Vacation Care Risk Assessment

Name of Day: Flying Doctors Date: 19/01/21
Number of children: 75
Number of Educators/Adults: 7
Transport Method: Onsite incursion
Commencement Time: 10 am Conclusion Time: 12 pm
Venue Address: Epping Heights Public School
Description of the Activities: Flight Simulation
Items to be taken on the excursion: First aid bags; staff walkie-talkies;

Which risk assessment safety points are relevant for today? (Please tick)

☒ Adventure Play ☐ Animals ☐ Art & Craft / Creative activities

☐ Bushland/Water environments ☐ Children with additional needs

☐ Food & Cooking ☒ Media & Entertainment ☐ Sport/Physical activity

☐ Water Play ☐ Excursion travel ☐ Infectious Diseases

Ensure risk assessments are available to parents on the day, that they have been read by all staff involved and any relevant risk preventative measures are illustrated to children.

Is a site visit required? Yes ☐ No ☒
If yes, please record name of staff member conducting site visit as well as the date of the visit.

Is there a site-specific risk assessment for the venue? Yes ☒ No ☐
If yes, please print and make available to all staff and parents.

Other than risks presented in the above documents, please outline any activity specific risks on the table on page 2.

Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
Trip hazards (tripping over power cords; tripping up the stairs)	Children and staff	• Regular safety talks with children regarding appropriate behaviour.	4	• Staff are to direct children away from power cords when approaching the flight simulator • Organisers from Flying doctors are to situate electrical cords out of the main pathway. • Educators are to supervise students behaviour and discourage silly behaviours that could lead to tripping on stairs/inside the flight simulator.	Educators are responsible for monitoring and supervising child behaviour while approaching the flight simulator and discussing safety beforehand.
Electricity	The children	• Power points have flip over plastic case to cover electrical points • Regular testing of electrical items takes place in line with school policies	2	• For vacation care we can bring or use the insertable power point covers as these are safer and harder for children to pull out and play with	Educators have the responsibility to watch over children and make sure they aren't playing with or touching power points of electrical items
Children suffering claustrophobia or anxiety	The children	• Open dialogue regarding children's anxiety and how to find help/speak up when feeling anxious. • Support networks with educators.	4	• Children will not be forced into participating in activity if they feel anxious or unsafe. • Educators will discuss child safety to the students prior to the activity – reiterate to students that they are safe and can leave if they are uncomfortable.	Staff are responsible for acting positively to students feeling anxious about the activity by either removing child from the activity, providing emotional support, supplying water and any other support that may be needed.

Inappropriate behaviour by outside providers	• The Children	• Outside providers are to provide a current Working with Children Check • Staff to check WWWCs. • Staff to child ratio of 1:15 is maintained.	4	• OSHC staff to be actively supervising and not leave children alone while at activity.	Staff educators are to be actively supervising children while in the activity and be responsible for checking WWCCs.

Risk Assessment Matrix

Consequences / Impact	Probability / Likelihood			
	Very Likely Could happen at any time	**Likely** Could happen some time	**Unlikely** Could happen but very rare	**Very Unlikely** Could happen but probably never will
VERY HIGH - Kill or cause permanent disability or ill health	1	1	2	3
HIGH - Long term illness or serious injury	1	2	3	4
MEDIUM - Medical attention and several days off work	2	3	4	5
LOW - First Aid required and no time off work	3	4	5	6

Risk assessments are conducted to ensure that there is correct and reasonable supervision carried out for activities. If you believe an activity requires ratios other than 1:15 for an in-Centre day and 1:10 for an excursion day, please not this down in the preventive measures column and alert the Centre director to ensure appropriate planning occurs.

Name of educator completing this risk assessment: Mia Bianchino

Royal Flying Doctor Service
SOUTH EASTERN SECTION

Risk Assessment Report

Risk Assessment Scope: Royal Flying Doctors Mobile Education Unit

Ref: DBOADM001

PART A

Site: Dubbo RFDSSE Base	**Risk Assessment Register Updated:** Yes ☐ No ☐
Department: Operations and Administration	**Assessment Date:** 27 October 2014
Accountable Manager: Darren Schiller	**Completion Date:** 27 October 2014
Lead Assessor: Justin Marr	**Team Members:** Kendall Graham

Description of Activity:

This risk assessment examines the risk associated with the public boarding the mobile education unit in various locations.

