



# POL-HSE-23 NOVEL CORONAVIRUS (COVID-19) POLICY & ACTION PLAN

Updated 05/08/2020

## POLICY

The purpose of this policy and action plan is to limit the potential adverse health affect from Coronavirus (COVID-19). Following the outbreak of COVID-19 Coronavirus, Fire and Safety Australia (FSA) is committed to ensuring the safety of our customers, our team and our community at all times.

We are following the advice of the Australian Government Department of Health at this important time and have introduced a range of measures to ensure our clients' and employees' safety at each of our venues across Australia.

In line with Government Health Advice, FSA will be re-commencing regular training for all courses at all locations from June onwards, until further notice.

FSA is committed to complying with the Physical Distancing and hygiene protocols and has developed COVID-19 Safe Plans to support this.

## Senior Management

The Senior Management team will continue to monitor the situation as it continues to change and are dedicated to upholding our strict safety standards that ensure the health and wellbeing of our Fire and Safety Australia community.

FSA's internal COVID19 working group will continue to coordinate all planning in relation to COVID-19 including implementing and updating safeguards and internal communications that meet official [Australian Government COVID19 Guidelines](#) as well as additional steps to minimise the potential impact to our clients and the FSA team.

FSA's Director (Steve McLeod) and HSEC Manager (Tracey McKay) are responsible for developing COVID19 risk registers and training course risk assessments to reduce any hazards to as low as practical.

FSA Director and/or FSA HSEC Manager will responsible to notify Worksafe, if required, should there be any confirmed case of COVID19 within FSA employee group or at FSA facilities.

## Supervisor and team leader Responsibilities

**Updated – VICTORIA** – Effective Thursday 6 August – **Trainer Supervisors and Team Leaders** are to ensure, where possible that employees work from home. Where this is not possible eg: delivering training, then that employee will require a Worker Permit to cover their activities.

**Training Supervisor and team leaders** are to ensure that there are adequate supplies of face masks for trainers and for course participants, and that all Victorian employees abide by the Victorian Government mandatory requirement to wear face masks when conducting FSA Business apart from when they are delivering training theory or showing practical aspects whereby a face mask will impede the delivery of a skill – see employee responsibilities for guidance.

For further clarification see <https://www.dhhs.vic.gov.au/face-coverings-1159pm-wednesday-22-july>

Continuing - All employees and visitors to FSA's Victorian & NSW facilities will be required to undertake temperature testing prior to entry to the facility. **The Training Supervisors** are tasked with ensuring the FSA COVID-19 Temperature Testing Work Instruction is implemented, and the



nominated testing personnel are inducted and competent in using the testing equipment, interpreting the results and implementing the procedure.

**Trainer Supervisors** are to ensure that appropriate risk controls, as identified by risk assessments and risk registers are implemented, monitored and reviewed. All face to face training will require corporate clients to complete a COVID19 Risk Questionnaire and return with their booking forms and supported by course Risk Registers. This is applicable to both corporate sites and FSA sites.

Effective 5<sup>th</sup> August 2020, **FSA's Director** is the only person authorised to approve travel for FSA Trainers, due to current border closures.

Effective 5<sup>th</sup> August 2020, **Trainer Supervisors and Team Leaders** to manage the working arrangements of their team, subject to location. All employees except in Victoria, are to return to their normal workplace, subject to supervisor/manager input, unless otherwise approved by S McLeod. At this stage Victoria based employees will continue with work from home requirements, in consultation with their supervisor.

**Supervisors / Team Leaders** are to encourage and remind all team members to practice good personal hygiene, ensuring that there are adequate handwashing facilities, hand gel, tissues etc, along with cleaning their work environment (including classrooms and practical training areas), using a virus cleaning agent on any touch point areas, surfaces and equipment.

