

## COVIDSafe Consultation Tool for Workplaces

Help stop the spread of coronavirus (COVID-19) in your business and workplace.

Use this tool to: consult and collaborate with all teams, to assess ideas, and record actions that need to be taken

<b>In attendance:</b> <hr/> <hr/> <hr/>		
<b>Consultation Meeting Chaired by:</b> _____		
<b>Date:</b> _____		
Priority	Issues raised / Ideas discussed	Actions to take
<b>Procedures</b>		
Do we have a go-to person for safety issues? Eg. WHS Officer, even if temporarily  Do all staff know who this is?		
Do we have someone responsible for staying up to date on new information released on the SafeWork Australia website for WHS guidance and tools?  Are they clear on who they need to report new relevant information to?		
Is the WHS Officer chairing this COVID-19 Safety Consultation meeting?  <u>If not, this completed document must be submitted to the WHS Officer immediately after this meeting</u>		

What is our procedure if an employee feels unwell when at work?		
Do all staff know what this procedure is?		
What is our procedure if an employee feels unwell before commencing a shift?  Do all staff know what this procedure is?		
What is our procedure if a customer feels unwell?  Do all staff know what this procedure is?		
Do we have a room we can use as an isolation room to quarantine someone until they leave the premises?		
Are we using contactless payment procedures?		
<b>Travel</b>		
Does anyone use public transport to get to work?  Is there another way they can get to work?  If not, can they work from home for now?		
<b>Social Distancing</b>		

<p>What places in the work premises are people in close proximity to each other? Less than 1.5 metres apart</p> <p>In those locations - can we change the premises in some ways to ensure people are 1.5 metres + from each other? [at very least placing markers on floor]</p>		
<p>Do we need security guards to assist?</p>		

<p>Can we place screens at the registers/counters?</p>		
<p>Can we place screens between desks if they are too close?</p>		
<p>Can we close/not use meeting rooms for now?</p>		
<p>Can we close common areas for now?</p>		
<p>Lifts – max 2 people per lift?</p> <p>Is there a sign in the lift advising of 2 people per lift?</p>		
<p>Are we clear how many people can be in the workplace at one time if it needs to allow 4 square metres per person?</p> <p>Do we have an effective way of monitoring this?</p> <p>Have we communicated this to staff?</p>		

<b>Hygiene</b>		
Do we have signage/reminders up in appropriate places around the business about hand hygiene? Where would it be sensible to place such signage?		
Do we have signage/reminders up in appropriate places around the business about respiratory hygiene? Where would it be sensible to place such signage?		
Is there hand sanitizer accessible to all staff at locations throughout the workplace?		
Is there hand sanitizer accessible to all customers at locations throughout the workplace?		

<b>Location of work</b>		
Does everyone need to come into the workplace		

Can some (or all) work from home?		
Working From Home		
Have we provided guidance to our workers on how to set up a safe home work environment (see, for example, Safe Work Australia's 'Workstation Setup Guide – COVID-19')		
Have we required them to complete Require workers to complete a Working From Home self-assessment checklist to ensure they comply with good ergonomic practices?		
<b>Rostering</b>		
Can we operate as two or more teams in the workplace on alternative days to reduce chance of transmission and ensure business continuity?		
<b>Cleaning</b>		
Are we doing enough sanitizing of areas?		
What are the high traffic areas?		
Do we provide employees with sanitizer and tissues		
<b>Documentation</b>		
Do we need to issue any safety guidelines or policies?		

<p>Have all staff working from home received the Working From Home Policy ?</p> <p>Does the policy state the current COVID-19 safety requirements they must abide by?</p>		
<b>Communicating management Commitment to safety</b>		
<p>Are we communicating often enough?</p>		
<p>Are we communicating encouragement and support for employees to be active in taking care of their physical and psychological wellbeing?</p> <p>Exercise, eating, mindfulness, meditation, yoga etc</p>		
<b>Employee wellbeing</b>		
<p>Is anyone immune compromised?</p> <p>Have we checked in on them and their wellbeing?</p> <p>Can anything be done to reduce the level of risk for them further?</p>		
<p>Are we confident our staff all feel safe at work?</p> <p>If not sure, consider methods for collecting this information eg. asking privately, anonymous surveys</p>		

<p>Are we confident our staff are coping with the anxiety?</p> <p>If not sure, consider methods for collecting this information eg. asking privately, anonymous surveys</p>		
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<p>Are we checking in on how emotionally engaged our staff are in the work they're doing?</p>		
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<p><b>COVID-19 App</b></p>		
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<p>Have we reminded employees about downloading the COVID19 App?</p>		
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<p><b>Business Continuity</b></p>		
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<p>Does everyone have the tools, equipment, systems, processes needed to do their job efficiently?</p>		
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<p><b>Risk Assessments</b></p> <p><b>You must consider each role workers perform in the business and do the following 5 things</b></p> <ol style="list-style-type: none"> <li>1. assess how work is undertaken in that role, remembering that some might be performing that role in different locations, so you need to consider each of those locations. Is the work done at a desk w a computer, is driving required and interaction with the public because they're making deliveries for example</li> <li>2. Identify any risks</li> <li>3. Quantify those risks (high, low likelihood, how dire the consequences would be)</li> <li>4. Decide what can be done to reduce or eliminate those risks (control measures)</li> <li>5. Give someone responsibility for monitoring those control measures are successfully reducing or eliminating those risks over time.</li> </ol>		
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<p>Role title:</p>		
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Role title:
Role title:
Role title:
Role title:

**Additional Resources and industry specific information:**

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>

**Notes:**