attach the bungee strap. One hand should be placed on the bungee strap pulling towards the washer door to allow the strap to reach the attachment point. • The second hand is used to attach the hook to the washer door. Slowly reduce the tension using the hand that maintains contact with the bungee cord until the strap is able to be released safely. • Be aware there is a risk of pinching or the strap becoming a projectile when under tension. <p>12.5 Close doors Close the rear door and side passenger doors of the van.</p> <ul style="list-style-type: none"> • Ensure all items and persons are clear of the rear door before closing. • Ensure that all items have been returned to the van and nothing has been left behind.
13	End of shift debrief	<p>Debrief with the team and Service Provider</p> <ul style="list-style-type: none"> • Engage with the team and Service Provider and share any notable incidents, information.
14	Drive back to base	<p>Check van dash for any warning lights and the reverse camera is operational.</p> <ul style="list-style-type: none"> • Report any warning lights to the Vehicle Leader or via an incident report as soon as reasonably possible prior to driving the van. • Ensure the van is refuelled after every shift. • Teams are recommended to have two volunteers (driver and passenger) to ensure the safety of team members and to assist with filling/emptying the water tanks if required back at base. • Follow the instructions for entering and exiting the site as outlined in the traffic management section of the site's risk assessment.
15	Refuel the van	<p>Refuel the van with diesel. Pay using the Fleetcard which can be found in the driver's visor. Swipe card and press OK, if a pin is required, enter: 1945.</p> <ul style="list-style-type: none"> • Use the preferred service station as advised by OS. • If you use another service station first ensure they accept Fleetcard as a method of payment. • Ensure only diesel is used. All OS vans use diesel. • Eliminate ignition sources in the vicinity of refuelling operations. • Switch off engine before commencing refuelling. • Do not leave fuel pump unattended during refuelling. • Do not overfill fuel tanks and clean up spills immediately. Avoid contact

		<ul style="list-style-type: none"> with fuels and oils during refuelling. Do not use your mobile phone while refuelling.
16	Back at base	<p>16.1 Fill clean water Back at base complete the following:</p> <ul style="list-style-type: none"> Check the level of supplies and replenish if applicable. Fill the clean water tank. Attach the hose to the water source and turn the tap ON. Go to the control box and turn the TANKS/CONTROL switch ON. If required, lay trip guards over the hose. Once the water is overflowing underneath the rear right-hand side of the van the clean water tank is full. Switch the TANKS/CONTROL switch OFF. Turn OFF water source. Disconnect adaptors and return items to the tap adaptors toolkit Return any equipment removed from the van (trip guards). Pull the hose in a neat and tidy manner to the hose reel. Retract the clean water hose. <p>16.2 Wastewater Empty the wastewater tank.</p> <ul style="list-style-type: none"> This activity requires the individual to wear gloves. Unreel the wastewater hose. Place waste water hose in the designated disposal point. If required, lay trip guards over the hose. Monitor the waste levels on the water tank gauge until empty. Access the control box and turn the WASTE switch OFF. Return any equipment removed from the van (trip guards). Retract the wastewater hose <p>16.3 Lock van Close all doors and ensure van is locked</p> <ul style="list-style-type: none"> Double-check the van is locked by trying to open the passenger side door. Double-check that all internal cabin lights are off. Check the van for any signs of external damage or potential hazards these include, ensuring tyres are inflated, and any signs of panel damage. <p>16.4 Return van key Open the lockbox and place key inside, close the box and scramble the code.</p> <ul style="list-style-type: none"> If you forget the lockbox code, login to the OS Portal and access the location information tab, there you will find the lockbox code for your van.
17	Awning set up	<p>17.1 Unzip awning Unzip the awning from the cover on the passenger side of the van.</p> <ul style="list-style-type: none"> Ensure the van is on level ground. Do not attempt this task if you have any pre-existing back or muscular injuries that may be aggravated during this process. Do not use the awning in high winds or heavy rain. Be aware of your surroundings including branches and any other protruding hazards prior to set up. Two people are required to grab either side of the awning and the third

		<p>is required to support the middle. Note - This task requires at least three people, there is a risk of injury if this process is not followed correctly.</p> <p>17.2 Unroll awning With both individuals assisting, unroll the awning completely. Two volunteers will support either side of the awning.</p> <ul style="list-style-type: none"> • Be aware of body position when entering/exiting the vehicle and when manual handling items. <p>17.3 Support arms The third person will release each vertical support arm located on the inside of the awning frame</p> <ul style="list-style-type: none"> • Be aware of body position when entering/exiting the vehicle and when manual handling items. <p>17.4 Lock arms</p> <ol style="list-style-type: none"> 1. Unlock the awning arm by turning the pole anticlockwise. 2. Extend the pole to the ground and lock the arm by turning the pole clockwise until hand tight. <ul style="list-style-type: none"> • Ensure the awning arms are locked and tight in the clockwise position. If they become loose there is a risk of the awning collapsing. • Individuals 1 & 2 will hold the vertical support arms in place. <p>17.5 Horizontal arms The third person will release the horizontal support arms. These will lock in place by securing the pin into the attachment.</p> <ul style="list-style-type: none"> • Be aware of the risk of pinching and always maintain communication with the other two members of the task • Strap the horizontal supports in place using the Velcro strips in the centre of the awning <p>17.6 Orange weights</p> <ol style="list-style-type: none"> 1. Walk to the rear of the vehicle and remove the orange base weights. Loosen the wing nut by turning it anticlockwise. 2. Secure the vertical supports to the base weights and tighten the wing nut clockwise. <ul style="list-style-type: none"> • Be aware of body position when entering/exiting the vehicle and when manual handling items. • The 5kg weights can cause injury if mishandled or dropped. • Ensure the vertical supports are located on flat ground and not protruding walkways/shared spaces.
<p>18</p>	<p>Awning pack down</p>	<p>This task requires at least three people.</p> <ul style="list-style-type: none"> • Do not attempt this task if you have any pre-existing back or muscular injuries that may be aggravated during this process. • Note there is a risk of injury if this process is not followed correctly. • Be aware of your surrounds including branches and any other protruding hazards prior to pack up • The awning may become very hot in prolonged exposure to direct sunlight. Please be aware of the risk of burns when touching the awning. • Two people are required to support either side of the awning (referred to as individual 1 & 2) and the third is required to support the middle

