

RM211 COVID Safe Plan VIC

Site location: Unit 1, 56 Centre Way, Croydon South, Vic 3136 and various infield sites for survey activity
Survey JSEAs contain a complete site list. Survey risks identified including COVID-19 are recorded in the project JSEA, the assessment completed, and mitigation actions documented. All relevant procedures and work instructions are referenced and attached to the JSEA for all field work.

We acknowledge our obligations and responsibilities under the Pandemic Orders

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References

Safe Work Australia: <https://covid19.swa.gov.au/covid-19-information-workplaces>

For the latest information on restrictions in Victoria, visit coronavirus.vic.gov.au

For the latest information on restrictions in NSW, visit <https://www.nsw.gov.au/covid-19>

For the latest information on restrictions in SA, visit <https://www.covid-19.sa.gov.au/>

For the latest information on restrictions in QLD, visit <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19>

For the latest information on restrictions in WA, visit <http://www.wa.gov.au/government/coronavirus-covid-19>

For the latest information on restrictions in TAS, visit <https://www.coronavirus.tas.gov.au/>

Managing Covid Cases In The Workplace

Requirements

At the first sign of COVID-19 symptoms, workers are asked to get tested and should not attend work.

A worker who has tested positive for COVID-19 and has been in the workplace during their infectious period must follow the advice as noted at <https://www.coronavirus.vic.gov.au/checklist-cases>

When Austraffic VIC becomes aware of a case of COVID-19 in our workplace, we must follow government advice as noted at <https://www.worksafe.vic.gov.au/coronavirus-covid-19>

Mitigation Strategies

If work can be completed at home, and the risks that arise from working remotely can be effectively managed, Austraffic VIC encourages workers to work from home to minimise the risk of exposure to COVID-19. As per the Working at Home Procedure, we will work with our employees to determine whether working from home is reasonably practicable for the individual. For further information see [Working From Home Procedure](#).

If any member of the team is unwell, they are requested to stay at home, get tested, seek medical advice if required, and adhere to quarantine or self-isolation periods as directed by their medical professional and in line with DHHS guidelines, and keep their supervisor/manager informed.

Procedure 15.3 Transmission High Risk Communicable Diseases includes Managing Coronavirus Exposure Risks and Identifying Risks and Controlling Risks (distancing, hygiene, and Cleaning). This information has been circulated and staff made aware of expectations and is available to all workers via <https://austraffic.com.au/library/library-procedures/15-3-transmission-high-risk-communicable-diseases-procedure>

We will continue to reinforce messaging to staff that physical distancing needs to be maintained during work and during social interactions. Employees are encouraged to coordinate onsite activities to minimise the number of workers on site at any one time.

Procedures to manage a symptomatic worker or COVID-19 case in the workplace

If a worker tests positive for COVID-19, they must comply with the current Victorian guidelines for COVID management <https://www.coronavirus.vic.gov.au/checklist-cases>.

If Austraffic VIC becomes aware that a worker attended the workplace in the 48 hours prior to becoming symptomatic, Austraffic VIC must follow mandatory steps, including advising other workers at the worksite to:

- monitor for symptoms
- undertake a COVID-19 test if they have symptoms.

Individuals are most infectious 2 days before their symptoms start, and while they have symptoms. It is recommended that individuals with COVID-19 or who think they may have COVID-19 should isolate for at least 5 days until they don't have symptoms anymore or test negative on RAT. They may be infectious for up to 10 days.

Once Austraffic is aware of a case of COVID-19 at the workplace, they must do the following as soon as possible:

- Direct the worker to return home and isolate in accordance with the [checklist for COVID-19 cases](https://www.coronavirus.vic.gov.au/checklist-cases).
- If the worker is unable to return home immediately, direct the worker to isolate themselves at the workplace and, while doing so, to wear a face mask and remain as isolated as possible in a well-ventilated area or safe outdoor space. If they are unwell, refer them to medical care.
- Notify workers that they should not go to work, school, or grocery shopping. Especially if they work with or have interactions through their daily activities with people at a higher risk of becoming very sick with COVID-19
- Refer them to the Vic Gov COVID website for more information <https://www.coronavirus.vic.gov.au/checklist-cases>.

Who Is Responsible?

