

Senate Standing Committee on Education and Employment

QUESTIONS ON NOTICE Supplementary Budget Estimates 2016 - 2017

Outcome 1 - Employment

Department of Employment Question No. EMSQ16-000925

Senator Siewert asked on 19 October 2016 on proof Hansard page 37

Question

Work for the Dole risk assessment template

Senator SIEWERT: Do you have a form where they do the risk assessment of individuals? Is there a form you do that by?

Ms Milliken: We do not have a form—this is going to sound bureaucratic—but we have a template which outlines all of things that we consider should be taken into account. We can provide that to you.

Senator SIEWERT: If you could provide that to me it would be appreciated.

Answer

The format of the risk assessment (job seeker) is not prescribed. The Department of Employment has provided a *Work for the Dole Assessment Checklist (Job Seeker)* to assist jobactive providers (Providers) in checking that they cover Deed and Guideline requirements for the risk assessment (job seeker). Use of the Department's checklist is not mandatory and does not replace the risk assessment (job seeker). The *Work for the Dole Assessment Checklist (Job Seeker)* is attached.

A risk assessment (job seeker) must be conducted for each participant against each Place they are referred and updated as necessary if there are changes to the Risk Assessment (Place) or changes to the activity tasks or circumstances.

Providers must, in accordance with the *jobactive Deed 2015-2020* (the Deed), undertake a risk assessment (job seeker) for each individual job seeker participating in a Work for the Dole Place. The risk assessment (job seeker) must ensure that the Work for the Dole Place is suitable and safe for job seeker(s) being referred as per the Deed.

Where a Place is not suitable for a job seeker the job seeker must not be referred to the Place.

Providers must keep a record of each risk assessment (job seeker) conducted and provide these to the department upon request. A verbal risk assessment (job seeker) does not meet the Department's requirements.

As part of conducting the risk assessment (job seeker) the Provider must:

- check the risk assessment (Place) to ensure that the Work for the Dole Place is appropriate for the job seeker, taking into consideration any relevant circumstances and work restrictions, and
- determine if relevant checks (for example, criminal record checks and Working with Vulnerable People Checks) have been finalised.

The risk assessment (job seeker) must specify the relevant activity details and cover:

- any training, including work health and safety training, required for the job seeker to participate safely, and ensure that training is of sufficient length and quality;
- any specific personal protection equipment, clothing or materials required for the job seeker to participate safely, and ensure that such materials will be provided to the job seeker prior to commencing;
- that the level of supervision being provided is adequate and appropriate for the job seeker;
- that appropriate facilities (such as toilets and access to drinking water) will be available to the job seeker for the duration of the activity;
- that the job seeker has been advised of the work health and safety and incident reporting processes and escalation;
- that the job seeker has been provided with the location or access to the Job Seekers Insurance Guide
- any checks required have been completed (for example, National Criminal Records and/or Working with Vulnerable People/Children Checks); and
- the job seeker's personal circumstances and work restrictions. This could include, but is not limited to:
 - working capabilities and capacity;
 - transport restrictions;
 - carer responsibilities;
 - specific injuries;
 - Pregnancy;
 - allergies or other health issues (e.g. diabetes, and
 - history of aggressive behaviour.

In addition, the Provider must, if applicable, discuss with the Lead Provider/Host Organisation the personal circumstances of the job seeker to determine whether they can be accommodated and whether the Work for the Dole Place will be suitable.



Work for the Dole - Assessment Checklist (Job Seeker)

Note: This checklist is provided as a **guide only** for jobactive providers ('Providers') to some of the types of matters that Providers may need to consider and address in meeting their obligations under the jobactive Deed 2015-2020 (Deed) for each Fully Eligible Participant (job seeker) who they place into Work for the Dole activities. Use of the checklist is not mandatory. The checklist must under no circumstances be used as a replacement for a risk assessment (job seeker).

Disclaimer: Notwithstanding any information provided on this checklist, Providers must ensure that they and any Activity Host Organisation (Host Organisation) adhere to all relevant obligations under the Deed and any relevant legislation. This checklist should be read in conjunction with the Deed and any relevant guidelines or reference material issued by Department of Employment under or in connection with Deed.

Place/Activity Name/ID: _____ Job Seeker Name: _____ JSID: _____

	Job Seeker Assessment	Yes	No	Details/Comments
1	Have you examined the relevant risk assessment (Place)?			
2	Is the job seeker suitable for the Place/Activity, taking into consideration their relevant circumstances and work restrictions?			
3	If the job seeker has any personal circumstances that are relevant to their participation in the Place/Activity, have you advised the Host Organisation or Lead Provider (if you are not the Lead Provider) so they can accommodate these as appropriate? Provide details.			
4	Is the level of supervision adequate and appropriate for the job seeker?			
5	Have all relevant checks (i.e. criminal records checks) been conducted for the job seeker and have the results been considered?			
6	Have you ensured that the job seeker has all the necessary personal protection equipment prior to commencing in the Place/Activity?			
7	Is training being provided to the job seeker at the commencement and/or throughout the Place/Activity in order to participate safely?			
8	Are appropriate facilities (i.e. access to drinking water, lunchroom facilities and toilets) available to the job seeker?			
9	Has the job seeker been advised of the work health and safety reporting and escalation processes?			
10	Is the Place/Activity covered by the Department's insurance policy? If not, has additional insurance been purchased?			
11	Have you provided the job seeker with the location or access to the <i>Participant Insurance Manual</i> ?			

Completed by: _____ Organisation: _____ Date: _____