Activity Locations: Various .	**People at Risk:** Visitors, Volunteers and staff

Potential Harm To:

☐ Financial ☐ Operations ☒ People ☒ Reputation ☐ Environment ☐ Health Services

Assessment Team Competency Requirements: Familiarity with RFDS SE operations and the risk associated with the mobile education unit

Royal Flying Doctor Service
SOUTH EASTERN SECTION

Hazard Identification and Risk Assessment

Risk Assessment Scope: Royal Flying Doctors Mobile Education Unit

Ref: RA-ADM001

PART B

Risk Ref.	Risk (Something occurs...)	Cause(s)	Leading to (Description of Consequences)	Existing Controls	Risk Owner	Consequence Type	Consequence	Likelihood	Risk Rating	Further Actions	Task Owner	Date Required
R1	Visitor/worker slips, trips and falls inside the visitor centre	- Trip hazards due to carpet incorrectly fitted of damaged - Visitor centre stock levels not providing uninterrupted access for visitors/workers	- Significant injury sustained - Significant fine issued to RFDS SE -	- Visual inspection of the visitor before tours commence.	GM Operations	People and Safety	Insignificant	Possible	Low	1. Provide a documented inspection procedures for workers to reference when performing visual inspection. 2. Consider an alternative storage location for stock when goods are received for processing (remove from store) 3. Clearly defined appropriate numbers visitors allowed at one time in each area of the visitors centre (e.g. 10 in the shop, 40 in hangar, 70 in theatre etc.)	Base Manager	

Royal Flying Doctor Service
SOUTH EASTERN SECTION

Risk Ref.	Risk (Something occurs...)	Cause(s)	Leading to (Description of Consequences)	Existing Controls	Risk Owner	Consequence Type	Consequence	Likelihood	Risk Rating	Further Actions	Task Owner	Date Required
R2	Injury or illness sustained to visitor/worker due to environmental conditions	- Procedures not available for all emergency scenarios - Differing environments of the site location of the simulator	- Short and long term injury/illness from UV exposure - Heat stress - Slipping of injury around the Unit due to exposure to geographical location	- RFDS SE provides suitable uniforms for varying weather conditions - Air conditioning -	GM Operations	People and Safety	Insignificant	Possible	Low	1. Provide a documented inspection procedures for workers to reference when performing visual inspection. 2. Provide all site providers with documentation of safe site requirements and dimensions and particulars of the mobile unit	Base Manager	

Royal Flying Doctor Service
SOUTH EASTERN SECTION

Risk Ref.	Risk (Something occurs...)	Cause(s)	Leading to (Description of Consequences)	Existing Controls	Risk Owner	Consequence Type	Consequence	Likelihood	Risk Rating	Further Actions	Task Owner	Date Required
R3	Visitor/worker sustains injury/illness entering or within the education simulator	- Head strike sustained entering doorway - Too many visitors in the education simulator at once - Tripping on gutter	- Heat stress - Minor bruises, scratches, fracture.	- Warning provided by workers - Air conditioning inside the education simulator	GM Operations	People and Safety	Minor	Possible	Medium	1. Additional signage [Head Strike Caution] to be affixed to the door entry. 2. Workers to be inducted RFDS SE WH&S and security procedures which outlines key risk areas at each visitor centre, including surrounding areas such as car parks and hangar facilities. 3. Use of a temp ramp for elderly visitors to use to step up on gutter. 4. Entry of 10 persons in unit at one time. 5.		

Royal Flying Doctor Service
SOUTH EASTERN SECTION

Risk Ref.	Risk (Something occurs...)	Cause(s)	Leading to (Description of Consequences)	Existing Controls	Risk Owner	Consequence Type	Consequence	Likelihood	Risk Rating	Further Actions	Task Owner	Date Required
R4	Risk of falling when exiting the education unit	- Use of aeroplane stair at the front of the education unit with only one sit rail and small steps	- Minor bruises, scratches, fracture.	- Hand rail on one side of the stairs - RFDS worker at the bottom of stair at all time when unit in operation - Non slip matting below stairs -	GM Operations	People and Safety	Minor	Possible	Medium	1. Entrance of unit via the front stair and exit via back stair if possible		

(*) Denotes above the RFDS SE risk tolerance.