**Training Supervisors and Team leaders** are to ensure all facilities, equipment and classrooms are cleaned, using appropriate cleaning/disinfecting agents and checklist **after EVERY** training session. This can be delegated to team members, but must be completed. See COVID19 Cleaning Procedure

**Training Supervisors and Team Leaders** are to ensure that all team members are aware of the **Visitor Health Declaration form** and who is required to complete this form on entry to FSA facilities. Supervisors and Team Leaders are to ensure that forms are available for visitors to complete, that these forms are securely retained and then destroyed after 28 days. This can be delegated to your teams.

**Training Supervisors and Team leaders** are to ensure that all FSA classrooms allow for physical distancing protocols, as per the latest guidelines for that State or Territory. This may require usage of our warehouse/training facilities or large open areas instead of training rooms to ensure that these mandatory government requirements are met. **Trainer Supervisors** are to ensure all trainers understand the need for physical distancing requirements and adhere to these requirements.

**Medical and Emergency Services team leaders** are to ensure their teams abide by client sites COVID-19 policies, procedures and processes; this may include but not limited to changes in roster rotations, flight arrangements, PPE requirements, training requirements and other operational processes as dictated by the client. Team Leaders are to ensure that all team members have cross border travel authorisation letters as appropriate to the region and the team member. Where FSA training is being conducted by Medical and Emergency Services personnel at a Medical and/or Emergency Services site client, then the personnel member must assume the roles and responsibilities of the Trainer Supervisor in ensuring training areas and equipment are sanitised and social distancing protocols are enforced. A COVID19 Risk Assessment tool is available to assist in understanding the risks and implementing controls.

**Training Supervisors and Team leaders** are to have an understanding on their team members' leave, of any potential or actual international travel, including that of any close family members.



**Training Supervisors and Team leaders** are to notify FSA's Director or FSA HSEC Manager immediately if employees report any confirmed case of COVID19.

**Employees Responsibilities**

For the latest advice, information and resources, please visit [www.health.gov.au](http://www.health.gov.au)

- Do not attend an FSA worksite if you are ill or showing signs / symptoms of cold or flu. Seek immediate medical advice.
- Advise your manager at the earliest practical opportunity if you are diagnosed / confirmed as having COVID19. It is requested that FSA Management team be tasked with notifying Worksafe, rather than the individual employee.
- Refrain from entering a FSA facility for at least 14 days if:
  - You have been in close contact with a confirmed case of COVID
  - You have or you develop any flu like signs and symptoms
  - You have recently (within the last 14 days) returned from overseas, regardless to location
  - You have travelled from other States or Territories (within the last 14 days) where current border restrictions are in place
- Maintain physical distancing guidelines as per government requirements when at work and within personal time. Please note that not all States and Territories have same physical distancing requirement guidelines and when travelling across borders, it is the employee's responsibility to check and abide by local requirements.
- Undertake COVID-19 Infection Control online learning, as per the link and directive issued 23/03/2020. Contact FSA's HSEC Manager if access to this is required.
- Read and understand FSA's COVID-19 Policy and Action Plan, Cleaning and Hygiene Procedures, Temperature Testing Procedure, Safe plans, including risk registers, risk assessments, associated policies and procedures. If you're unsure, speak with your manager/supervisor immediately
- Assist with cleaning and sanitising your work space and all common areas at your work location eg: kitchens. Refer to FSA COVID-19 Cleaning Procedure.
- Ensure that you present to your closest COVID19 testing clinic should you become concerned that you have contracted the virus.
  - Sign and Symptoms of COVID19 - See - <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert#symptoms-and-when-to-get-tested>
- Practice good hygiene to protect yourself and those at risk against infection and spreading the virus



**TRAINING STAFF:**

- Adhere to the hazard controls as advised on the Corporate and State COVID19 Risk Registers. Advise the HSEC Manager if any further controls can be identified and implemented to further reduce any risk.



