


Work Health and Safety: Safe Work Practice: Administration

Banking

 Risks	Risk rating	Risk Controls
Physical or emotional injury of person in the event of attempted theft	Likelihood D Consequence 3 Rating = MODERATE	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Cash should not be taken home by any organisation personnel. If cash is to be held overnight, it should be secured at the Mercy Community Services site. <input checked="" type="checkbox"/> Person to offer no resistance if someone attempts to steal money <input checked="" type="checkbox"/> Person to record their recollection of the thief's characteristics ASAP and report these to Police <input checked="" type="checkbox"/> Person to be provided with de-briefing and offered EAP
Theft of money by person taking money to bank or by another person	Likelihood D Consequence 4 Rating = LOW	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Cash should not be taken home by any organisation personnel. If cash is to be held overnight, it should be secured at the Mercy Community Services site. <input checked="" type="checkbox"/> Do not accumulate large amounts of cash (typically bank deposit should be completed when the safe holds more than \$1,500). <input checked="" type="checkbox"/> Administration staff complete monthly reconciliation of receipt books against bank deposits <input checked="" type="checkbox"/> Vary vehicle, bags, times and routes used for banking <input checked="" type="checkbox"/> Always go to the bank that you are depositing the most amount of cash to first. <input checked="" type="checkbox"/> Never leave any funds in the vehicle. To minimise take personal alarm.

Equipment required:

<i>Mercy Community Services equipment</i>	<i>Others equipment</i>
Vehicle Personal Protective Equipment required: mobile phone	

Activity	Worker behaviour	Client/other's behaviour
1. Preparation	a. Complete bank deposit documentation b. If doing client banking ensure that appropriate forms are completed (e.g. Bank withdrawal permission worker and Bank passbook withdrawal record or Client debit card record)	Receptionist/other administration staff to phone the person banking office funds if that person is not back at the expected time

Activity	Worker behaviour	Client/other's behaviour
	c. Advise office staff of your whereabouts and estimated time of return (if banking office funds).	
2. Travel to Bank	a. Drive as per SWP – Safer vehicle driving b. Park vehicle as close to bank as possible or in a busy location. c. Walk (don't run) to bank taking care on wet or uneven surfaces d. Make a diversionary stop in a shop if they are concerned about passing particular people on the footpath	
3. Wait in bank	a. Place quick deposit bags in appropriate box. b. If making over counter deposits get a receipt from teller. c. If getting petty cash – try not to make obvious that you are carrying money. Place directly and securely in bag before leaving bank.	
4. Travel back to office	a. As per above travel instructions.	
5. Follow-up	a. Document any incident and report it to your Coordinator immediately.	

As at 25/08/16 this Safe Work Practice is authorised for use in:

<i>Service</i>	<i>Position</i>
Administration	Senior Admin & Accounts, and Account & Administrative Clerk
Community Transport	Service Administration
Elmore Vale Social Support	Coordinator
Home Care Package	Community Care Assistant
Home Support Program/NDIS	Community Care Assistant
Newcastle Elderly Citizens Centre	Coordinator
Singleton Residential Aged Care	Administration
Wallsend Carers	Coordinator
West Wallsend Administration	Administrative Assistant

Date for review of safe work practice: August 2019 (or if injury or changes require)

COMPETENCY ASSESSMENT

Banking

Employee _____

Assessor _____

Date _____

Desired Outcome:

For staff to take monies to bank without injury to self or others

Knowledge required:

Performance Criteria	Competence demonstrated	Comment
Preparation		
a. Bank deposit documentation is completed		
b. If doing client banking ensures that appropriate forms are completed.		
c. Advises office staff of whereabouts and estimated time of return (if banking office funds).		
Travel to bank		
a. Drive as per SWP – Safer vehicle driving		
b. Vehicle is parked as close to bank as possible or in a busy location.		
c. Walks (does not run) taking care on wet or uneven surfaces		
d. Makes a diversionary stop in a shop if s/he is concerned about passing particular people on the footpath		
Wait in bank		
a. Quick deposit bags are placed in the appropriate deposit box		
b. If making an over counter deposit - a receipt is collected		
c. If getting petty cash – it is placed directly and securely in bag before leaving bank		
Travel back to office		
a. As per above travel instructions		
Follow-up		
a. Person is aware of when to document an incident and report it to their Coordinator		

Is the worker assessed as being competent? YES NO

Any required follow up action/training: _____

Signature of employee..... Date.....

Signature of assessor Date.....