		<p>(referred to as individual 3).</p> <p>18.1 Unstrap support arms</p> <ol style="list-style-type: none"> 1. Unstrap the horizontal supports in place using the Velcro strips in the centre of the awning. 2. Individual 3 will release the horizontal support arms. These are locked in place by the securing pin in the attachment. <ul style="list-style-type: none"> • Be aware of the risk of pinching and always maintain communication with the other two members of the task. • Ensure individual 1 & 2 are supporting the vertical support arms and always maintain contact throughout the pack down task. <p>18.2 Shorten support arms</p> <p>Unlock the horizontal support arms, shorten them to the appropriate length and fold each one back towards the vehicle. Press the supports until they lock in place.</p> <ul style="list-style-type: none"> • Be aware of body position when entering/exiting the vehicle and when manual handling items. • Ensure there are no items such as chairs, washing baskets or donated goods that could become trip hazards while walking backwards. • Be aware of the risk of pinching and always maintain communication with the other two members of the task. <p>18.3 Remove weights</p> <p>Individual 2 and 3 will, one at a time, unlock their vertical support arm from the base weights by loosening the wing nut (turning anticlockwise)</p> <ul style="list-style-type: none"> • Ensure the vertical supports are located on flat ground and not protruding walkways/shared spaces. <p>18.4 Put away weights</p> <p>Individual 3 will carry the weights to the rear of the vehicle and secure them.</p> <ul style="list-style-type: none"> • Be aware of body position when entering/exiting the vehicle and when manual handling items. • The 5kg weights 5kg can cause injury if mishandled <p>18.5 Shorten vertical arms</p> <p>Individual 2 and 3 will one at a time unlock their vertical support arm by turning the arm anticlockwise. Shorten the vertical support arm and secure it to the end of the awning.</p> <ul style="list-style-type: none"> • Ensure the vertical supports are located on flat ground and not protruding walkways/shared spaces. • Be aware of the risk of pinching and always maintain communication with the other two members of the task. <p>18.6 Roll awning</p> <p>With all three individuals roll the awning over itself (rolling towards the ground).</p> <ul style="list-style-type: none"> • Ensure the awning is rolled up straight and fits comfortably in the case. Be aware of injury when lifting the awning above your head and extending yourself. <p>18.7 Put awning away</p> <p>Once folded pack the awning back into the case and zip the case closed.</p> <ul style="list-style-type: none"> • Be aware that if the awning is wet it needs to be dried out the next day
--	--	--

		<ul style="list-style-type: none"> to prevent mould growth. Inform the LV or SL if this is required. Be aware of the risk of pinching and always maintain communication with the other two members of the task
--	--	--

GENERAL SAFETY

19	<p>19.1 Manual handling Manual handling is any task requiring a person to lift, lower, push, pull, or hold something such as lifting and carrying laundry baskets, loading and unloading machines, reeling hoses and getting in and out of our compact vans. It's important you are aware of the correct way to perform tasks to avoid injury. Safe lifting techniques include: Standing close to the object with a good stable stance - Bend your knees not your back - Get a good grip and use your legs to lift up.</p> <p>19.2 Slips, trips and falls These hazards can be hard to spot and accidents can happen in seemingly safe environments. Injuries may result in sprains, strains, cuts, bruising, back injuries and broken bones. Slips - surfaces can become slippery when the area has become wet, be sure to clean up spills straight away. Trips - can occur because of uneven ground, hoses, washing baskets, and clutter. Always use trip guards and remove clutter from walkways. Falls - injuries from falls can occur from any height. When entering the front side or rear doors of the vans always have 3 points of contact as you climb up and down.</p> <p>19.3 Inclement Weather Inclement weather is severe weather that makes it unsafe for people to volunteer due to the conditions, including but not limited to - Extremely high temperatures/humidity - Heavy rain and/or hail - High winds - Electrical storms. Orange Sky's practice is to continue operating during periods of 'bad' weather, however, we have developed a guide to help you understand when weather conditions are deemed unsafe. Check out the Inclement Weather Procedure in the Resource/Docs section of the Portal.</p> <p>19.4 Disposable gloves Volunteers must wear disposable impermeable gloves (single-use gloves that don't allow fluid to pass through) if they need to handle friends' washing, when cleaning showers and when handling any of the following - sharps/needles, chemicals (cleaning products) waste bins/sanitary bins (including their contents) wastewater (including when handling the waste hoses). Avoiding skin contact with the above items will assist to prevent personal injury and illness which can be caused by bacteria and viruses.</p> <p>19.5 Risk Assessment for shift Every shift has a risk assessment that has been conducted to ensure the shift is safe to operate. Be sure to read the risk assessment so you are familiar with the site and are aware of the potential hazards associated with the shift. Risk assessments can be found on the Portal - Location Information - <i>service location</i> - <i>shift location</i> - Risk Assessments.</p>
-----------	---