



Design Safety Solutions

.. 'Working with you to *Design Safety Solutions*'

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COVID-19 Presentation and Employer/Employee Responsibilities

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Government Resources

Links to National State and Territories Health Departments.

National

[NSW](#)

[Victoria](#)

[South Australia](#)

[Queensland](#)

[ACT](#)

[Tasmania](#)

[Western Australia](#)

[Northern Territory](#)

Responding to COVID-19

- Are you monitoring the COVID-19 updates from the Federal and State Governments Health Departments to ensure you are complying with their directives?
- Have you communicated your internal COVID-19 response to your staff?
- Have you commenced your business continuity plan (work from home, virtual meetings, keeping customers informed of your current and expected capacity)?
- Have you informed your clients/contractors of your expectations to minimise exposure to your teams and them?
- Have you informed your clients/contractors of any limitations you have with resources (people / equipment / finances)?

Free COVID-19 infection control training - <https://www.covid-19training.gov.au/>

COVIDSafe app

COVIDSafe is a new tool to help speed up how we notify people exposed to COVID-19 so the health system can protect you, your family and friends.

[More about COVIDSafe](#)



The COVIDSafe app is part of our work to slow the spread of [COVID-19](#). Having confidence we can find and contain outbreaks quickly will mean governments can ease restrictions while still keeping Australians safe.

The new COVIDSafe app is completely voluntary. Downloading the app is something you can do to protect you, your family and friends and save the lives of other Australians. The more Australians connect to the COVIDSafe app, the quicker we can find the virus.

3 Step Framework for a COVIDSAFE Australia



Australian Government

COVIDSAFE

3 STEP FRAMEWORK FOR A COVIDSAFE AUSTRALIA

MAINTAIN 1.5M DISTANCING AND GOOD HYGIENE • STAY HOME IF UNWELL • FREQUENTLY CLEAN AND DISINFECT COMMUNAL AREAS • COVIDSAFE PLAN FOR WORKPLACES AND PREMISES

ALL STEPS ARE SUBJECT TO EXPERT HEALTH ADVICE • States and territories can implement changes based on their COVID-19 conditions

