Cash Handling Risk Management Template

HiFlex Physio

Manager	
Centre	
Name of Assessor	
Date	
Step 1: Define the Cash Handling Task Task description (e.g. Petty cash, cash collection/ receipt, movement of cash, other. Include the maximum/minimum amounts involved).	

Step 2: Identify the Hazards

Do you:

- Use a container that is not specified for keeping cash? ☐
- Use inappropriate storage for the container holding the cash? ☐
- Recoup monies on an infrequent basis? ☐
- Deliver/collect cash at the same time, and/or via the same route? ☐
- Move cash in banking bags? ☐
- Aware of any concerns of staff with regard to holding/ collecting or moving cash? ☐
- Allow one person to move cash? ☐

Is there:

- Cash being moved by staff to/from an area outside the Centre? ☐
- Collecting/receiving cash from clients/public? Recoup monies on an infrequent basis? ☐
- Collecting/receiving cash from clients/public in an area with general access? ☐
- Violent or volatile clients? ☐
- Outdoor work? ☐
- Working in isolation? ☐
- Any staff concerns with regard to holding/collecting or moving cash? ☐
- Night work? ☐

Is there:

- Common knowledge of where the keys to the cash container/cash storage facility are kept? ☐
- Easy access to the keys to the cash container/cash storage facility? Collecting/receiving cash from clients/ public in an area with general access? ☐
- A time during the day/week or year when collection of cash is higher/more frequent/more evident? ☐
- Regular local checking of CTV cameras ? ☐
- Clear view of cash areas from front entry and most areas? ☐
- Other? ☐

Step 3: Assess the Risk

Consider the likelihood of harm or loss to people, the Centre, the equipment, that might be caused by the hazards that you list and how you can minimise the potential damage.

Rate the level of risk based on the likelihood of the event and the severity of that event.

Severity	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	High	High	Extreme	Extreme	Extreme
Almost certain	Medium	High	High	Extreme	Extreme
Likely	Low	Medium	High	Extreme	Extreme
Possible	Low	Low	Medium	High	Extreme
Unlikely	Low	Low	Medium	High	High
Rare	Low	Low	Low	Medium	High

HiFlex Physio has a duty under the OHS Act to consult with staff on Occupational Health and Safety matters.

For any tasks that present a high or extreme risk, a Safe Work Method Statement (Documents/Risk Management) must be completed.

Hazard	Risk

Is a safe work method statement required? Yes ☐ No ☐

Step 4: Assess the Risk Consider how you will control the risk following the priorities listed. If you need advice, contact the General Manager Human Resources for help.	**Eliminate the hazard** **Keep the hazard and people apart** **Change work methods** **Use personal protection**

Step 5: Action Required to Control the Risk

Consider how you will control the risk following the priorities listed. If you need advice, contact the General Manager Human Resources for help.

Hazard and Action Required	Date Completed	Initialled

Step 6: Effective Control Implementation

To be signed by the Centre Manager when risks are controlled, noted in Step 5, and a Safe Work Method Statement completed if required.

Centre Manager's Signature	Printed Name	Date

File the completed Cash Handling Risk Management Tasks in the Centre Manager Risk Management Manual and email a copy to Human Resources.