Royal Flying Doctor Service
SOUTH EASTERN SECTION

PART C			
Risk Assessment Results			
Highest Risk Rating	**Medium (*)**	**Proposed Activity Commencement Date**	28 October 2014
Risks Reduced to ALARP? Yes ☐ No ☒		Activity Abandoned? Yes ☐ No ☒	

PART D	
Lead Assessor Comments: Based on the risks identified, I am satisfied that tour groups of varying ages can continue to visit the Dubbo Visitors Centre. However, as the risk (R4) is above the RFDS SE risk tolerance, this activity can only occur with additional mitigation (refer to Further Actions).	
Name: Justin Marr	**Signature:**
Position Title: Quality and Safety Manager	**Date:** 27 October 2014
Accountable Manager Approval: I am satisfied that the risks are not significant and/or adequately controlled and that resources required to address the identified mitigation actions will be provided.	
Name: Darren Schiller	**Signature:**
Position Title: Base Manager Dubbo	**Date:**

(*) Denotes above the RFDS SE risk tolerance.

Royal Flying Doctor Service
SOUTH EASTERN SECTION

RFDS SE RISK MATRIX

Royal Flying Doctor Service SOUTH EASTERN SECTION	CONSEQUENCE How severely could it hurt someone, damage something or impact to the organisation. The magnitude of the consequence should be assessed in the context of existing controls				
	Insignificant	**Minor**	**Moderate**	**Very High**	**Major**
Financial	Loss of < $50,000	Loss between $50,000 and $1,000,000	Loss between $1,000,000 and $5,000,000	Loss between $5,000,000 and $10,000,000	Loss of > $ 10,000,000
Operations	Short term disruption to operations; little/no impact to the customer	Short term to medium disruption to operations; customer affected < 5 hours	Medium to long term disruption to operations; customer affected between 5 and 24 hours	Extended disruption to operations during a critical period; customer affected between 1 and 3 days	Long term disruption to operations during a critical period for > 3 days
People and Safety* (*Staff, contractor, visitor)	Minor illness/injury which requires minimal intervention e.g. first aid (<2 days recovery)	Minor illness/injury affecting > 1 person or single injury requiring (3 -14 days recovery).	Illness/Injury that requires hospitalization and/or ongoing medical treatment for 1 or more person/s. (> 14 days to recover)	1 fatality or 10 to 20 major injuries/illnesses	Multiple deaths or major injuries (>5 fatalities or >20 major injuries)
Reputation	Article in local newspaper(s) and/or local radio	Multiple articles in local newspaper and/or local radio/TV/localised social media attention.	Short term nationwide media coverage in national newspapers and/or national radio/TV/social media	Extended nationwide media coverage, radio, TV, social media and/or Government enquiry	Ongoing media headlines (several days/weeks), regulatory action undertaken
Environment	Minor spill or pollutant released.	Minor environmental damage contained locally	Minor environmental damage over a widespread area	Significant environmental damage in a localised area.	Extensive environmental damage over a widespread area
Health Services	Reduced quality in patient experience/clinical outcome related to clinical care	Unsatisfactory quality in patient experience/clinical outcome related to clinical care – may be resolved locally	Unsatisfactory quality in patient experience/clinical outcome related to clinical care- may require external clinical care to resolve	Unsatisfactory quality in patient experience/clinical outcome related to clinical care- may result in long term patient morbidity; may result Total Permanent Disability(TPD)	Unsatisfactory quality in patient experience/clinical outcome related to clinical care- may result multiple Total Permanent Disability (TPD) and/or fatalities.
Version 1.7	**E**	**D**	**C**	**B**	**A**

LIKELIHOOD Likelihood (frequency and duration) that the identified consequence can occur; should be assessed in the context of the existing controls						
Almost Certain Expected to occur in most circumstances (occur weekly)	5	**Medium**	**High**	**High**	**Very High**	**Very High**
Likely Will occur in most circumstances (> 5 times/year)	4	**Medium**	**Medium**	**High**	**High**	**Very High**
Possible May occur in some circumstances (1 time/5 yrs)	3	**Low**	**Medium**	**Medium**	**High**	**High**
Unlikely Could occur in some circumstances (1 time/10 yrs)	2	**Low**	**Low**	**Medium**	**Medium**	**High**
Rare Will only occur exceptional circumstances (1 time/50 yrs)	1	**Low**	**Low**	**Low**	**Medium**	**High**