	GATHERINGS & WORK	EDUCATION & CHILDCARE	RETAIL & SALES	CAFES & RESTAURANTS	ENTERTAINMENT & AMUSEMENT VENUES	SPORT & RECREATION	ACCOMMODATION	WEDDINGS, FUNERALS & RELIGIOUS SERVICES	HAIR & BEAUTY SERVICES	DOMESTIC TRAVEL	
STEP 1	STEP 1: The important first small steps – connect with friends and family – allowing groups of people to be together in homes and in the community. Businesses reopen, and more people return to work										
	<p>Non-work gatherings of up to 10</p> <p>Up to 5 visitors at home in addition to normal residents</p> <p>Work from home if it works for you and your employer</p> <p>Workplaces develop a COVIDSafe plan</p> <p>Avoid public transport in peak hour</p>	<p>Child care centres, primary and secondary schools open as per state and territory plans</p> <p>Universities/technical colleges to increase face-to-face where possible and prioritise hands-on, skills based learning</p>	<p>Retail stores open</p> <p>Retail stores and shopping centre managers must develop COVIDSafe plans</p> <p>Auctions/open homes can have gatherings of up to 10, recording contact details</p>	<p>May open and seat up to 10 patrons at one time</p> <p>Need to maintain an average density of 4m² per person</p> <p>Food courts are to remain closed to seated patrons</p>	<p>To remain closed: indoor movie theatres, concert venues, stadiums, galleries, museums, zoos, pubs, registered and licensed clubs, nightclubs, gaming venues, strip clubs and brothels</p> <p>Exception: Restaurants or cafes in these venues may seat up to 10 patrons at one time</p>	<p>No indoor physical activity including gyms</p> <p>Community centres, outdoor gyms, playgrounds and skate parks allow up to 10 people</p> <p>Outdoor sport (up to 10 people) consistent with the AIS Framework for Rebooting Sport</p> <p>Pools open with restrictions</p>	<p>Continue current arrangements for caravan parks and camping grounds (closed to tourists in some states and territories)</p> <p>Hostels and hotels are open for accommodation</p>	<p>Weddings may have up to 10 guests in addition to the couple and the celebrant</p> <p>Funerals may have up to 20 mourners indoors and 30 outdoors</p> <p>Religious gatherings may have up to 10 attendees</p> <p>Every gathering must record contact details</p>	<p>Hairdressers and barber shops open and record contact details</p> <p>Beauty therapy and massage therapy venues, saunas and tattoo parlours remain closed</p>	<p>Allow local and regional travel for recreation</p> <p>Refer to state and territory governments for border restrictions and biosecurity conditions</p>	
	STEP 2	STEP 2: Building on slightly larger gatherings and more businesses reopening. Higher risk activities may have tighter restrictions									
<p>Non-work gatherings of up to 20</p> <p>States and territories may allow larger numbers in some circumstances</p> <p>Work from home if it works for you and your employer</p> <p>Workplaces develop a COVIDSafe plan</p> <p>Avoid public transport in peak hour</p>		<p>Child care centres, primary and secondary schools open as per state and territory plans</p> <p>Universities/technical colleges to increase face-to-face where possible and prioritise hands-on, skills based learning</p>	<p>Retail stores open</p> <p>Retail stores and shopping centre managers must develop COVIDSafe plans</p> <p>Auctions/open homes can have gatherings of up to 20, recording contact details</p>	<p>Cafes and restaurants can seat up to 20 patrons at one time</p> <p>Need to maintain an average density of 4m² per person</p> <p>Food courts are to remain closed to seated patrons</p>	<p>Indoor movie theatres, concert venues, stadiums, galleries, museums, zoos may have up to 20 patrons</p> <p>To remain closed: pubs, registered and licensed clubs, RSL clubs, casinos, nightclubs, strip clubs and brothels</p> <p>Exception: Restaurants or cafes in these venues may seat up to 20 patrons at one time</p>	<p>Up to 20 people allowed to participate in outdoor sports consistent with the AIS Framework for Rebooting Sport</p> <p>Up to 20 people allowed to participate in all indoor sports, including gyms</p> <p>Need to maintain an average density of 4m² per person</p> <p>Pools open with restrictions</p>	<p>Caravan parks and camping grounds fully open</p> <p>All accommodation areas open and allow gatherings of up to 20 people</p>	<p>Weddings may have up to 20 guests in addition to the couple and the celebrant</p> <p>Funerals may have up to 50 mourners</p> <p>Religious gatherings may have up to 20 attendees</p> <p>Every gathering must record contact details</p>	<p>Hairdressers and barber shops open and record contact details</p> <p>Beauty therapy and massage therapy venues and tattoo parlours can open with up to 20 clients in the premises and record contact details</p> <p>Saunas and bathhouses remain closed</p>	<p>Allow local and regional travel for recreation</p> <p>Consider allowing interstate recreational travel depending on the situation in each state and territory</p> <p>Refer to state and territory governments for biosecurity conditions</p>	
STEP 3		STEP 3: A commitment to reopening of business and the community with minimal restrictions, but underpinned by COVIDSafe ways of living									
	<p>Non-work gatherings of up to 100 people</p> <p>Larger gatherings to be considered</p> <p>Return to workplace</p> <p>Workplaces develop a COVIDSafe plan</p> <p>Avoid public transport in peak hour</p>	<p>Child care centres, primary and secondary schools open as per state and territory plans</p> <p>Universities/technical colleges to increase face-to-face where possible and prioritise hands-on, skills based learning</p> <p>Consider reopening residential colleges and international student travel</p>	<p>Retail stores open</p> <p>Retail stores and shopping centre managers must develop COVIDSafe plans</p> <p>Auctions/open homes can have gatherings of up to 100, recording contact details</p>	<p>Cafes, restaurants and food courts can seat up to 100 people</p> <p>Need to maintain an average density of 4m² per person</p>	<p>Venues open in Step 2 may have up to 100 patrons</p> <p>Consideration will be given to opening bar areas and gaming rooms</p> <p>Exception: Restaurants or cafes in these venues may seat up to 100 patrons at one time</p> <p>To remain closed: strip clubs and brothels</p>	<p>All venues allowed to operate with gatherings of up to 100 people</p> <p>Need to maintain an average density of 4m² per person</p> <p>Community sport expansion to be considered consistent with the AIS Framework for Rebooting Sport</p>	<p>All accommodation areas open and allow gatherings of up to 100 people</p>	<p>Allow gatherings of up to 100 people</p> <p>Every gathering must record contact details</p>	<p>All establishments allowed to open with up to 100 people</p> <p>Record contact details</p>	<p>Allow interstate travel</p> <p>Refer to state and territory governments for biosecurity conditions</p>	