- Ensure physical distancing protocols are adhered to at all times for all face to face training. Exceptions to this as listed on the training course risk assessment specific to that training session.
- All States / locations - ensure that the Visitor Health Declarations are completed by all course participants PRIOR to entry into the FSA facility (eg: completed in the reception area prior to progressing into the classroom area).
- NSW & Victoria – ensure all visitors to FSA facilities undertake a temperature test PRIOR to entering facility.
- **Victoria** – all participants to wear face mask unless exempt

## **VICTORIAN STAFF**

### **All:**

**Employee Illness** - Do not attend an FSA worksite if you are ill or showing signs / symptoms of cold or flu. Seek immediate medical advice and/or COVID19 test. Do not return to FSA worksite until testing results have been received. Advise your manager at the earliest practical opportunity if you are diagnosed / confirmed as having COVID19. It is requested that FSA Management team be tasked with notifying Worksafe, rather than the individual employee.

**Health Declarations** - All employees are to ensure that any employee, visitor or course participant etc who is at the FSA facility for more than 15 minutes complete a Visitor Health Declaration form on entry to FSA facilities. These forms must be stored in a confidential manner for a minimum of 28 days prior to being securely disposed of.

**Confirmed case of COVID19** - All employees are requested to immediately notify their Supervisor, the FSA Director or the FSA HSEC Manager should they have a confirmed diagnosis of COVID19.

### **Trainers:**

**Face Masks** - Trainers are required to wear a face mask in public areas and at all other times unless exempt for the reasons below or exempt reasons within the VIC Government policy. This includes when lecturing in courses or demonstrating a skill where wearing a mask will impede the process and disadvantage a course participant eg: BA masks.

**Worker Permits** - Trainers are required to carry Worker Permits at all time, when travel to a corporate site or to FSA locations. This permit must be current at all times, include a log of recent travel.

### **Course Participants:**

**Health Declaration and Temperature testing** – all course participants are expected to complete the health declaration and undergo temperature testing prior to entry into FSA facilities.

**Face Masks** - Participants must be requested to wear a face mask in the classroom, during practical sessions and when accessing the common areas of FSA, to comply with Victorian Regulations for our public training courses, unless exempt. However FSA staff are not police and FSA does not require staff to enforce this unreasonably.

FSA staff shall advise that FSA requires all participants to wear a mask and that participants should follow the law. It is expected that any request to ask course participants to comply with



our policy would be followed unless they are exempted as per the Victorian Government requirements. If further assistance or escalations, please refer direct to Steve McLeod.

**Staff:**

**Working from home** - Non training staff (including trainers who are not scheduled to trainer for that day) are required to work from home until further notice, unless agreed to by FSA Director. Staff who are required to work at the Mulgrave office or to travel on behalf of FSA (eg to post office etc) are required to have a Worker's Permit at all times.

**Health Declaration and Temperature testing** – all employees entering FSA facilities are expected to complete the health declaration and undergo temperature testing prior to entry.

**Face masks** - Staff are required to wear face masks when working at FSA facilities or conducting FSA business except when working in the office alone or in a room separate to other staff. Trainers are not required to wear a face mask when lecturing in courses or demonstrating a skill where wearing a face mask will impede the process and disadvantage a course participant eg: BA

Staff are required to wear a face mask if someone enters the office/room which they are occupying.

Staff are required to wear a face mask in public areas

For all other details information on face masks and their use, please refer to the following guidelines and FSA's COVID19 procedure, which will be resent out in the next 24 hours

<https://www.dhhs.vic.gov.au/face-coverings-1159pm-wednesday-22-july>

## HOW TO WEAR A MASK?



**Further information**

If you're concerned, call the Coronavirus Health Information Line for advice.

**Coronavirus Health Information Line**



Call this line if you are seeking information on coronavirus (COVID-19). The line operates 24 hours a day, seven days a week.

1800 020 080

[View contact](#)

If you require translating or interpreting services, call 131 450.

