



# WORKPLACE HEALTH AND SAFETY POLICY

RESPONSIBILITY:	Executive & Office Administrator			
NEXT REVIEW DATE:	February 2023			
DOCUMENT REVISION HISTORY:				
Version no.	Approved	Date	By FAC	By Board
1	Draft	21 Sept 2020	2 Oct 2020	15 Oct 2020
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2	Draft	4 February 2022	15 February 2022	N/A

## 1. Introduction

Commonwealth Games Australia (CGA) has established the following policy to ensure the ongoing commitment and compliance to workplace safety as per legislation set out in the Occupational Health and Safety Act 2004.

This policy should be read and understood by all CGA employees to ensure they are aware of their ongoing responsibility to ensure safety and wellbeing in the workplace for themselves and others.

CGA takes very seriously its responsibility for the health and safety of all employees and directors and non-employees such as contractors, consultants, volunteers, members and visitors to a CGA environment. Workplace health and safety (WHS) is the responsibility of everyone in the organisation and consultation and collaboration will ensure the best measures are employed to achieve the highest levels of safety and wellbeing in the workplace.

This policy should be read in conjunction with CGA's Ethical Behaviour By-Law and Whistleblower Policy.

## 2. Purpose

All employees have the right to a safe workplace. This Workplace Health and Safety (WHS) Policy provides procedures and guidelines that reflect the legislative requirements outlined in the Occupational Health and Safety Act 2004 (OHS Act). This legislation is the main workplace health and safety law and sets out key principles, duties and rights about WHS.

The objects of the Occupational Health and Safety Act 2004 are:

- a) *to secure the health, safety and welfare of employees and other persons at work; and*
- b) *to eliminate, at the source, risks to the health, safety or welfare of employees and other persons at work; and*
- c) *to ensure that the health and safety of members of the public is not placed at risk by the conduct of undertakings by employers and self-employed persons; and*
- d) *to provide for the involvement of employees, employers, and organisations representing those persons, in the formulation and implementation of health, safety and welfare standards*

CGA considers health and safety to be paramount and it is expected that measures will be taken by all relevant persons at all times to minimise or eliminate risks so far as is reasonably practicable.

## 3. Scope

This policy outlines the ongoing duties and responsibilities of CGA, its employees and non-employees to maintain workplace safety and provides information and procedures to ensure compliance to the legislative requirements.

A series of checklists and guidelines are attached to this policy to assist employees to carry out their responsibilities in relation to WHS.

## 4. WHS Duties

### 4.1 Duties of CGA

CGA is required, as far as is reasonably practicable to:

- Provide and maintain an environment and processes that offer the highest level of protection against risks to the health and safety of employees, non-employees and the public;
- Ensure that the right resources and processes are available to eliminate or minimize identified risks to health and safety;
- Implement adequate systems for receiving, considering and acting on information regarding incidents and hazards;

- Consult regularly with employees and encourage the exchange of information and ideas about risks and measures to eliminate or reduce identified risks; and
- Ensure that employees are informed, supervised and appropriately trained in relation to WHS matters.

#### **4.2 Duties of employees**

CGA employees are required to:

- Take reasonable care for their own health and safety;
- Take reasonable care that their actions do not adversely affect the health and safety of other people;
- Comply with any reasonable instruction or directions given by CGA management to ensure compliance with WHS obligations;
- Co-operate with any policy, procedure, or guideline of CGA;
- Promptly identify, report, and record any WHS risks or incidents to the relevant manager in accordance with these procedures; and
- Familiarise themselves with this WHS Policy.

#### **4.3 Duties of visitors and non-employees**

If a non-employee attends CGA's office, they must:

- Take reasonable care of their own health and safety;
- Take reasonable care that their actions or omissions do not adversely affect the health and safety of others; and
- Comply, so far as they are reasonably able, with any instructions that may be given by CGA employees regarding WHS obligations.

### **5. Employee Wellbeing**

CGA acknowledges that employee wellbeing and good mental health are an integral part of its WHS responsibilities. CGA offers all employees free access to the Assure Organisational Wellbeing program, which provides a broad range of services designed to improve employee health and wellbeing.

Services offered include:

- Counselling – 4 sessions per person, per year
- Wellbeing Coaching – 4 sessions per person, per year
- Financial Coaching – 1 session per person, per year
- Legal Advice – 1 session per person, per year
- Dietary Consultation – 1 session per person

### **6. COVID-19 (Coronavirus)**

To comply with its WHS obligations, CGA has measures in place to protect employees from exposure to COVID-19, which includes educating employees about the risks of transmission and prevention of infection.

CGA will adhere to the recommendations from the relevant State Government/s or Federal Government, comply with all restrictions in place and keep employees updated regularly as changes occur.

If advised by the State Government that employees must work from home, employees will be provided with the necessary tools and resources to equip them to work from home in a safe environment. Office equipment can be borrowed from the CGA office or purchased to enable employees to setup an ergonomic workspace. Also refer to Clause 7 below regarding working from home safety requirements.

CGA has implemented a COVIDSafe Plan, in accordance with current Victorian State Government requirements, to ensure employee risks of exposure to COVID-19 in the workplace and during the course of

CGA business, are minimised or eliminated so far as is reasonably practicable. A copy of the Plan is included in the appendix attached to this policy and the Plan is updated as necessary as State Government health directives change.

