**COVID-19 VACCINATION RISK ASSESSMENT: Role Review Process**

A health and safety risk assessment should be carried out for each role undertaken by your employees, contractors and volunteers to determine if it needs to be carried out by a vaccinated person. The focus must be on the role and the work being done, rather than the individual performing the role. In an employment situation it should be completed with employees, and their representatives if requested.

* Examine each role on a case by case basis.
* Look at work tasks over a typical week.
* Identify risks and how they could be managed.

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|  | **Risk Rating** |
| **Low** | **High** |
| How many people does the person in the role come into contact with? | **Very few** | **Many** |
| What measures can be introduced to manage the risk? |
| How easy will it be to identify the people who the person in the role comes into contact with? | **Easy (e.g. just co-workers)** | **Difficult (unknown members of the public)** |
| What measures can be introduced to manage the risk? |
| How close in proximity is the person in the role to other people? | **2 metres or more in outdoor space** | **Close contact indoors** |
| What measures can be introduced to manage the risk? |
| How long does the work require the person in the role to be in that proximity to other people? | **Brief contact** | **Lengthy contact** |
| What measures can be introduced to manage the risk? |
| Does the work involve regular interaction with people considered at high risk of severe illness from COVID-19? (e.g. people with underlying health conditions, etc.) | **Little to none.** | **Constant** |
| What measures can be introduced to manage the risk? |
| What is the risk of COVID-19 infection and transmission in the work environment when compared to the risk outside of work? | **Equal** | **Higher** |
| What measures can be introduced to manage the risk? |
| Will the work continue to involve regular interaction with unknown people if the region is at a higher alert level?  | **No** | **Yes** |
| What measures can be introduced to manage the risk? |

**Assessing the Risk:**

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|  | The role may need to be carried out by a vaccinated person. | The assessment identifies high risk ratings and there are inadequate means of managing those risks. |
|  | A non-vaccinated person may be able to carry out the role with adaptations. | The assessment identifies high risk ratings but there are ways to manage the risk (e.g. working from home). |
|  | A non-vaccinated person may be able to carry out the role. | The assessment identifies low risk ratings. |