**Supporting Documents**

[FORM – HSE14 – Health Self-Declaration – Course Participant/visitor – all states](#)

[Work Instructions – COVID19 Visitor Health Declarations](#)

[FORM – HSE16 – FSA Classroom cleaning protocol](#)

[FORM – COVID-19 RISK ASSESSMENT TOOL](#)

[REGISTER – Health Risk Action Register](#)

[FSA-COVID19 – Visitor Notice](#)

[FSA COVID-19 Cleaning Procedure](#)

[FSA COVID-19 Temperature Testing Work Instructions](#)

[FSA COVID19 Risk Registers – per State and Corporate](#)

[Training Room sizes/maximum participants checklist](#)

[FSA SAFETY ALERTS](#)

[Australian Government Department of Health](#)

[Worker Permits](#)



## COVID19 Measures to safeguard FSA's locations

### Employee and Visitor health:

#### Measures to safeguard training at FSA's training locations and at client sites:-

- A **centralised working group** to coordinate all COVID-19 planning.
- Develop and implement Coronavirus (COVID-19) **Action Policy and plan and COVID-19 Safe plan** which applies to all team members, contractors and sub-contractors.
- Develop, implement and review COVID-19 Risk Registers and Risk Assessments
- Where possible, our team is able to be set up for the potential of **working remotely** via remote access worksites, ensuring no interruption to training support services including customer service and scheduling.
- Physical distancing guidelines to be implemented and actioned, based on current and up to date government advice. FSA facilities to be set up for any classroom situations, utilising large open spaces eg: warehouse. All training areas have been measured and maximum persons per location identified and communicated.
- COVID19 Cleaning Procedure has been developed and implemented across all FSA training locations, which includes the requirement for all employees to take ownership and responsibility for cleaning and sanitising of their own work spaces and common facilities such as kitchens and bathrooms.
- Communicate frequent reminders to our teams on the need for **basic hygiene practices** such as handwashing, the use of hand sanitisers and daily cleaning of workstations.
- Encourage all employees to **reconsider non-essential regional, interstate and international travel** until further notice.
- Ensure that all FSA employees who are traveling within Australia on FSA business adhere to State Border control requirements, which may include 14 days of self-isolation. Where travelling on behalf of FSA, Worker Permits are carried by all employees.
- Any employee is ill or who exhibits **flu like symptoms** is not permitted to enter any FSA worksite and are to seek medical advice. Prior to returning to any FSA worksite, they will be required to obtain medical clearance from their treating practitioner and continue to monitor their health for 14 days.
- Ensure any FSA employee who is in or has been in **close contact with a confirmed case of COVID19** is not permitted to enter any FSA worksite; with ongoing monitoring of their health for 14 days.
- All visitors and participants to FSA locations and training courses may be required to undertake temperature screening and will be required to fill out a **health self-declaration** of recent travel, close contact with a COVID19 diagnosed person, and flu like symptom;
  - Anyone entering Victorian FSA facilities will be required to undertake temperature screening



- Anyone that **answers yes** and is considered to be at risk, will not be permitted to attend our training centres or to complete training – Call S McLeod on mobile or HSE Manager on mobile if unsure.
- Anyone who **answers no** are still required to complete and sign the declaration.
  - Health Self-Declaration forms are available and details will be logged in an **Action Register** by supervisor.
- These forms will be retained for 28 days prior to being securely destroyed.
- NSW & Victoria – Temperature testing programme for all employees and visitors (Participants) wishing to enter FSA NSW and Victorian Facilities.
  - Refer to Temperature testing procedure and induction
- Victoria – mandatory use of face masks as per current Victorian Government requirements.  
<https://www.dhhs.vic.gov.au/face-coverings-1159pm-wednesday-22-july>

**Cleanliness, hygiene and additional FSA precautions**

- It is the responsibility of all employees to ensure that they maintain a clean and hygienic work environment.
- Placing reminders in all of our training facilities about the importance of hand washing and hand sanitisers.
- A cleaning procedure and checklist has been developed as a guide for the hygiene of FSA offices and training facilities. This is all employees’ responsibility and must be shared across all teams.
- Cleaning to be conducted, but not limited to, immediately after a training session of all surfaces, equipment, seats, and other items used (including PPE).
  - All surfaces, equipment and high touch-point areas are to be cleaned and disinfected using a virus cleaning agent.
  - This includes desks, workstations, keyboards, desk phones, participant desks and chairs, training equipment etc.
    - Sanitising of equipment may be required during the course on high touch point items such as extinguisher, ladders, and confined space entry points.
- See individual risk assessments for training courses.