The COVIDSafe Plan includes procedures for hygiene, cleaning, physical distancing, record keeping and procedures to respond to a suspected or confirmed COVID-19 case. Employees must not attend the office if they have any symptoms of COVID-19, are awaiting a COVID-19 test result or have recorded a positive COVID-19 test result and are required to isolate as per State Government regulations. The Executive & Office Administrator is to be advised by the employee as soon as practicable.

## 6.1 Vaccination

The Australian Government is working together with State and Territory Governments to implement the Australian Vaccination Rollout Strategy. The COVID-19 vaccine helps to reduce severity of symptoms if someone becomes infected, as well as making infected people less contagious to others. CGA supports the vaccination program and encourages employees to speak with their GP about vaccination. To further support employees in getting vaccinated, CGA will allow staff to take time off during work hours to attend vaccine appointments (if it's impractical to do so during the weekend), without using their annual leave or sick pay. Once vaccinated, employees must continue to adhere to all safety and hygiene measures outlined in CGA's COVIDSafe Plan, and any updated requirements from the State Government as they occur.

The Victorian Government has mandated COVID-19 vaccination for office workers and as such, all CGA employees must be vaccinated to attend the office. Should an employee have a valid ATAGI-approved exemption from vaccination, they will be required to adhere to additional safety precautions such as wearing a facemask at all times in the office to help safeguard their health and wellbeing, as they may be more susceptible to infection.

The CGA Board requires all members of the 2022 Australian Commonwealth Games Team to be fully vaccinated. Further information can be located in the B2022 Australian Team Vaccination Policy.

## 7. Working from Home

CGA has a duty, so far as is reasonably practicable, to provide a safe working environment for their employees and contractors, even when they are working from home for any given reason or period of time.

Employees must take reasonable care for their own health and safety and comply with any information and instructions given to ensure that home workstations provide a safe work environment. It is important for employees to manage their own in-house safety whilst working from home, including maintaining electrical equipment and installing and maintaining smoke alarms. CGA must be notified about any work health and safety incidents that occur whilst working at home.

A Working from Home (WFH) Checklist containing information about setting up a safe home workstation will be provided to all employees working from home. The Checklist must be completed, signed and returned to the Executive & Office Administrator with photos included of the employee seated at their workstation. A copy must be kept on record in the employee's file. A copy of the Working from Home Checklist is included in the appendix attached to this policy.

## 8. Domestic Violence

The Fair Work Act defines family and domestic violence as violent, threatening or other abusive behaviour by an employee's close relative that seeks to coerce or control the employee and causes them harm or to be fearful. A close relative is an employee's:

- spouse or former spouse
- de facto partner or former de facto partner
- child
- parent
- grandparent
- grandchild

- sibling
- an employee's current or former spouse or de facto partner's child, parent, grandparent, grandchild or sibling, or
- a person related to the employee according to Aboriginal or Torres Strait Islander kinship rules.

Under the Fair Work Act, employees dealing with the impact of family and domestic violence can:

- Take unpaid family and domestic violence leave
- Request flexible working arrangements
- Take paid or unpaid personal/carer's leave, in certain circumstances.

The leave available to employees as outlined above is described in detail in CGA's "Leave and Work from Home Guidelines" document.

If CGA suspects an employee is being affected by domestic violence, they will not take actions before consulting the employee, unless a crime is witnessed in the CGA office or whilst the employee is working from home. This includes where someone is seriously injured or in need of urgent medical attention, if someone's life is being threatened, or an incident is witnessed.

CGA will seek independent legal advice if an employee is suspected of perpetrating family and domestic violence.

If family or domestic violence is disclosed by a CGA employee to their Manager or the CEO, a discussion will occur regarding possible safety measures that CGA can implement to help the employee feel safe in the workplace, such as screening the employee's incoming calls, blocking emails, changing a phone number, or changing working hours or location.

## 8.1 Confidentiality and Assistance

CGA assures employees that privacy and confidentiality will be maintained if family or domestic violence is disclosed by an employee to a Manager or the CEO. CGA will take all reasonably practical steps to keep any information about an employee's situation confidential when they receive it as part of an application for leave. This includes information about the employee taking family and domestic violence leave, including leave records as well as any evidence provided by the employee.

CGA is not prevented from disclosing information if it's:

- Required by law, or
- Necessary to protect the life, health or safety of the employee or another person.

In this case, CGA will work with the employee to discuss and agree on how their confidential information will be handled, if it reasonably practical to do so.

CGA employees may contact the Employee Assistance Program, including during work hours, to confidentially discuss family or domestic violence issues, and it will not be disclosed to CGA Managers that an employee has used the service.

As well as CGA's Employee Assistance Program, the following information is provided to employees who may need assistance:

- Support services
- 1800Respect [www.1800respect.org.au](http://www.1800respect.org.au) 1800 737 732
- Beyond Blue [www.beyondblue.org.au](http://www.beyondblue.org.au) 1300 224 636
- Our Watch <https://www.ourwatch.org.au>
- Lifeline [www.lifeline.org.au](http://www.lifeline.org.au) 13 11 14
- White Ribbon Australia [www.whiteribbon.org.au](http://www.whiteribbon.org.au)
- Men's Referral Service [www.ntv.org.au](http://www.ntv.org.au) 1300 766 491
- Kid's Helpline [www.kidshelpline.com.au](http://www.kidshelpline.com.au) 1800 55 1800

## 9. Accidents and Injuries

All accidents and injuries, whether occurring at work or whilst travelling to conduct CGA business, must be reported immediately to the employee's manager and the appropriate care provided to the employee.

