# Returning to a COVID-safe Workplace

June 4, 2020 at 2:00pm AEST



#### Introducing your presenters

#### DEBORAH CORAM CHIEF EXECUTIVE OFFICER SAFETRAC

#### HELEN JAMIESON HEAD OF CONTENT AND CLIENT SERVICES SAFETRAC





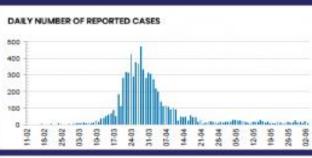
## Today, we'll discuss areas of

- State of Play
- As a leader, what do you need to know?
- Creating a COVID-safe workplace
- Educating staff to know what to do

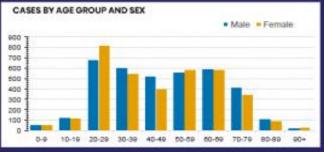


#### State of Play

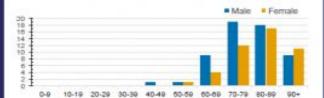




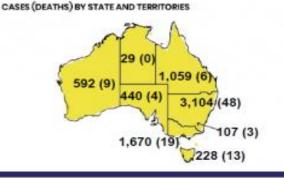
Confirmed Cases	Austra	ACT	NSW	NT	QLD	SA	TAS	VIC	WA
Residential Care Recipients	67 [36] (27)	0	61 (34) (25)	0	1 (1)	0	1(1)	4 [2]	0
In Home Care Recipients	31 [27]	0	13 [13]	0	8 [8]	1[4]	5 [2] (2)	3 [3]	1 (1)



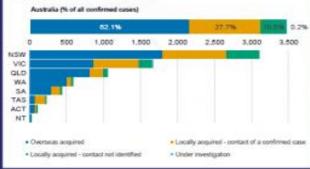
DEATHS BY AGE GROUP AND SEX



Coronavirus (COVID-19)



#### CASES BY SOURCE OF INFECTION



#### PUBLIC HEALTH RESPONSE MEASURE



Last updated 3 June 2020

### State of Play

- National COVID-19 safe work • principals
- Who is an Officer? ullet
- Toolkits





CHECKLIS	T' Health hvo	iene & facilities c	becklist		
This checklist w	swa.gov.au/coronavirs	45			
	CHECKLIS				
		swa.gov.au/coronavirus			
	This checklist will health and hygien	CHECKLIST:			
Health & Hyg	workplace and de facilities. Don't foi	-	CHECKLIST:	SwarBokreer/cove ethylune	
Educate worker	COVID-19 website for your industry.	This checklist will assis physical distancing me	What can I do to keep my	workers safe at the	
		workplace. Don't forge COVID-19 website for a		In the second second second second second second	
when they and to work?	Routine cleani	for your industry.	workplace and limit the s	bread of COVID-19?	
	What do I need?	One person per 4 r	1. Working from home	Review regular deliveries and request	
	<ul> <li>Detergent, either mixed with wate</li> </ul>	Calculate the number c	Assess who can do their jobs from home.	contactless delivery. Check systems for e-invoicing are in place.	
	A 2-in-1 deterger wipes which can	can have in an enclose one time.	Give those workers the option to do so.	Provide social distancing markers on the	
	When should I cle	Do a walk through of y	Provide guidance to your workers on how to set up a safe home work environment	floor in areas where customers line up or where workers perform tasks.	
	Clean your work	tape measure and write of all enclosed spaces.	(see, for example, <u>SWA's working from</u> home information and diagrams)	Nominate a person on the work floor to be responsible for keeping everyone	
	duy using a dete and disinfectant	Colculate the area of el multiplying the length	Require workers to complete a	the required 1.5 metre distance apart in accordance with the latest	
	Focus on: Frequently louched	by its width in metres.	self-assessment checklist to ensure they comply with good ergonomic practices	government requirements.	
	cloor handles, light toilet cloors, taps, T	<ul> <li>Divide the calculated a is the number of works</li> </ul>	(an example is <u>Comcare's Working from</u> , home checklist).	3. Handwashing and hygiene	
before an     after coup	and cubboard hand	space to allow for at le space per person.	Appoint a contact person in your	Have hand sanitiser stations at entry and	
	<ul> <li>Clean objects an by lots of people</li> </ul>	For example: Lonath = 5 metres, Width	business that workers can talk to about any concerns.	exit points and around the workplace.	
after char	day using a dete disinfectant solu	Area in square metree: 5 a Maximum number of peru	Set up ways to communicate with workers	Ensure bathrooms are well stocked with hand wash and paper towel.	
	For example: Trolleys and baskets	Round it down to 12.	online (e.g. through Skype or Zoom) and communicate with them daily.	Put up posters with lestructions on how to	
	machines, handraitt	Is it reasonably practic to provide 4 square me	Provide information to workers about the supports available to them, for example	hand wash/hand rub- instruct workers on other ways to limit	
	Clean surfaces a solled or after at	per person?	through an employee assistance program.	the spread of germs, including by not	
	using a detergen disinfectant solu	Consider how many per present in the enclosed	2. Physical distancing	touching their face, sneezing into their elbow, and staying home if feeling sick.	
	Instruct workers that has been br	Is this more or less that calculated above?	Put up posters around the workplace	Have automatic alerts set up on computer systems to remind workers about washing	
	be handled at wi detergent or 2-ir	If the calculated number number of people in th	on keeping at least 15 metres distance between everyone at the workplace.	hands and not touching eyes, nose and face	
	solution, or wipe	reduce the number of j space by:	Erect signs at the entrances to lifts and	Instruct your workers to limit contact with	
Coro	For example: Sunglasses, mobile	reducing the numl enclosed space	meeting rooms to ensure the maximum safe capacity is not exceeded.	others- no shaking hands or touching objects unless necessary.	
00 00		postponing non-er	Move work stations, desks and tables in	If possible, accept only	
	0	facilitating working	staffrooms further apart to comply with social distancing.	cashiess transactions.	
	Coroni	<ul> <li>modifying work ta</li> </ul>	If possible, bring in shift arrangements so less staff are in the workplace at once.	<ul> <li>Increase access to closed bins in your workplace.</li> </ul>	
	~	Coronaviru	Instruct workers to have meetings by	Put up signs to request customers only touch objects they are going to buy.	
			phone or online instead of in person. If not possible, require they meet in a large space and keep meetings short.		
			Coronavirus	C) safe work australia	
			COVID-19	Source work duau dia	