- Monitoring worker attendance at work sites: Survey Manager (field based teams) or General Manager (office based teams)
- Informing all relevant staff if a worker tests positive for COVID if they attended an Austraffic workplace while infectious: General Manager

Encourage Use of Face Masks

Requirements

Ensure all workers follow the current face mask requirements. Visit <https://www.coronavirus.vic.gov.au/face-masks-when-wear-face-mask> for the latest information and advice. Personal Protective Equipment (PPE) is recommended for use in sensitive or high-risk settings (Autraffic VIC is not a sensitive or high risk setting).

Actions

Procedure 15.3 Transmission High Risk Communicable Diseases has instruction and information for wearing Face Coverings in Workplaces. We will encourage the use of face coverings by all staff.

Supplies of masks are managed by the administration team with spare stock held available on request.

For field activity refer to the survey JSEA/s for Process Steps, Risk and Controls, and the relevant procedures.

Also see Autraffic procedures [Face Coverings in Workplaces](#).

Who Is Responsible?

Most senior person on site (office or field location) at any time – hierarchy as follows:

Accounts & Administration Manager

Survey/Project Manager

Team Leader/Supervisor

Senior Field Team Member

Mandatory Vaccinations – Field Staff

No longer required, and Autraffic is not required under other laws to collect, use, record, or hold vaccination information.

Vaccinations Status Register

The vaccination status of workers shall no longer be recorded and records have been destroyed in a confidential manner following the revocation of the Occupational Health and Safety Amendment (COVID-19 Vaccination Information) Regulations.

Practice good hygiene

Requirements

Regular routine cleaning of surfaces should be continued as a standard practice to prevent the build-up grime, dust, mould, and bacteria that can contribute to health issues

Routine cleaning schedules, especially for frequently touched surfaces can be decided by the occupier by considering the building's usage and with reference to any industry specific legislation or standards.

Irrespective of cleaning service provider arrangements, the following six pillars of a cleaning program should be in place.



Source: <https://www.health.vic.gov.au/coronavirus-cleaning-guidelines-for-workplaces-doc>

Action

Hand sanitizer is supplied for use by all staff and visitors to Austraffic work sites. Sanitizer is located in the office foyer, warehouse preparation area (white tables), kitchen, upstairs general office area at the preparation desk and is in all survey vehicles.

We avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment. We ensure workstations are adequately stocked for each individual's requirements. Desk sharing is discouraged.

Procedure 15.3 Transmission High Risk Communicable Diseases includes Managing Coronavirus Exposure Risks (Travelling In Vehicles) and Identifying Risks and Controlling Risks (distancing, [ventilation](#), hygiene, and cleaning) along with [Office Management Procedure 13.9 subsection 'Cleaning'](#)

High touch surfaces including but not limited to doors, handrails, access buttons, alarm code pads and cupboard handles, kitchen counters, tablet screens have been identified. Cleaning of high touch surfaces will be documented on [BMS Tool 04 Cleaning Schedule](#). Office/warehouse cleaners have been given new work instructions including the treatment of high touch areas. Refer to [Covid Cleaning Procedure](#) for more details.

For field activity refer to the survey JSEA/s for Process Steps, Risk and Controls, and the relevant procedures. Direction on maintaining vehicles and field supplies is contained in procedure 13.19 Motor Vehicle and documented in form RM 17 Daily Vehicle Inspection.

Who Is Responsible?

Accounts & Administration Manager

Improve indoor air quality

Recommendations

Improving indoor air quality can reduce the risk of COVID-19 transmission in the workplace.

This can be improved by:

- opening windows
- leaving doors open in hallways and corridors
- adjust the settings on heating, ventilation and air conditioning (HVAC) systems or air conditioning units to increase the proportion of outdoor air.

Visit coronavirus.vic.gov.au/ventilation for information on how to improve ventilation systems in the workplace.

Action

As doors and windows cannot be opened, it is important that wall mounted air conditioning units be switched on when the office is in use to encourage air flow in the building.

The HVAC system should also be switched on to assist with air flow.

Both the HVAC system and the wall mounted air conditioning units shall be serviced and maintained on a regular basis to ensure they are in good working order and their filters are cleaned or replaced as required.

Portable air filter units are being investigated.

At present, minimal staff attend the office site at any one time, and staff are encouraged to work from home when it is feasible for them to do so.

Who Is Responsible?

Most senior person on site (office or field location) at any time – hierarchy as follows:

General Manger

Accounts & Administration Manager

Survey/Project Manager

Administration Staff