### 9.1 Reporting

A Register of Injuries/Incidents form must be completed and signed by the manager of the injured employee and the Executive & Office Administrator. The completed and signed form must be kept on record in the employee's file.

### 9.2 Provision of First Aid

#### First Aid Attendant

As a low risk classified workplace, with less than 50 employees, CGA will have at least one First Aid Attendant who has successfully completed a nationally accredited training course and the competencies required to administer First Aid.

CGA must ensure that the First Aid Attendant's qualifications are current and up to date. The name of the First Aid Attendant is displayed on WHS signage in the kitchen area.

The First Aid Attendant/s must take control in the event of any injury or incident in a CGA workplace environment, where practicable.

#### First Aid Kit

A fully stocked First Aid kit is stored in the office kitchen with WHS signage marking its location. The First Aid Attendant is responsible for monitoring and replenishing the First Aid kit supplies to ensure all items in the kit are available for use.

## 10. Employees' Compensation and Injury Management

Any person who sustains an injury requiring medical attention and/or time off work must complete a Claim for Employee's Compensation form and obtain a worker's compensation medical certificate from the treating doctor. All injuries must be brought to the notice of the employee's manager as soon as possible and the Executive & Office Administrator notified.

Together with CGA's insurance company and the employee's treating doctor, CGA will coordinate a suitable return-to-work plan for any employee who requires it.

## 11. WorkSafe Reportable Incidents

Under the (OHS Act), CGA must notify WorkSafe, the State health and safety regulator, immediately after becoming aware that a serious incident has occurred. The Executive & Office Administrator is responsible for carrying out the reporting process. Failure to report serious incidents to WorkSafe is an offence and may result in prosecution.

### 11.1 Reportable Incidents

CGA must report incidents resulting in:

- Death;
- A person needing immediate treatment as an in-patient at a hospital;
- A person requiring medical treatment within 48 hours of being exposed to a substance; or
- A person needing immediate medical treatment for one of the following injuries: amputation, serious head injury or serious eye injury, removal of skin (example: de-gloving/scalping) electric shock, spinal injury, loss of bodily function, serious lacerations.

CGA must report incidents involving:

- Implosion, explosion or fire;
- Escape, spillage or leakage of any substance;
- Plant or objects falling from high places;
- Collapse of a building structure (or partial collapse);
- Registered or licensed plant collapsing, overturning, falling, malfunctioning; or
- Collapse or failure of an excavation or shoring supporting an excavation.

Reporting an Incident:

1. If the situation remains dangerous or high-risk, notify emergency services on 000
2. Confirm if the incident is reportable to WorkSafe
3. Ensure the incident scene is not disturbed until a WorkSafe inspector arrives, unless it involves protecting a person's health and safety, helping an injured person or making the area safe
4. Notify WorkSafe immediately on 13 23 60
5. The Executive & Office Administrator will complete and submit the online incident notification form within 48 hours and file a copy of all documents in the Share drive.

## 11.2 COVID-19 Diagnosis Reporting

New regulations to the OHS Act introduced on 28 July 2020 require employers to notify WorkSafe immediately when they become aware of a worker receiving a confirmed coronavirus (COVID-19) diagnosis. Failure to notify WorkSafe in accordance with the Act will attract large financial penalties. There is an obligation to immediately notify WorkSafe when:

- An employer becomes aware that an employee or independent contractor engaged by the employer, and any employees of the independent contractor, has received a confirmed diagnosis of COVID-19 and has attended the workplace within the infectious period (being 48 hours prior to the onset of symptoms or if they do not have symptoms, 48 hours prior to their test); or
- A self-employed person has received a confirmed diagnosis of COVID-19 and has attended the workplace within the infectious period (being 48 hours prior to the onset of symptoms or if they do not have symptoms, 48 hours prior to their test).

## 12. Hazard and Risk Identification and Resolution

Legislation requires that hazards identified and the risks from these hazards are removed or controlled.

### 12.1 Reporting

If a hazard or risk has been identified, it must be recorded on a Hazard and Incident Report Form as soon as possible. The severity of the hazard should be assessed as per the Risk Assessment Matrix below and appropriate control measures should be determined and implemented to reduce, or if reasonably practicable, eliminate the hazard. The implemented control measure should be reviewed and adjusted, when and if necessary. The Hazard and Incident Report Form is to be completed by the person reporting the hazard and signed by the Executive & Office Administrator and a copy filed in the Share drive. A copy of the Hazard and Incident Report Form is included in the appendix attached to this policy.

### 12.2 Hazard Identification

Hazards can be identified through:

- Observations within the workplace;
- Incident reporting;
- Register of injuries; or
- Consultation with and feedback from employees.

### 12.3 Risk Assessment

Risk assessment determines the likelihood and the severity of effects to employees exposed to a hazard. The following considerations form part of the assessment:

- Type of hazard;
- Consequence of the hazard – severity of injury or illness;
- Likelihood of the consequence;
- Frequency and duration of exposure;
- Who may be affected;
- Capabilities, skills and experience of those at risk; and
- Layout and condition of workplace.

