

COVID 19

Workplace Checklist for Delegates and HSRs

Workplaces must consult and develop a plan on how they will deal with the health risks posed by COVID-19.

Each workplace or areas in workplaces will have different demands and consequently will establish distinct plans however, the principle of providing a safe system through consultation remains the same. The best plans are developed with members, HSRs and delegates; through the collective ideas of employees who do the work and the genuine commitment from management to implement change.

This checklist will assist you to consider aspects of prevention and response. If you have additional suggestions for the checklist contact your organiser/OHS Unit.

Central to the process is consultation which MUST include Members, HSR and Delegate.

Your employer has **consulted**¹ on the development and implementation of proposed plan for:-

- Control by prevention or minimization of risks from COVID19; and
- Respond to a case of Covid-19 in their workplace
- Your employer has provided you with documented plans on Prevention and Response.
 [Note-**HSRs** have a right to **information**²]

COVID-19 Plan to Manage Risk Control and support for Workers

Physical Distancing the 1.5m You have considered:

- Organising work to comply with 1.5m distancing considering such things as start/finish times; break times; line speed and workstation organization
- Establishing small teams or groupings of workers eliminating interaction
- Organising movement and seating in the lunch/smoko room facilities meeting 1.5m requirements.
- Change room and toilet facilities have been arranged to ensure 1.5m separation
- Worker meetings (eg Toolbox talks; OHS Committee) are organised to maintain separation of 1.5 or conducted via online, group telephone meetings
- Where possible your employer has enabled work to be done remotely from home
- Contractor interaction minimisation

Cleaning and Hygiene. Implementing procedures and sufficient time to ensure:

- Workstations/work areas are cleaned and disinfected at each change.
- Regular cleaning of high-touch surfaces such a doorknobs, chairs, light switches.
- Regular cleaning of equipment/mobile plant - such as forklifts, trolley jacks, vehicles being repaired, tools, work benches etc
- Personal hygiene- regularly cleaning of hands with soap and water (minimum 20 seconds) or an alcohol-based hand rub. Before/ after eating and visiting the toilet; before and after rotation of workers
- Sufficient cleaning and sanitizing products are ;provided to ensure that work areas hand washing facilities are kept clean, properly stocked and in good working order.
- Management have specifically considered First- Aiders. Ensuring there is suitable PPE; first aid kits are restocked, and sterilization procedures are in place

¹ Employers MUST Consult with HSRs on any proposed changes which can affect the health of their DWG [OHS Act s35/ WHS (Comcare) Act s47-49]. Employers **MUST consult with Delegates** on decisions to introduce major changes in production, program, organisation, structure or technology that are likely to have significant effects on employees, including change to an employee's regular roster or ordinary hours of work.[Ref: FWO site]

² Employer MUST provide Information to HSRs [OHS Act s69(1a); WHS(Comcare) Act s70(1c)]

Information & Communication

- Delegates, HSRs and Workers have an agreed schedule for discussing and getting updates on COVID-19
- Signs have been erected at the entrance to the workplace, facilities, workstations, meeting rooms about social distancing and promoting good hygiene practices
- Workers have been trained to understand why actions are being taken and what is requested of them.

Personal protective equipment (PPE); Tools and equipment

- Workers are provided with their own, individual PPE; Storage and cleaning facilities.
- Tools ideally should not be shared. A process to identify what tools are shared and where possible tool sharing is eliminated.

Pay and conditions Your employer has agreed to:

- Paid special leave available to workers to self-isolate. For example, those who are experiencing flue like symptoms.
- A clear and agreed process for raising concerns around the need for employees to self-isolate prior to commencing work.
- A clear and agreed process for applying for and taking leave.
- A process to address issues raised by workers who feel they are in a high risk category.

HSRs and Delegates need to consult with members in their DWG more regularly during this difficult time.

They can also seek support from our AMWU Organisers and OHS Unit.

Useful Web sites for COVID-19

<https://www.actu.org.au/coronavirus>
<https://www.safeworkaustralia.gov.au/media-centre/news/covid-19-information-workplaces>
<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/coronavirus-covid-19-current-situation-and-case-numbers>
<https://www.foodstandards.gov.au/consumer/safety/Pages/NOVEL-CORONAVIRUS-AND-FOOD-SAFETY.aspx>

COVID-19 Response to a Suspected or Confirmed Case

Members, HSRs and Delegates have been consulted on the development of policies, procedures and actions to be taken should there be a suspected or confirmed case of COVID-19. This would include:

- Clearly defined roles and responsibilities of key personnel at the workplace. Including, but not limited to, supervisors, security, emergency response.
- HSRs and Delegates have the right to be involved through the process. There needs to be agreement about the process for this involvement.
- Employees are clear on what action will be taken by the employer in response to a suspected or confirmed case. The employer will seek advice from DHHS for direction or not of closure of business. (1800 675 398)
- There is a system to identify or map contact between workers. (eg maintenance or emergency/roadside assistance workers)
- First Aid response is clear, and First Aiders are comfortable & trained in dealing with an injured worker who may have COVID-19.
- Professional cleaners are engaged to undertake a thorough cleaning of the workplace and workstations. Provision of a certificate to reoccupy.
- Procedures for assessing responding to reasonable requests and personal concerns about COVID-19
- The documented plan is clear on what the expectations of workers will be in the case of a suspected or confirmed case. (eg: Self-isolation/Testing)
- The return to work procedure following an outbreak is established.
- There is an adequate procedure in place for workers to report if they are feeling unwell.
- Emergency numbers are readily accessible throughout the workplace

If you require any assistance in your workplace, contact your organiser or the AMWU OHS unit on 03 9230 5700