**Training Schedules**

FSA has reduced the amount of training seats available for all courses to assist with physical distancing and preventing the spread of the virus.

All FSA training rooms have been measured to determine the maximum number of persons per space per location. This is to be displayed at each location. See last page.

Virtual Classrooms are now available options for FSA clients to allow greater flexibility for employees and clients whilst reducing any risk of virus transmission, however this will only be suitable for a small number of our training courses.

Where training is required within a face to face classroom, a course type COVID-19 Risk Assessment is available to reduce any hazards to as low as practical.



**Alternative Duties**

Our responsibility for the continued health and safety of you and our community is crucial and this proactive planning is to ensure our commitment to you is not disrupted during this time.

This may mean that for a period of time, you may be allocated alternative tasks from your normal duties / job position or required to take leave.

Where this need is identified, FSA's senior management team will consult with you and support you during this period.

**Ongoing Monitoring**

FSA's senior management team will continue to closely monitoring the situation as it changes and are dedicated to upholding our strict safety standards to ensure the health and wellbeing of our Fire and Safety Australia community.

Our leadership team and COVID working group will meet regularly to review the latest information from health authorities and the Australian government and ensure any recommended precautions are appropriately adopted.

For the latest advice, information and resources, please visit:

- [Australian Government Department of Health](#)
- [Australian Government's Smartraveller website](#)
- [World Health Organisation](#)
- <https://www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19>
- <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

**Implementation Date**

IMMEDIATE

**REVIEW DATE**

Weekly, until further notice

Authorised:

<b>DIRECTOR</b>	STEVE MCLEOD
	
<b>Date:</b>	5 <sup>th</sup> August 2020



ROOM SIZE		MAXIMUM # PER ROOM	
<b>VICTORIA</b>			
4m2 per person or 1.5m between each person			
<b>MULGRAVE</b>			
TRAINING ROOM 1	8m x 6m	10	9 (public courses) 9 (corporate courses)
TRAINING ROOM 2	5m x 6m	6	1 trainer – 5 participants
BOARD ROOM	4m x 5m	3	1 trainer – 2 participants
<b>DERRIMUT</b>			
TRAINING ROOM 1	8m x 6m	10	1 trainer – 9 participants
TRAINING ROOM 2	3m x 3m	2	1 trainer – 1 participant
<b>NEW SOUTH WALES</b>			
4m2 per person or 1.5m between each person			
<b>SMITHFIELD</b>			
TRAINING ROOM 1	10m x 7m	17	1 trainer – 16 participants
TRAINING ROOM 2	12m x 5m	15	1 trainer – 14 participants
TRAINING ROOM 3	9m x 7m	15	1 trainer – 14 participants
<b>QUEENSLAND</b>			
2m2 per person or 1.5m between each person			
<b>SALISBURY</b>			
TRAINING ROOM 1	6m x 5m	8	1 trainer – 7 participants
TRAINING ROOM 2	6m x 5m	8	1 trainer – 7 participants
TRAINING ROOM 3	8m x 6m	10	1 trainer – 9 participants
<b>SOUTH AUSTRALIA</b>			
2m2 per person or 1.5m between each person			
<b>WINGFIELD</b>			
TRAINING ROOM 1	4m x 8m	8	1 trainer - 7 participants
TRAINING ROOM 2	8m x 4m	8	1 trainer – 7 participants
<b>WESTERN AUSTRALIA</b>			
2m2 per person or 1.5m between each person			
<b>CANNING VALE</b>			
TRAINING ROOM 1	8m x 5m	10	1 trainer – 9 participants
TRAINING ROOM 2	8m x 5m	10	1 trainer – 9 participants
COMMON AREA	10m x 6.5m	15	1 trainer – 14 participants