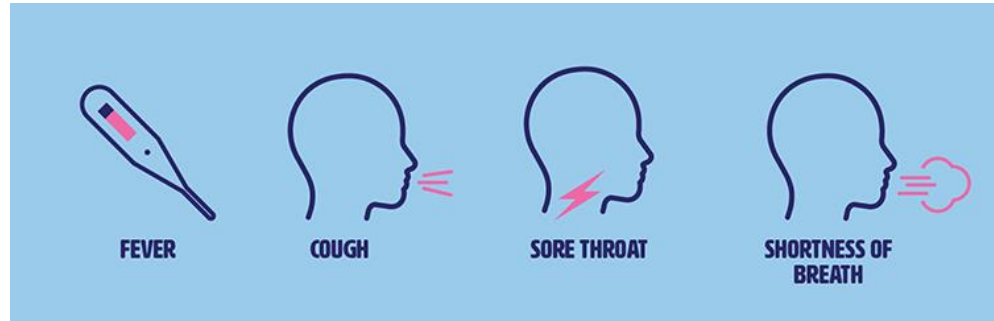


COVID-19 Symptoms

To seek medical help from a doctor or hospital, call ahead of time to book an appointment.

Symptoms

Symptoms of COVID-19 can range from mild illness to pneumonia. Some people will recover easily, and others may get very sick very quickly.



People with coronavirus may experience:

- fever
- flu-like symptoms such as coughing, sore throat and fatigue
- shortness of breath

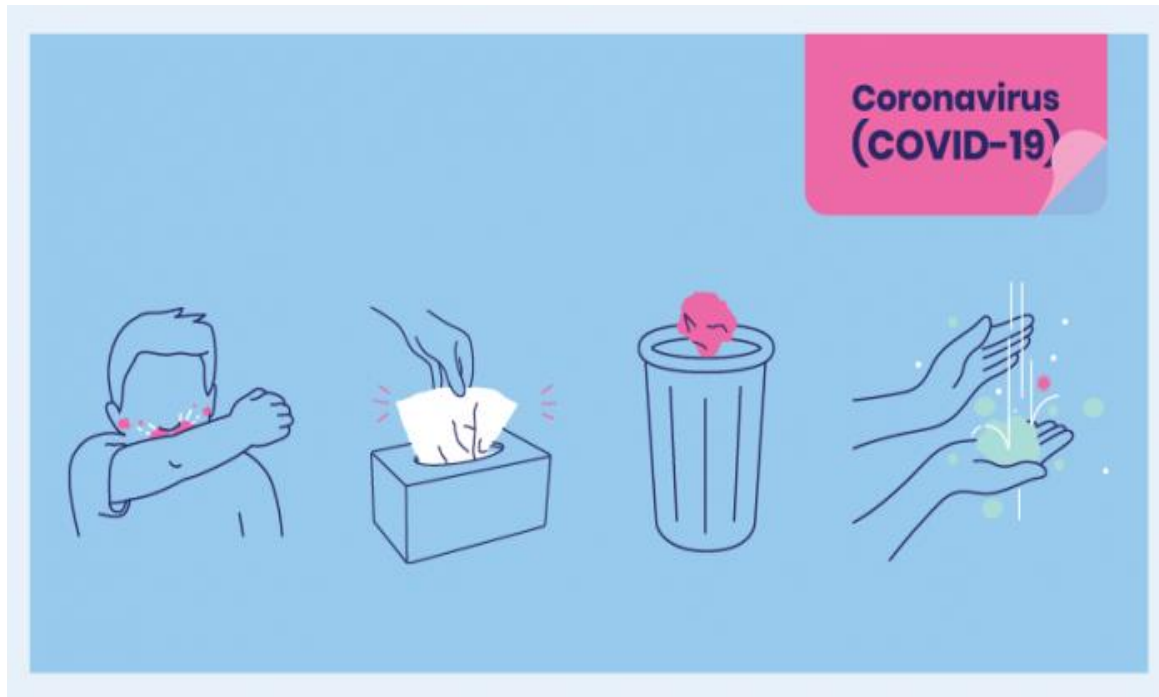
If you are concerned you may have COVID-19, [use the symptom checker on healthdirect](#).

