

Administration Safe Work Practices and PPE

Safe Work Practice	Program	Applicable staff	PPE
SWP – Banking	Community Transport	Service Administration	mobile phone
SWP – Banking	Elermore Vale Social Support	Coordinator	mobile phone
SWP – Banking	Newcastle Elderly Citizens Centre	Coordinator	mobile phone
SWP – Banking	Singleton Residential Aged Care	Administration	mobile phone
SWP – Banking	Administration	Senior Admin & Accounts	mobile phone
SWP – Banking	Administration	Account & Administrative Clerk	mobile phone
SWP – Banking	Wallsend Carers	Coordinator	mobile phone
SWP – Banking	West Wallsend Administration	Administrative Assistant	mobile phone
SWP – Computer use	Administration	Senior Admin & Accounts	None identified
SWP – Computer use	Administration	Account & Administrative Clerk	None identified
SWP – Computer use	All Mercy Services programs	Coordinators	None identified
SWP – Computer use	Community Transport	Scheduler	None identified
SWP – Computer use	Community Transport	Administrative Assistant	None identified
SWP – Computer use	Management	CEO, Director of Care and Managers	None identified
SWP – Computer use	McAuley Outreach Service	Counsellor	None identified
SWP – Computer use	McAuley Parenting	Family Worker	None identified
SWP – Computer use	McAuley Parenting	Parenting Support Worker	None identified
SWP – Computer use	Support Coordination Program	Case Manager	None identified