Royal Flying Doctor Service
SOUTH EASTERN SECTION

PRIORITISING HAZARDS AND RISKS

ALERT MATRIX Version 1.0 (Draft)		CRITERIA	ACCOUNTABLE PERSON/s	REPORTING	TIMEFRAMES (Notification)
A5, B5, A4		Unacceptable under existing circumstances, requires immediate action.	RFDS SE Executive CEO	RFDS SE Board RFDS SE Executive GMT MAC	Immediate
C5, D5, C4, B4, B3, A3, A2, A1	E5,D4, C3, B2,	Manageable under risk control mitigation and ongoing review/ monitoring.	CEO/General Managers	GMT QMSRM ASRB M&M	<3 Days
Risk Tolerance					
E4, D3, C2, B1		Acceptable after review of the operation; ongoing monitoring required.	Quality and Safety Manager and Departmental (Line) Managers	QMSRM ASRB M&M	<14 Days
E3, E2, E1, D2, D1, C1		Acceptable with continued data collection and trend monitoring for continued improvement.	Supervisor/Staff	QMSRM ASRB M&M	30 Days

QMSRM – Quality Management System Review Meeting
ASRB – Aviation Safety Review Board
MAC - Medical Advisory Committee
M&M - Morbidity and Mortality Meeting

COVID-19 SAFETY PLAN
Small Business Template

The questions in this form will help you to develop your **COVID-19 Safety Plan.**

- **Business name** Royal Flying Doctor Service
- **Date completed** 1 5 0 9 2 0 2 0
- **Workers and HSRs were consulted in relation to the development of this plan?** Yes ☉ No ○
- **Who is responsible for reviewing and updating this plan?** Jocelyn McLean / Tom Ryan

Keep your completed safety plan at your workplace: you do not need to submit this to WorkSafe Tasmania.

MANAGING RISK: YOUR DUTY OF CARE

Managing the risks of COVID-19

The minimum standards for managing the risks of COVID-19 have been determined by Public Health.

Under the Work Health and Safety Act 2012, as a business, you must manage the risks of COVID-19 entering or spreading in your workplace. In many businesses, you may not be able to eliminate the risk completely. Instead, you will need to consider other ways to reduce the risk as far as reasonably practicable. This may involve the use of substitution, isolation, engineering or administrative controls. Reducing the risk by using personal protective equipment, (PPE) is the lowest level of control. (Note that health experts advise that masks should not be used to control the risks unless caring for or interacting with a person who has or is highly likely to have contracted COVID-19.)

You must use the most effective level of control, noting that you may need a combination of controls. You must also maintain and regularly review your control measures to ensure they remain effective. More information on how to manage the risks of COVID-19 and apply controls is available on our website.

This plan will help you to identify exactly what actions you will take to put in place suitable and effective controls.

Restrictions and risks change constantly, so you should review and think about ongoing health and safety regularly, and update your plan accordingly. Check the Tasmanian Government advice on gatherings site regularly, as the numbers permitted to attend gatherings will change as the recovery stages are worked through. When you undertake your business activities they must be consistent with the Public Health directives at that time.

If you are changing your business operations, your systems of work, or the work tasks your workers perform, you will need to complete a risk assessment. This will show you how your WHS risks have changed, and help identify what changes you need to make to manage them.

Remember to consult with your workers and/or their health and safety representatives throughout the risk assessment process.

COVID-19 Safety Plan

Minimum standard **Managing risks to health and safety**

Key things to consider:

What are the current legal requirements (e.g. public health orders, health directions) for my area and how do they apply to my business?

Does the nature of the work undertaken by my business (sources and processes) increase the risk of my workers being exposed to COVID-19?

Identify which workers are at risk of exposure

Identify what kind of control measures should be put in place, and

Check the effectiveness of existing control measures.

What effect will the COVID-19 controls you implement have on other hazard management controls you already have in place?

Information on this can be found at the Safe Work Australia website.

▶ Have you considered ways to ensure that unwell workers do not come to work?