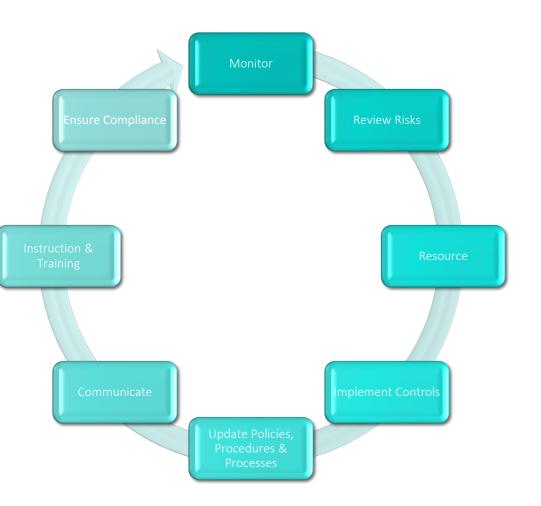
## State of Play





#### As a Officer, what do you need to know?

 You must do everything reasonably practicable to eliminate or minimise workers and visitors risks of COVID-19 infection





#### Creating a COVID-safe workplace





#### Creating a COVID-safe workplace



Building Systems



Safetrac



Lobbies, Common areas & Amenities



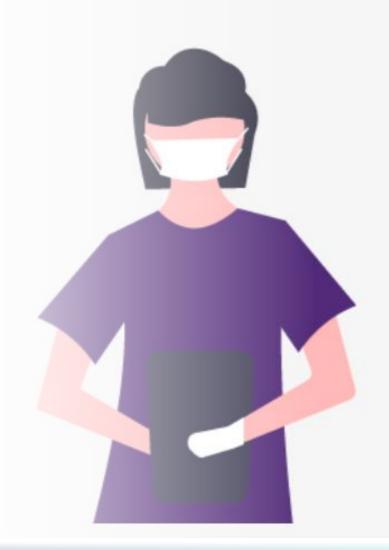
#### Creating a COVID-safe workplace



Cleanliness and Hygiene Products







## COVIDSafe App

- Encourage workers to download the COVIDSafe App – but remember, it against the law to mandate this.
- For more on the COVIDSafe App, visit the Government website.

COVIDSafe app





## Preparing your staff



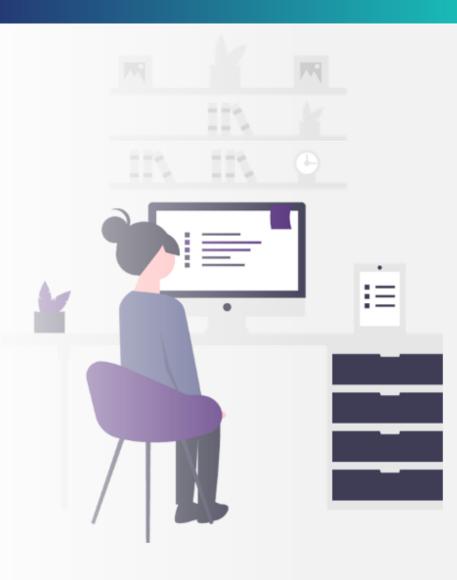
Working From Home



Returning to the Workplace



Staggered approach





## Preparing your staff







### Preparing your staff





#### Obligation to train your staff

You must provide your workers with any information or training that is necessary to protect them from the risk of exposure to COVID-19 arising from their work.

<u>https://www.safeworkaustralia.gov.au/covid-19-</u> <u>information-workplaces/industry-information/general-</u> <u>industry-information/duties-under-whs</u>





#### **COVID-Safe Return to Work bundle**







CREATING A COVIDSAFE WORKPLACE FOR YOUR STAFF

RETURNING TO THE WORKPLACE PREPARING THE PREMISES

COVID-19: RETURNING TO WORK ON-SITE FOR EMPLOYEES

For more on these or any other courses, visit <u>safetrac.com.au/courses</u>



#### Discount

- To assist with customising the employee module, we are providing 1 HOUR FREE customisation
- Valid for purchases by 30 June, 2020



#### **Questions?**



#### Thank you