Risk Assessment Matrix				
Severity	Likelihood			
	Very likely	Likely	Unlikely	Very unlikely
Death or permanent disability	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off	2	3	4	5
First aid needed	3	4	5	6

<p><b>Severity</b> – is a measure of an injury, illness, incidents, or disease occurring. When assessing severity, the most severe category that would be most reasonably expected should be selected.</p>	<p><b>Likelihood</b> – is defined as the potential that an accident will happen that may cause injury or harm to a person. When making assessment of likelihood, you must establish which of the categories most closely describes the probability of the hazardous incident occurring.</p>
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Consequences Table
<p><b>1 and 2</b> Extreme risk; consider elimination of the activity. Otherwise determine controls that are reasonably practicable to minimise the risk</p>
<p><b>3 and 4</b> Moderate risk; determine controls that are reasonably practicable to minimise the risk</p>
<p><b>5 and 6</b> Low risk; manage by routine procedures</p>

### 12.4 Risk Control

Risk Control involves the decision making process to adopt the most effective measures to eliminate or control and minimise an identified risk. One, or a number of controls can be implemented:

- Remove or substitute the hazard;
- Provide personal protective equipment and training in its correct use;
- Ensure hazards are considered with any new plans to design or reorganise the workplace; and



- Adopt appropriate administrative controls such as establishing procedures and safe work practices.

### 12.5 Review

Control measures and risk assessments should be reviewed periodically to ensure the measures are relevant and effective. This can be achieved through workplace inspections, review of incident investigations and with employee consultation.

## 13. Emergency Evacuation Procedure

In the event of an emergency in or around the CGA office, appropriate instructions will be given by the Fire Warden. If an evacuation is announced, all employees and visitors are to leave the building immediately and assemble in accordance with the evacuation plan.

CGA must ensure that all employees are familiar with the location of the emergency exits and evacuation procedures. Emergency evacuation procedures will be explained during the Induction process and communicated regularly during staff meetings. Details of the evacuation procedure are displayed on the WHS information board in the kitchen area in the office.

All employees are required to participate in the annual building emergency evacuation drill that is organised by the Building Management and conducted by an Emergency Management company.

### 13.1 Role of the Fire Warden

At least one CGA employee is to be nominated as a Fire Warden. The role of the Fire Warden includes the following duties:

- Attend Fire Warden meetings and training as organised by Building Management and update CGA employees on information received during the meetings;
- Assist in implementing and improving effective emergency procedures in the workplace;
- Raise employee awareness about the fire hazards in the workplace;
- Instruct employees on how to respond in an emergency;
- Lead the fire drills and actual evacuation procedures;
- Ensure all employees are accounted for during a drill or evacuation;
- Liaise with the building Chief Fire Warden during a drill or evacuation; and
- Provide help to those requiring special assistance to evacuate during a drill or evacuation.

### 13.2 Evacuation Procedures

- The Fire Warden will advise employees if it is necessary to evacuate;
- Remove people from the immediate danger area if safe to do so;
- Alert people in the CGA office and in the other Level 2 office and dial **000** for the emergency services;
- Evacuate from the building. Take personal items if safe to do so;
- If safe, close your office door when leaving, but do not lock doors;
- Use the nearest stairs and proceed to the nearest exit. Do not use the lift;
- Proceed to the designated emergency evacuation assembly area on the corner of Sandilands Street and Palmerston Crescent;
- Report any missing persons to the Emergency Services personnel;

- Wait for instructions from the Emergency Services personnel; and
- Do not re-enter the building until you have been instructed to do so by Emergency Services personnel.

### **13.3 Safety Equipment**

Fire safety equipment is installed in the building as per Australian Fire Standards and maintained quarterly by a Fire Equipment Maintenance Service provider organised by the Building Manager. Appropriate safety signage is displayed to indicate the location of all safety equipment.

- Fire Extinguisher Locations:
  - CGA office on the wall next to the photocopier
  - CGA office in the kitchen on the wall between the Storeroom and the Meeting Room
  - Lift foyer area of Level 2 in a fire cupboard
- Fire Blanket Location:
  - CGA office on the far right in the kitchen wall near the window
- Fire Hydrant and Hose Reel location:
  - Lift foyer area of Level 2 in a fire cupboard

## **14. Policy Breaches**

State OH&S legislation outlines enforcement options, prosecutions and fines for employers based on the severity and the outcomes of the breach. Directors can be held personally liable for breaches if they fail to exercise due diligence in relation to WHS. Director penalties can involve imprisonment and very substantial fines.

The OHS Act states that employees must take reasonable care for their own health and safety and reasonable care for the health and safety of others who may be affected by their acts.

CGA's Employment Agreements include clauses outlining employee obligations to Workplace Safety and compliance with Policies and Procedures.

Breaches of this policy will be investigated and disciplinary action may be taken depending on the severity and outcome of the breach. Serious breaches may lead to termination of employment as outlined in the Termination Clauses in the Employment Agreement.

## **15. Policy Reviews**

CGA reserves the right to amend this Policy from time to time subject to organisational needs or changes in the law. It will be reviewed at least every two (2) years and any amendments will be approved by the CGA Board and updated in the CGA policy register.

# APPENDIX

# COVIDSAFE PLAN



Business:	Commonwealth Games Australia Limited ABN: 55 165 736 898 QR code:
Address:	Level 2, 180 Albert Road, South Melbourne 3205
Industry:	Professional - Sports Administration
Plan Completed by:	Laura Barclay & Dianne O'Neill
Date Reviewed:	21 February 2022 (version 5)

The Victorian Government requires all Victorian businesses with on-site operations to have a COVIDSafe Plan and anyone attending the office must be able to provide proof of full vaccination with a TGA-approved vaccine.

The COVIDSafe Plan ensures that measures are in place for Commonwealth Games Australia (CGA) to operate safely, maintain a COVIDSafe workplace and act on a suspected or confirmed case of coronavirus (COVID-19) in the workplace. This further strengthens CGA's commitment to providing and maintaining the highest level of protection against risks to the health and safety of staff, non-employees and the public.