National Coronavirus Helpline

Call this line if you are seeking information on coronavirus (COVID-19).

The line operates 24 hours a day, seven days a week. [1800 020 080](tel:1800020080)

Control – Reducing the Risk



Employer Responsibilities

NSW WHS Act at s19 Primary Duty of Care (abridged)...

A person conducting a business or undertaking must ensure, so far as is reasonably practicable (while the workers are at work), the health and safety of your workers, who you engage, who you have control (influence) of or caused to be engaged and others who may be put at risk from work carried out.

While the requirement to identify and manage hazards in the workplace has not changed, the COVID-19 Pandemic has increased the eagerness for information on Infection Control, Exposure minimisation, employee and contractor expectations and work from home considerations.

It is an employers responsibility to Identify, Assess and Control hazards. The COVID-19 Pandemic is a known hazard. Employers are required to control this as is reasonably practicable. Identify your workgroups, can you keep them separated, business continuity.

There is quite a lot of information available on the internet but as you would appreciate a lot of the businesses do not have dedicated people to source and put the information in a form that can be easily communicated in the business.

Employer Responsibilities and options

Elimination (of exposure in the workplace)

- Work from home.

Substitution

- Face to face meetings are now Skype or Zoom.

Isolation

- Maintaining social distancing, spread out seating arrangements.
- Staggered breaks minimising No.s in the breakout areas.

Engineering

Physical barriers

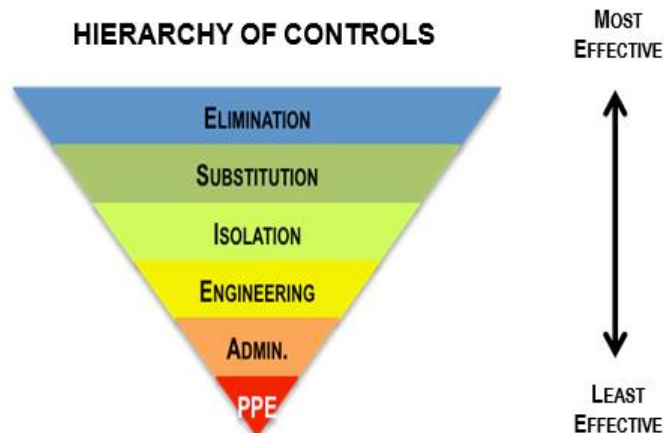
Electronic door (operated from inside).

Administration

- Policies/ Procedures/ posters/ training/ inspections.

PPE

- Masks, Gloves, sanitisers.



Documents DSS has provide to businesses include:

- COVID-19 – Exposure Minimisation Guidelines for staff and visitors to Support Office.
- COVID-19 – Infection Control procedure– Airborne Virus.
- COVID-19 – Toolbox Talk – for Staff & Contractors.
- COVID-19 – Response requirement – Suspected or confirmed cases COVID-19.

