



Australian Government

Comcare

PUTTING YOU *FIRST*

CASH IN TRANSIT

CASH IN TRANSIT

This fact sheet is for persons conducting a business or undertaking (PCBU) and workers in the cash in transit (CIT) industry. It includes guidance on undertaking business activities in a safe and healthy manner, and provides direction to the appropriate regulations, codes of practice¹ and guidance material about risk management principles. In addition, information regarding legislative obligations under the *Work Health and Safety Act 2011* (Cth) (WHS Act) are outlined.

WHAT IS 'CASH IN TRANSIT'?

The transport, delivery and receipt of valuables—or CIT operations—is considered to be any service in which a person or persons moves valuables such as cash, securities, jewels, bullion and other financial instruments by road on behalf of a PCBU.

CIT operations involve escort services in armoured vehicles or soft-skin services in non-armoured vehicles. The operations include activities that support the management, administration and maintenance of security equipment i.e. security vehicles and security equipment including weapons and personal protective equipment (PPE).

HAZARDS ASSOCIATED WITH TRANSFERRING CASH

Workers within the CIT industry are at risk of exposure to dangerous situations while undertaking daily business activities. On occasion this can result in catastrophic outcomes such as serious injuries or fatalities. Unlike many workplaces, the hazards associated with CIT operations may be present in environments outside of the normal immediate control of PCBUs and workers. These environments include shopping centres, hotels, retail stores, pubs/clubs, financial institutions, and other places accessed by the general public. It is therefore essential for PCBUs and workers to plan carefully and prepare in consultation with appropriate, experienced personnel who have knowledge of the potential hazards.

Hazards are not always obvious and can include:

- > the potential for armed hold-ups
- > body stressing associated with manual tasks
- > operation of vehicles
- > frequent handling and use of weapons/firearms
- > exposure to excessive noise
- > fatigue from shift work
- > stress related to the workplace
- > environmental factors such as extremes of temperature
- > exposure to bio-hazardous substances.

¹ The WHS Act and Regulations do not specifically refer to 'cash in transit'. The current Code of Practice for cash in transit is to be preserved under the WHS Act until 31 December 2013. The Code of Practice is a good source of information about the types of risks and control measures that a duty holder may wish to bear in mind.



RISKS ASSOCIATED WITH THE TRANSFER AND RECEIPT OF CASH

At all times personal safety is the primary objective. When undertaking a risk assessment, PCBUs should consider the likelihood of injury to workers and other persons at or near the workplace and the potential for fatal or serious consequences.

Injuries and other health effects can include:

- > internal injuries inflicted by weapons/firearms during armed hold-ups
- > fractures and contusions from assault or vehicle accident
- > sprains and strains
- > industrial deafness
- > infectious diseases
- > fatigue and stress-related injuries
- > lower back pain and injuries related to vibration.

PCBU'S DUTY OF CARE:

Under the WHS Act, PCBUs are required to ensure, so far as is reasonably practicable, the health and safety of their workers while they are at work. They are also required to ensure that the health and safety of others persons is not put at risk from work carried out as part of the conduct of the business or undertaking. To meet their duties under the WHS Act, PCBUs should systematically manage the risks associated with the transfer and receipt of valuables in the CIT industry.

Managing risks involves a four step process:

1. Identification of the hazards.
2. Assessment of the risks associated with the hazards.
3. Control of the identified risks.
4. Review of the process.

Part 3.1 of the Work Health and Safety Regulations 2011 (WHS Regulations) provides practical guidance to PCBUs and other duty holders on applying risk management principles. It can be a useful reference when conducting a risk assessment.

To minimise risks associated with CIT operations PCBUs should:

- > undertake regular safety and security hazard identification and risk assessments in consultation with workers who perform CIT work activities
- > develop and implement safe operating procedures based on the outcomes of the safety and security risk assessments
- > ensure vehicles and other equipment such as weapons/firearms are appropriate for use and maintained regularly
- > ensure resources such as worker numbers, communication systems and PPE are allocated appropriately
- > ensure that all workers performing CIT activities receive appropriate training, information and supervision, both pre-employment and on the job.

When undertaking risk management, PCBUs must follow the relevant Commonwealth regulations and consider applicable codes of practice and other guidance. In order to be effective, risk management requires commitment and cooperation from all parties involved and should be incorporated into the whole system of work rather than identifying and addressing each hazard in isolation.

RELEVANT WHS LEGISLATION

Under the WHS legislation there are no specific regulations or codes of practice about the control of risks associated with CIT in the Commonwealth. However, many hazards common to the industry are regulated. The WHS Regulations imposes duties for the management of specific hazards. In addition, various WHS Codes of Practice outline ways PCBUs can achieve a high standard of safety and allow PCBUs flexibility to incorporate innovative and technological changes and to implement measures and procedures that are most appropriate for their individual workplace.

Sections of the WHS Regulations that may apply to the CIT industry include:

- > Chapter 3: General Risk and Workplace Management
- > Chapter 4: Hazardous Work (in particular Part 4.1 Noise, Part 4.2 Hazardous Manual Tasks and Part 4.4 Falls).

WHS Codes of Practice that may apply to the CIT industry include:

- > Hazardous Manual Tasks
- > How to Prevent Falls at Workplaces
- > How to Manage Work Health and Safety Risks
- > Managing Noise and Preventing Hearing Loss at Work
- > Managing the Work Environment and Facilities.

FURTHER INFORMATION:

For further information please contact Comcare on 1300 366 979 or by email ohs.help@comcare.gov.au.