The COVIDSafe Plan will be reviewed as required by the Executive and Office Administrator and amended in response to Victorian Government updates to ensure ongoing compliance with health directives and restrictions.

The COVIDSafe Plan applies to all staff, visitors and contractors to the CGA office. CGA staff are to communicate with their visitors/contractors on arrival at the CGA office to ensure their compliance.

As the pandemic continues and circumstances sometimes change rapidly, staff will be regularly updated on the latest information regarding any State restrictions and health directives as and when they occur. This may include periods of time working from home should a work from home order or lockdown be instigated by the State Government.

CGA will implement the following actions to help reduce the risk of the introduction of COVID-19 in the workplace:

## 1 Ensuring physical distancing

Maintain physical distancing of 1.5 metres as directed by State Government advice, using the below measures:

- Conditions of Entry requirements are displayed at the entrance to the office.
- Health and physical distancing information is displayed in prominent locations in the office.
- The exchange of physical greetings or hand shaking is to be avoided.
- Shared work areas, the meeting room, kitchen and other office spaces are configured according to any Victorian Government density quotients.
- Office workstations are configured to ensure adequate distance between staff.
- Work hours for staff using public transport will be flexible to avoid travel during peak periods.
- Public transport should be used with caution and masks must be worn on public transport at all times as per Victorian Government directives.
- Spare onsite parking spaces will be provided on a roster system to staff without an allocated space to provide an alternative to public transport use. Allocated parking spaces not in use will be offered to staff without allocated parking.
- External visitors are permitted to attend the CGA office when Victorian Government restrictions are sufficiently eased that allow workers to attend offices. This is subject to a QR code check in on arrival showing evidence of full vaccination. Visitors must comply with CGA's social distancing and hygiene requirements whilst in the office.
- External groups are not permitted to utilise CGA's Meeting room facilities until all COVID restrictions are removed.

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## 2 Face Masks

CGA acknowledges that wearing face masks can significantly reduce the risk of spreading and contracting COVID-19. When mandated by the Victorian Government, masks must be worn in the CGA office, unless you are in an individual office on your own.

Other actions regarding mask-wearing are:

- Masks must be worn if a physical distancing measure cannot be maintained, or if directed by State Government advice.
- Masks are to be worn on public transport (including planes and while in airports) and in taxis or rideshare vehicles.
- A supply of masks is located in the First Aid cupboard in the kitchen for staff use.
- Instructions for the correct use and disposal of masks are displayed in the First Aid cupboard.

If masks are not mandatory in the CGA office, staff, visitors or contractors may still choose to wear one if preferred.

## 3 Practise good hygiene

Good hygiene is the simplest way to protect against the spread of COVID-19. The following hygiene measures are in place in the CGA office to protect all staff, contractors and visitors:

- Hand sanitiser is available at the office entrance and must be used every time a staff member enters and exits the office.
- Hand sanitiser must also be used before utilising any kitchen facilities, before using the printer/ photocopier or before accessing the stationery cupboard.
- Restroom facilities should be used to wash hands with the soap provided; Hands must not be washed in the kitchen sink.
- Staff are encouraged to have their own stationary supply for use on their desks.
- Staff must use the disinfectant wipes provided to wipe down surfaces of common office equipment after every use. Printer/photocopier, binding machine, cupboard doors.
- Excess food must be wiped off crockery and cutlery with a paper towel and dirty items placed in the dishwasher – do not hand wash dishes in the sink.
- Individual portions of tearoom supplies are provided to minimise the use of communal jars ie. coffee, sugar and biscuits.
- Disinfectant wipes are provided in the kitchen to wipe down kitchen items and surfaces after each use ie. coffee machine, fridge door, bench, cupboard handles.
- The first staff member to enter the office in the morning is to unpack the dishwasher – they must ensure that their hands are thoroughly sanitised in the kitchen before unpacking the dishwasher.
- Hot desking is not permitted.
- The last staff member to leave the office each day must put the dishwasher on.
- The office will be cleaned by contract cleaners on Wednesday and Friday evenings and all hard surfaces will be wiped down with commercial grade disinfectant.
- Hygiene information is displayed in prominent locations in the office.
- The Property Manager has cleaning protocols in place for all high-touch surfaces in the common areas of the building and a hand sanitising station located at the lift entrance on the ground floor – all CGA staff, contractors and visitors are recommended to use this prior to taking the lift.

## 4 Keep records and act quickly if workers become unwell

CGA has the following measures in place to keep records and manage any COVID-19 cases:

# COVIDSAFE PLAN



- Staff must not attend the office if they have any of the following symptoms:
  - Fever, chills or sweats
  - Cough
  - Sore throat
  - Shortness of breath
  - Runny nose
  - Loss or change in sense of taste or smell
- A staff member displaying any of the above COVID-19 symptoms must be tested for COVID-19 as soon as practicable and must notify their Manager and the Executive and Office Administrator immediately. The staff member must stay at home and not attend the office until a negative result is received and the Executive and Office Administrator is advised of the result. All staff will be made aware and must monitor for similar symptoms.
- The front office door will be locked at all times, including during the day, to prevent any unauthorised access.
- As per Victorian Government health directives, unvaccinated workers or visitors are not permitted to attend the CGA office. The Executive & Office Administrator will maintain a vaccination register that records the vaccination status of all CGA employees and Directors.
- A QR code is available for check in prior to entering the CGA office, but it is not mandatory from 21 February 2022. However, it is recommended that visitors and contractors complete the QR code check in, showing evidence of full vaccination.

