

Memorandum

To: All OAC Staff
Re: Risk Assessment and Inspection Report Form
Date: 1 March 2024

In line with our dedication to providing a secure, health-conscious working environment for our clients and staff, we emphasize the significance of conducting workplace inspections before our workers commence tasks at new sites. These pre-work assessments are crucial for identifying and mitigating potential risks, ensuring compliance with Work, Health, and Safety (WHS) regulations, and creating a safer environment for everyone involved.

We're reminding everyone of the essential process to advise your worker to immediately report any hazards or risks at the new work site.

Process Details:

- 1. Notifications via SMS on Servicem8 for Paper and Digital Timesheet Users:**
 - Go to the relevant Job Order #
 - Click on SMS and select SMS Template "INSPECTION REPORTING FORM"
 - Ensure to fill out the necessary details accurately before sending
- 2. Notifications via Visual Care In-App Chat Feature for VWorker App Users:**
 - Go to Visual Care Inbox
 - Click on New Message
 - Start New Conversation and follow the Inspection Reporting Form Template below
 - Ensure to fill out the necessary details accurately before sending

****Job Inspection Confirmation****

Roster ID:

Client Name:

Client ID:

Client Address:

Contact:

Inspection Date:

Time:

Inspection Tasks:

Assigned Worker: (Worker ID:)

PLEASE ONLY REPORT THE INSPECTION FINDINGS TO SSF OAC TEAM. DO NOT GIVE ANY ADVICE TO THE CLIENT WITHOUT GAINING SSF's APPROVAL.

Send your inspection findings and photos to: <https://ssfservices.click/fe9a6>

Please reply YES to confirm

Note: To ensure that our workers are notified of this step, utilize all company-approved communication channels such as Aircall, Business WhatsApp, ServiceM8, and/or Visual Care.

If you have any questions or concerns in relation to this matter, please contact the OAC Governance on OAC-GOVERNANCE@ssfservices.com.au.

SCAN TO REGISTER YOUR ACKNOWLEDGEMENT AND UNDERSTANDING