Yes ◉ No ○

Briefly outline anything you have done to reduce the chance of workers coming to work unwell

-Under no circumstances are staff to attend the presentation if they feel unwell. Under such circumstances, staff are to immediately inform their line manager, staff are to remain at home and ensure they seek medical attention/consultation. A staff member is not to return to the office until the professional medical advice grants clearance to the staff member.
- Teachers of visiting schools are to monitor staff/volunteer and student health. Staff/volunteers or students are not to enter the simulator if they are unwell.

▶ Are there other ways COVID-19 may enter, be contracted or be spread in your workplace?

Yes ◉ No ○

Briefly describe these ways (if yes)

- The simulator is accessed by different groups of students within a school throughout the day.
- The simulator will visit one school per day, most days it will move to a new school.
- The presenter is staying in a variety of hotels, around Tasmania, throughout the tour.

What other strategies have you put in place to reduce the risk of COVID-19 entering, being contracted or being spread in your workplace?

- The presenter will enter into 14 day quarantine upon arrival in Tasmania.
- Teachers will be asked to ensure that students arrive at their session with clean hands.
- There will be sanitiser at the entry and exit points of the simulator.
- There is one door in and one out of the simulator.
- High touch surfaces will be wiped down with sanitising wipes between classes.
- Simulator and associated resources will be cleaned with Viraclean between schools.
- Numbers within the simulator will be limited.

Have you consulted with your workers and HSR's about the ways in which the spread of COVID-19 can be controlled?

Yes ◉ No ○

Briefly describe the way you consulted with workers and HSR's (if yes)

ular COVID working group meetings were implemented and a Business and continuity and Risk Management Plan was developed with RFDS Staff, CEO and Board member awareness. This plan has been reviewed weekly, now fortnightly and an electronic copy is available for all staff.
- Information contained in this plan will be sent to schools when confirming bookings.
- A copy will be available for volunteers and a list of vital tasks provided.

Minimum standard **Cleaning and Hygiene**

Cleaning

The employer must prepare, implement and maintain a schedule for cleaning, and where appropriate disinfecting, that ensures the workplace is routinely cleaned. This must include furniture, equipment and other items.

The cleaning schedule should be in writing so all workers are aware of the requirements. The schedule should take into account the level of risk of exposure to, contracting or spreading COVID-19 within the workplace.

This schedule is to set out both the frequency and method that cleaning and disinfecting is to be done.

Hygiene

The employer is to put a hygiene procedure in place to ensure all persons at the workplace are observing appropriate hygiene measures to minimise the risk of exposure to, contracting or spreading COVID-19 within the workplace. This procedure is to address the hand cleaning by workers and other people in the workplace using soap and water or the use of hand sanitiser, as appropriate for the circumstances.

Supplies and Equipment

The employer must provide all the supplies and equipment necessary to ensure that the cleaning schedule and hygiene procedure implemented for the workplace can be complied with. Consider also printing and displaying posters and signs on good hygiene and hand washing practices in bathrooms, kitchens and break rooms. See Safe Work Australia's posters, and SafeWork Australia's guide on how to clean and disinfect your workplace.

Cleaning

▶ **Do you have a regular cleaning schedule for areas of workplace frequented by workers or others?**

Yes ⦿ No ○

Briefly outline your cleaning schedule

- High Touch areas and resources used within the presentation will be wiped with sanitising wipes between groups.
- The simulator will be cleaned with Viraclean between schools.

▶ **Do you clean frequently touched areas and surfaces regularly? Eg. EFTPOS, door knobs, handrails, keyboards, furniture?**

Yes ⦿ No ○

Briefly outline your approach to cleaning these surfaces

High touch areas and resources will be wiped between groups and cleaned between schools.

▶ **Do you need to clean vehicles regularly?**

Yes ⦿ No ○

Describe how and when you clean your vehicles

- Sanitiser will be applied prior to entry and upon exit from the simulator.
- High touch areas will be wiped down between class groups.
- The simulator and all resources used will be cleaned between schools. All surfaces and equipment will be wiped down as part of the set up process.

Hygiene

▶ **What procedure do you have in place for ensuring good hygiene practices in your workplace?**

Describe who has what tasks to undertake

- A reminder of correct hand hygiene posters will be displayed with the hand sanitiser.
- All staff have completed the on-line training for Hand Hygiene via the HHA link.
- A volunteer will supervise the use of hand sanitiser upon entry to the simulator.
- Volunteer and program presenter will undertake the cleaning of the simulator as part of the pack up/set up process.