In the event of a confirmed diagnosis of COVID-19 in the workplace:

If a staff member is symptomatic or has tested positive for COVID-19 and worked indoors in the work premise during their infectious period, they must inform the CGA Executive & Office Administrator as soon as possible.

There is a small supply of rapid antigen tests in the CGA First Aid cupboard in the kitchen for use if required.

Once aware of a positive case of COVID-19 at the workplace, the Executive & Office Administrator must:

- a) Direct the staff member to return home and self-isolate for 7 days after the date they were tested (if they are on site), even if they don't have symptoms. If the staff member is unable to return home immediately, CGA will give them a location in the office to isolate themselves and, while doing so, to wear a face mask and remain at least 1.5 metres from any other person.
- b) Identify workplace contacts. A workplace contact is an employee (or contractor or visitor) who has been:
  - face-to-face (<1.5m) for more than 15 minutes (total in one day) with a confirmed or probable case OR
  - in a small indoor space (<100m<sup>2</sup>) for more than 2 hours (total in one day) with a confirmed or probable case.
- c) The Executive & Office Administrator will contact all workplace contacts and inform them that they may have been exposed to COVID-19 and inform them that they must use a rapid antigen test (or a PCR test if they can't access a rapid antigen test) if they have symptoms, and recommend they use rapid antigen tests daily for 5 days if they don't have symptoms. Any positive tests must be reported to the Executive & Office Administrator.
- d) The Executive & Office Administrator will inform all staff to be vigilant about the onset of COVID-19 symptoms and advise to use a rapid antigen test (or a PCR test if they can't access a rapid antigen test) if they have symptoms. Staff are not to attend the workplace if they show any symptoms of COVID-19.
- e) CGA will put in place appropriate control and/or risk management measures to reduce the risk of spreading COVID-19 at the workplace. For example, increase the use and enforcement of PPE (such as face masks), physical distancing or closure of the office with all staff to work from home.
- f) In the event of 5 or more cases within a 7-day period, the Executive & Office Administrator will notify the Department of Health via the [COVID-19 outbreak notification form](https://www.coronavirus.vic.gov.au/covid-outbreak-notification-form): <https://www.coronavirus.vic.gov.au/covid-outbreak-notification-form>. In some situations, the Department of Health may provide special advice for staff to follow.

As per current State Government Guidelines, CGA is not required to deep clean the office after confirmation of a positive case, but must follow routine cleaning to prevent the spread of COVID-19 in the workplace.

An employee may return to work at the CGA office once they have completed their 7-day isolation period, as long as they feel well enough to return.

# COVIDSAFE PLAN



## 5 Avoid/reduce interactions in enclosed spaces

CGA aims to reduce the amount of time staff spend in enclosed spaces by:

- Encouraging meetings to be held offsite or outside when possible.
- Conducting meetings with external parties via video/teleconference if possible.
- Holding internal meetings with staff in the Meeting Room, breakout area or the open office space.
- Leave the Meeting Room door open during a meeting

## References

- <https://www.coronavirus.vic.gov.au>
- <https://www.coronavirus.vic.gov.au/case-workplace>
- <https://www.coronavirus.vic.gov.au/covidsafe-plan>
- <https://www.dhhs.vic.gov.au>
- <https://www.safeworkaustralia.gov.au>
- <https://www.business.vic.gov.au>

Failure to comply with the CGA COVIDSafe Plan may put the health and safety of all CGA staff at risk and will therefore be taken very seriously. All staff are referred to the provisions in their Employment Agreement regarding Workplace Safety and Policies & Procedures.

