

COVID-19 Workplace Safety Plan

The COVID-19 Workplace Safety Plan combines the assessment process and actions into an easy to follow document

Why does this need to be done? The focus of this assessment is COVID-19 as a hazard for our staff and working environment. COVID-19 has impacted working arrangements in a range of ways and many have continued to provide services in the same or similar way, delivering services differently, working in new ways or planning what returning to the workplace could look like. The WHS legislative framework requires that risk assessments are completed for hazards in the workplace and COVID-19 is a workplace hazard. DCJ must also plan to make our workplaces as safe as possible for members of the public who access them or reside in a facility.

Where should this tool be used? Whilst the assessment requires consideration of site specific information (such as signage etc), it is to be completed taking into consideration the risks and controls that are required for those who report to the authorising person ie. those within the line management control.

Who should be considered in using this tool? The manager signing off on the risk assessment should be considering each of the staff that they have a responsibility for. In particular:

- This template tool is to be applied to all sites and teams across to DCJ.
- The assessment is to be conducted at least once for every work site. Infrastructure and Assets (I&A) will assist undertaking the assessment for larger multi-tenanted sites.
- Where the assessment applies to a team or staff cohort (as opposed to a site) consider the site or workplace that staff most commonly access or use as their home base or otherwise work from.
- The assessment may consider staff and the duties they undertake across multiple locations (ie. office, field, travelling, court house etc).
- Where a geographical location is multi-tenanted, there may be more than one risk assessment completed by DCJ business stream. This is appropriate noting the different types of work that DCJ staff do and that each has a varying risks arising from the work.
- Managers and Executive may also wish to apply this tool to a team, unit, office, area or function. Hence, it may be appropriate to have more than one plan at each work site, depending on the type and function of the work, supervisory structures, whether the site is shared and the HSR Committee structure.

Who should be consulted? Consultation is a vital process in identifying hazards and risks and is recognised in the WHS legislation. Talking to the people exposed to a hazard, or seeking expert advice, will provide valuable information in helping to determine and implement appropriate control measures.

What happens to the completed assessment and is there support in applying the tool? There are work health safety staff within each business stream that can assist workplaces with applying this tool. If you do not know who your WHS officer is, please contact the Human Resources Business Partner team to put you in contact with the right person.

The completed tool is to be sent to your WHS officer. The information within the tool will be used to form risk registers for COVID-19. DCJ is required to develop and maintain risk registers for foreseeable workplace hazards.

Risk Assessment Process

Risk Assessment	<p>Step 1 – Identify the Hazard (Hazard Source)</p>	<p>Identifying hazards in the workplace involves finding things and situations that could potentially expose our workers to COVID-19.</p> <p>The template COVID-19 Workplaces Safety Plan provides examples for your reference that can be modified to suit your work location.</p> <p><i>E.g. A Potentially infectious persons attending the workplace via public transport</i></p> <p>It is recommended that you walk around the workplace and consult with the staff, your local HSRs/WHS Committee Members and your HRBP/District WHS teams. Be open to ideas of others, their concerns and suggestions.</p>
	<p>Step 2 – Identify Potential Causes (Risk Factors)</p>	<p>What are the potential causes or reasons that could would potentially cause the hazard or event from occurring</p> <p><i>E.g. Workers attending workplace when unwell could potentially expose others to infection.</i></p>
	<p>Step 3 – Assess the Risk (Risk Rating)</p>	<p>Likelihood - What is the likelihood of this event occurring, or how often would this event actually occur in the workplace?</p> <p><i>E.g. Exposure via public transport in far west NSW the risk event probably won't occur, but it still could happen. Using the Risk Matrix this would equal 'B. Unlikely'.</i></p> <p>Consequence – What would be the most reasonably foreseeable consequence should an exposure was to occur?</p> <p><i>E.g. A staff member who is not considered vulnerable often only requires medical treatment and time of work. Using the Risk Matrix this would equals '3. Moderate'.</i></p>
	<p>Guidance</p>	<p>There is a range of guidance material and links that have been provided to assist the implementation of organisational and legislative controls and resources.</p> <p>Please also refer to your divisional specific teams and intranet pages for more information.</p>
Risk Action Plan	<p>Controls</p>	<p>In this column of the table, list the control measures identified for the work location to eliminate or reduce the risk.</p> <p>The template COVID-19 Workplaces Safety Plan provides examples for your reference that can be modified to suit your work location. If your work environment / location has implemented additional controls they should be recorded here. You can also draw from information in the Business Continuity Plan (BCP) or from another pre-existing plan.</p>
	<p>Status</p>	<p>What is the status of the controls that have been implemented in your workplace? Have they actually been implemented, still to be implemented, or are they ongoing?</p>
	<p>Actioner</p>	<p>Once the controls have been identified, they will need to be assigned to a staff member to implement (if not already in place).</p>