▶ **Are you confident that your workers know about and are able to meet the hygiene requirements for regular handwashing/sanitising and cleaning of surfaces?**
Eg. provide bathroom & handwashing facilities adequate for frequent handwashing with soap & water.

Yes ◉ No ○

Supplies and Equipment

▶ **Are you clear on what cleaning products or services you will need? Eg. disinfectant, detergent, access to wash basins?**

Yes ◉ No ○

Describe these

- Neutral detergent wipes are used for high touch points.
- Hand sanitiser is provided throughout the hanger and soap is provided in the bathroom for hand washing.

▶ **Have you considered making hand sanitiser available in frequented areas or upon entry/exit of rooms or workplaces for your workers and other people attending the workplace?**

Yes ◉ No ○

Where have you placed them and how are they monitored to be refilled?

- A sanitising station will be located upon entry to and exit from the simulator.
- Sanitiser will be monitored and refilled by Education Officer and volunteers.

Minimum standard

Restrictions on Entry to the Workplace

The employer must take all reasonable steps to ensure that a worker or others do not enter or attend the workplace if they display symptoms associated with COVID-19 or the worker/other has been required to isolate or quarantine.

This may include displaying signs at the front of your premises/workplace telling people not to enter if they have COVID-19 symptoms, cold/flu symptoms or have been in close contact with confirmed cases.

Have you displayed signs at all entries to your premises advising of your entry requirements, including that no one enters the workplace if they have been instructed to stay in isolation or quarantine?

Yes ○ No ◉

Briefly outline what arrangements are in place

- This information will be sent to teachers and schools as part of the confirmation pack.

Are you able to trace who has been in your workplace?

Yes ◉ No ○

Outline how you are doing this, e.g. sign in book, appointment book

- Education Officer to maintain a record of school / year level / teacher and volunteers for each session.
- Teachers will have a roll of students attending the excursion.
- Presenter and volunteers will have the COVID safe app downloaded and active.

If you have workers who work at other premises, how do you know where they have worked in the last 21 days?

Yes ◉ No ○

Explain how you are doing this, e.g. appointment book, rosters / work orders.

- Education officer will maintain the schedule.
- Volunteers are to disclose any suspected exposure and are advised not to attend.
- Volunteers advised to keep a record of work in other locations.

Minimum standard

Physical Distancing at the workplace

An employer must take all reasonable steps to ensure as far as is reasonably practicable in the circumstances that:

- Each person at the workplace, or entering or leaving the workplace, maintains a distance of at least 1.5 metres from each other at the workplace, or when entering or leaving the workplace, and
- the total number of people present in a single space, at any one time, does not exceed the number calculated according to the current density requirement. Refer to coronavirus.tas.gov.au for the latest requirements.

If it is not reasonably practicable to comply with the physical distancing requirements described above, then the employer must ensure that control measures are implemented in keeping with the requirements to manage the risks to health and safety relevant to COVID-19.

A person at, entering or leaving a workplace must ensure that s/he complies with the requirements of the physical distancing requirements of that workplace, if it is reasonable to do so.

▶ **Do you know what the capacity of your premises is?**

Yes ◉ No ○

What is your premises capacity?

We have identified a maximum of 6 people (in line with current limits) inside the simulator at one time.

▶ **What is the maximum capacity per space and how did you work this out? (e.g. multiple length & width of the room in m2 and divide by current density requirement)**

The simulator measures 8.1m x 2.2m = 17.82m. Allowing for the 2m2 rule and social distancing the simulator would be able to accommodate 6 students.

▶ **Explain how your workers and other people in your workplace will be able to maintain a minimum distance of 1.5 metres between each other while working?**

Yes ◉ No ○

Briefly outline what changes, if any, you have made to the workplace. Eg. Physical barriers, line marking on floors

The simulator will be divided into zones. The students will rotate through these zones.

▶ **If 1.5 mts between people can't be maintained what other controls will you put in place?**
Eg. encouraged on-line meetings, reduced the number of people in the workplace

- The simulator will only visit one school per day.

See SafeWork Australia's industry-specific guidance on appropriate arrangements for workplaces that are not able to maintain the physical distancing requirements outlined above. Go to safeworkaustralia.gov.au and search for 'physical distancing'.