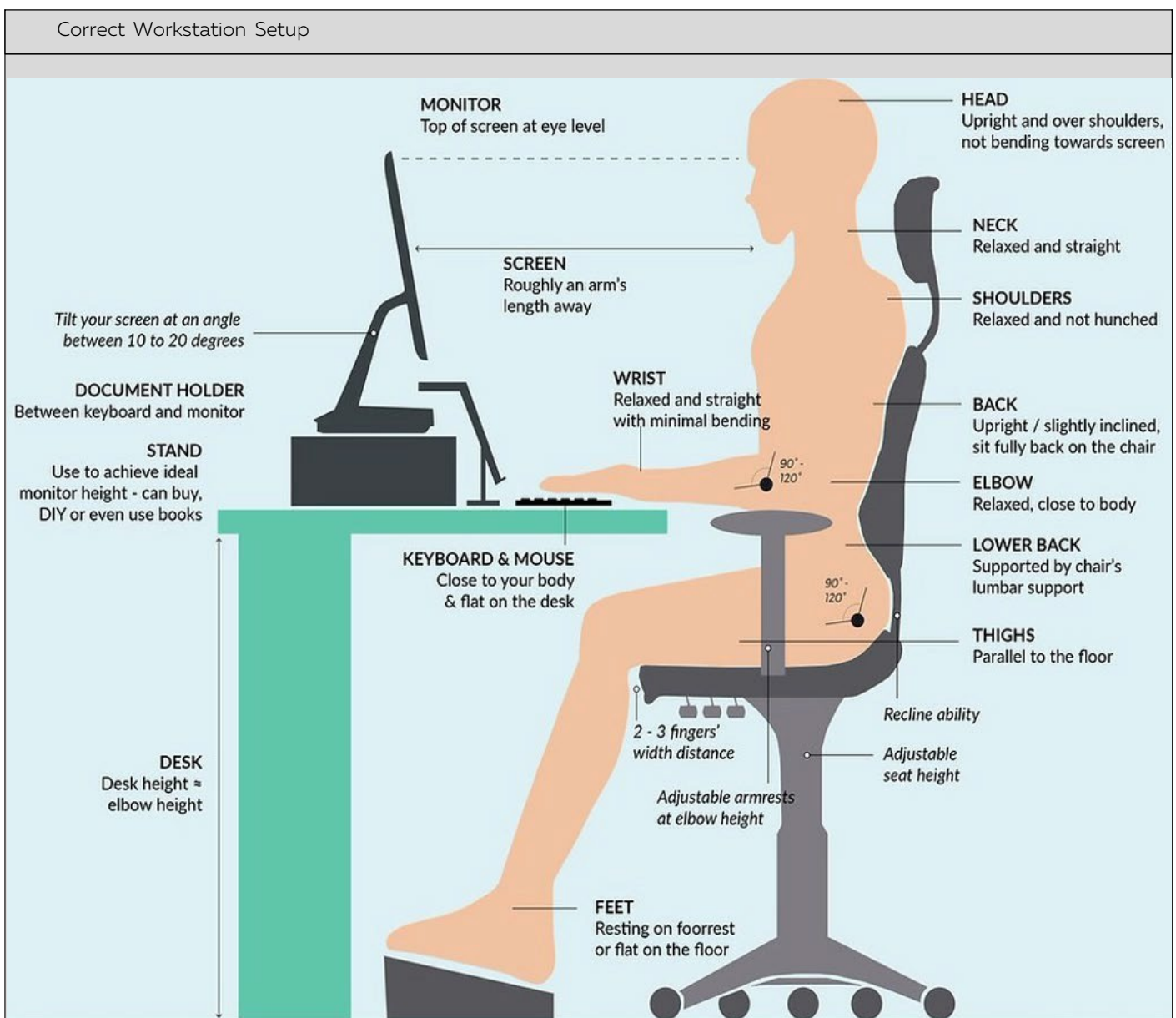
# CGA WORKING FROM HOME CHECKLIST

The Workplace Health and Safety (WHS) Policy outlines CGA's duty so far as is reasonably practicable, to provide a safe working environment for employees and contractors. CGA's commitment to workplace health and safety extends to employees and contractors whilst working from home (WFH).

Employees and contractors must take reasonable care for their own health and safety and comply with any information and instructions given by CGA to ensure that home workstations provide a safe work environment. It is also important for employees to manage their own in-house safety whilst working from home, including maintaining electrical equipment and installing and maintaining smoke alarms. CGA must be notified about any work health and safety incidents that occur whilst working at home.

This Working from Home Checklist provides checkpoints for the setup of a safe working environment at home. It is important to review the use of existing equipment and make the necessary changes to ensure that the safest and most appropriate work practices are in place.

Please read through the checklist, make appropriate adjustments or improvements to your workstation, and have some photos taken of you seated at your workspace. Please forward a copy of the completed and signed checklist with photos to the Administration Manager.





	Equipment Criteria	YES	NO	N/A	Comments
1.0	Chair				
1.1	The chair is comfortable and supports good posture				
1.2	If the chair is adjustable, all mechanisms are in good working order				
1.3	The back support is at an angle of 90-120 degrees to the seat pan (surface you sit on) with approximately a hand width gap between the seat base and the back support				
1.4	The back support fits neatly into the hollow of the back with approximately 2-3 finger- width clearance between the front edge of the seat and the back of the knees				
1.5	When seated at the workstation with hands on the keyboard, the following posture is achieved:				
	<ul style="list-style-type: none"> <li>• Shoulders relaxed and symmetrical, head in midline</li> </ul>				
	<ul style="list-style-type: none"> <li>• Elbows slightly away from the body and slightly higher than wrists</li> </ul>				
	<ul style="list-style-type: none"> <li>• Wrists are straight and forearms horizontal</li> </ul>				
	<ul style="list-style-type: none"> <li>• Hips slightly higher than knees (approximately 90 degrees)</li> </ul>				
	<ul style="list-style-type: none"> <li>• Thighs horizontal and not in contact with the under-surface of desk</li> </ul>				
	<ul style="list-style-type: none"> <li>• Feet flat on the floor or a footrest – ankles at 90degrees (not dangling)</li> </ul>				
1.6	If using a footrest to achieve best posture, it accommodates both feet				
1.7	Chair arms are removed or at a height to allow forearms to be horizontal and the wrists straight				
1.8	The chair is stable (does not slip or roll ) on the floor				
2.0	Desk				
2.1	The desk, whether fixed height or adjustable, is between 690mm and 720mm high and should allow elbows to be at 90 degrees				
2.2	There is sufficient leg room, items are not stored under the desk that encroach on this space or compromise posture				
2.3	If there is an adjustable keyboard shelf, it is adjusted flush with the desk and does not encroach on leg room				
2.4	All frequently used items are within a close comfortable reaching distance				
3.0	Computer Monitor				
3.1	The monitor is directly in front and approximately an arm's reach away				
3.2	The monitor is tilted between 10-20 degrees				