Employee Responsibilities

NSW WHS Act at s28 Duties of Workers (abridged)...

While at work, a worker must take care for their own health and safety, others by their acts or omissions, comply with any reasonable instruction given and co-operate with any reasonable policy or procedure that has been notified to workers.

Question

Do you have processes in place that is designed to manage the potential exposure to COVID-19? This could be by procedure, guideline, contained in an updated SWMS.

The key is that the document or the information has been consulted and communicated.



Whose Responsibility?

- Fail – employer – not a safe workplace.
- Fail – site owner – not a safe workplace.
- Fail – employee (doing the work) – not a safe workplace.
- Fail – employee (observing the work) – not a safe workplace.

Action – worked stopped, discussed and a safer method employed.



Recommendations

I recommend you;

1. Maintain current with developments via the government websites.
2. Review the provided guidance on increased personal hygiene practices through reminders and signage.
3. Educate the team on social distancing (lunchrooms/carpooling/lunch vans).
4. Cease all non-essential face to face internal and external meetings.
5. Stop all non-essential business travel.
6. Ensure staff have access to video and phone conferencing capacity.
7. Staff wellbeing is proactively and regularly reviewed.

Changes must be communicated, I keep records of attendance.

Posters are displayed to communicate symptoms, reporting, hygiene and social distancing.

Reinforcement of expectations occur – electronic, face to face, posters at entry and kitchens (change them to keep fresh).

Benefits of Work

“Work can provide people with a sense of purpose and routine, which is particularly important during this global pandemic.”

Professor Andreas Rauch,
University of Sydney Business
School

<https://www.sydney.edu.au/news-opinion/news/2020/04/08/health-conditions-of-adults-one-month-into-covid-19-lockdown.html>

Mental health support boosted

Uncertainty - Mental Health – Not everyone is the same.

- | | |
|--|---|
| <ul style="list-style-type: none">• Employment concerns – social interaction. | <ul style="list-style-type: none">• Others actions (social distancing). |
| <ul style="list-style-type: none">• Concerns for health of family and self. | <ul style="list-style-type: none">• Elevated levels of depression and anxiety. |
| <ul style="list-style-type: none">• Financial concerns – day to day expenses, mortgages, rent, necessary items (toilet paper, rice and pasta). | <ul style="list-style-type: none">• Beyond Blue says Australians are experiencing loneliness and isolation, family stress and financial issues. |

If you or anyone you know needs help:

[Lifeline](#) on 13 11 14

[Kids Helpline](#) on 1800 551 800

[MensLine Australia](#) on 1300 789 978

[Suicide Call Back Service](#) on 1300 659 467

[Beyond Blue](#) on 1300 224 636

[Headspace](#) on 1800 650 890

[ReachOut](#) at au.reachout.com

[Care Leavers Australasia Network \(CLAN\)](#) on 1800 008 774

Posters and Guidance information



Resource Kit (these amongst others..)

[How to keep workers safe - COVID-19](#)

[Working from home - Workstation Setup Guide - COVID-19](#)

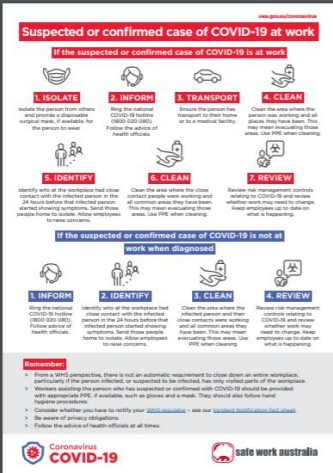
[Workplace Checklist - COVID-19](#)

[What to do if a worker has COVID-19 - Infographic](#)

[5 things to do in your workplace: COVID-19 - Infographic](#)

[Physical distancing checklist - COVID-19](#)

[How to clean and disinfect your workplace - COVID-19](#)



COVID-19 is here and we need to manage potential exposure.

Should you have any questions just call or email me.

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**Stay safe, look after
your workmates.**