Minimum standard

Providing instruction, training and supervision in respect to COVID-19

The employer must provide each worker at the workplace (including contractors and volunteers) with information, training and instruction on:

- the risks in relation to COVID-19, and
- the control measures implemented in the workplace to mitigate those risks, in relation to COVID-19.

The employer must provide adequate supervision to ensure control measures are implemented in the workplace in relation to COVID-19.

The employer must also ensure that information and instruction is provided to other people in the workplace about the control measures in place to mitigate the risks of COVID-19 and the requirements of those people to apply the control measures as they are reasonably able.

The information and instructions are to be in a format that is reasonable to the circumstances, including the use of plain English. This may also include the use of pictures, and being provided in languages other than English.

Do you have information displayed clearly in the workplace so that everyone understands their obligations to reduce the risks posed by the COVID-19?

- Put up posters on how to wash hands (link)
- Provide information on how to limit the spread of germs (link)
- Put up signs requesting people limit touching items, surfaces
- Provide training or instruction on appropriate cleaning (link)
- Supervising workers when using specialist protective equipment

Yes ◉ No ○

Briefly outline your approach

A poster on applying sanitiser will be displayed at the sanitisation stations.

Have you documented COVID-19 procedures and have you trained your workers in these?

Yes ◉ No ○

What do these procedures include?

-RFDS Tasmania developed a COVID-19 Business Continuity and Risk Management plan that was initially discussed weekly, now fortnightly and updated across RFDS programs.
- The above plan was updated with briefings and information sourced by the Premier's road map.
- A recovery plan has been developed and is now implemented as services return.

Minimum standard

Responding to an incident of COVID-19 in the workplace

(Notify Public Health by phoning 1800 671 738)

Do you have a response plan in place detailing how your workplace will respond should the workplace become contaminated? Eg. a person in your workplace has a confirmed diagnosis of COVID-19.

Yes ○ No ○

Briefly outline that process

1. Staff member is to notify RFDS of a confirmed diagnosis of COVID-19 and that staff member is to quarantine under the guidance of Public Health.
2. Staff who were within close contact of the staff member in previous 48 hours prior to positive result (or other period of time based on Public Health) is instructed to isolate, monitor symptoms and seek medical advice with regards to COVID testing.
3. Decontamination clean of any areas in the workplace touched of visited by the confirmed case.
4. Notification under the incident reporting guidelines.
5. Follow up wellbeing checks on all staff affected and quarantined.
6. Make sure all RFDS Board, Management and staff are aware to monitor themselves and symptoms and retrace steps and advise outreach clinic staff and visiting schools for awareness and monitoring and cleaning of facility.

- Volunteers and staff are required to notify RFDS of illness or a confirmed diagnosis of COVID-19
- Teachers to monitor students, staff and volunteers and notify suspected or confirmed cases.

Review

As the situation with COVID-19 can change rapidly, make sure you regularly review your control measures to make sure they are still meet the minimum requirements and are managing the risks in the best possible way for your workplace.

▶ **Do you have a process for reviewing and adjusting the controls as circumstances change, and are using that process?**

Yes ⦿ No ○

Briefly outline that process

The RFDS Tas COVID working group, which up until June met weekly, now meet fortnightly at our Communication meetings to discuss any policy changes. The COVID-19 Business Continuity and Risk Management Plan along with the RFDS Recovery Phase Plane are discussed, reviewed in detail and updated. Updated copies are supplied to board members and shared with staff electronically and discussed at program team meetings. Our current plan will continued to be reviewed and adjusted as circumstances change.

Manager approval of your COVID-19 Safety Plan

▶ **Approved by**

▶ **Signature**

▶ **Date completed**

Keep your completed safety plan at your workplace: you do not need to submit this to WorkSafe Tasmania.

Record keeping (guidance only)

While not mandatory, any records your workplace can practically keep on the flow of people into the workplace will assist public health authorities should there be a positive case identified within your workplace.

Consider how records are kept on people in the workplace each day to support contact tracing if there is a positive case in your workplace. If possible, collect contact details, such as phone numbers given at the time of making bookings. All such records should be kept for a minimum of 21 days.

► Overflow

Record responses here if you have run out of space