	Equipment Criteria	YES	NO	N/A	Comments
3.3	The top of the monitor is at the same height as the eyes. If wearing multi-focal lenses, adjust monitor to avoid tilting head back				
3.4	The monitor is adjusted to a comfortable level of brightness, contrast and font size				
3.5	The monitor is positioned so light sources, glare or reflections do not impact the screen				
4.0	Laptop				
4.1	The laptop is set up on a table or desk to allow best posture to be adopted				
4.2	The laptop is positioned to keep the wrists and hands in a straight line				
4.3	The screen is adjusted to prevent the neck stretching				
4.4	For long term use an external keyboard and mouse have been set up with the laptop				
4.5	A separate full sized screen has been set up				
5.0	Keyboard				
5.1	Keyboard is positioned so that forearms are horizontal and wrists straight				
6.0	Mouse				
6.1	The mouse pad is directly beside the end of the keyboard on my preferred side				
7.0	General Home Environment				
7.1	There are sufficient levels of ventilation and heating/cooling				
7.2	Access to workspace is clear of clutter				
7.3	Electrical cords are neatly connected and away from the walkways or desk chair				
7.4	Flooring or floor coverings are undamaged and even, with no tripping hazards				
7.5	There is suitable storage space for documents and folders				
7.6	Lighting is adequate and suitably positioned				
7.7	Electrical equipment is in good working order				
7.8	Electric power boards are not overloaded with excessive cords or connections				
7.9	Smoke alarms are fitted and in good working order				
8.0	Work Practices and Physical Activity				
8.1	I stand and stretch at least once per hour				
8.2	Regular and appropriate breaks are taken when completing repetitive activities				
8.3	Posture is checked throughout the day				
8.4	Good manual handling techniques are used when lifting, pushing, carrying : <ul style="list-style-type: none"> <li>• Check that the item is not too heavy</li> <li>• Bend legs to pick up item &amp; keep load close to body</li> <li>• Keep back straight and shoulders in good posture</li> <li>• No twisting, turning or bending</li> </ul>				

I have read the information provided on the CGA Working from Home Checklist and have and I am aware of my obligations to take reasonable care of my own health and safety in the workplace, including any period of time spent working from home. I will notify the Administration Manager of any WH&S issues that need addressing or should I sustain any injury whilst working.

Employee Name:	
Employee Signature:	
Date:	
Photos attached:	<input type="checkbox"/> Yes
Administration Manager Signature:	

# Hazard and Incident Report Form



CGA is committed to providing and maintaining the highest level of protection against risks to the health and safety of employees, non-employees and the public. The Hazard and Incident Form is used to document, investigate and remove or minimise identified hazards in the workplace.

This form is used to report Hazards and Incidents, including Near Misses:

**Hazard** – a source or a situation with the potential to cause injury or harm

**Incident** – an event, condition or situation caused by a hazard that did cause harm

**Near Miss** – an incident that had potential to cause injury or harm

Identified **hazards must be removed or remedied immediately** if possible and the corrective action reported. Consult with CGA staff and management to establish the most effective action to rectify the issue and provide this completed report to the Administration Manager. If an injury has been sustained, medical attention will be provided by the first aid attendant or a medical practitioner and an Injury Form must be completed.

1. Details of person reporting hazard, incident or near miss			
First Name:		Family Name:	
Position:			
Supervisor/Manager:			
<input type="checkbox"/> Employee	<input type="checkbox"/> Contractor	<input type="checkbox"/> Visitor	

2. Identify the hazard, incident or near miss	
What best describes the issue?	
<input type="checkbox"/> Hazard	<input type="checkbox"/> Incident <input type="checkbox"/> Near Miss
Date:	Time identified: am/pm
Location of Hazard/Incident/Near Miss:	
Describe Hazard/Incident/Near Miss:	

Why/How is it a Hazard:

3. Rate the hazard

The risk rating of a hazard is based on the combination of likelihood and severity of an injury due to a Hazard, Incident or Near Miss. Use the Risk Assessment Matrix to establish the how serious an injury could be and refer to the corresponding Consequences Table to establish the best corrective action.

Risk Assessment Matrix				
How serious could an injury be?	How likely is it to be that serious?			
	Very likely	Likely	Unlikely	Very unlikely
Death or permanent disability	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off	2	3	4	5
First aid needed	3	4	5	6
<b>Severity</b> – is a measure of an injury, illness, incidents, or disease occurring. When assessing severity, the most severe category that would be most reasonably expected should be selected.		<b>Likelihood</b> – is defined as the potential that an accident will happen that may cause injury or harm to a person. When making assessment of likelihood, you must establish which of the categories most closely describes the probability of the hazardous incident occurring.		

Consequences Table	
1 and 2	Extreme risk; consider elimination of the activity. Otherwise determine controls that are reasonably practicable to minimise the risk.
3 and 4	Moderate risk; determine controls that are reasonably practicable to minimise the risk.
5 and 6	Low risk; manage by routine procedures.

4. Corrective Action Plan – How do you recommend the hazard is controlled?

Consider the best action required to eliminate or control the hazard. Several actions may be required. Consult with the Administration Manager and other CGA staff/management as appropriate to formulate the most effective Action Plan. Do not identify a person to action an item unless you have consulted with them.

1. Eliminate (remove or cease use)
2. Substitute (change use)
3. Provide Equipment (introduce new equipment and training)
4. Implement/change process (review or update process/procedures, provide or update training)
5. Personal Protective Equipment (consider what PPE and training could be required)

Actions recommended to be taken	By Whom	By When

5. Have the control measures been implemented? Administration Manager to complete.

Ensure that staff are updated throughout the process and a completed copy filed in the HR Drive.

Yes     No – provide reason below

Provide comments on action taken to remedy the hazard; or proposed actions to be taken.

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Signature:

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Date completed:

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Copy filed in HR-Documents (1)\WHS\Hazard & Incident Report Form