**OZSTAFF SAFE@WORK**

# COVID19 RISK MANAGEMENT POLICY

Original May 2020, updated June 2020, updated July 2020

**HR & OHS Management**

## SCOPE

OzStaff has implemented industry best practice measures to manage COVID19 exposure and protect the health and wellbeing of our staff, customers and community. This policy describes the actions we have implemented to minimise risk.

These procedures are subject to variation following Government-mandated changes.


## OZSTAFF  OFFICE

- Reduced staff on site
- Use of PPE
- Health declaration
- Physical distancing
- Sanitisation
- No carpooling or public transport
- Limit contact with the public during work hours
- Visitor policy
- Face Masks as necessary

OzStaff Office maintains a 14 day, 50% work from home, 50% work from office roster. This roster changes following Government-mandated restrictions where required.

All staff are required to complete a daily COVID19 Health declaration before entering the Office work zone, managed by the OH&S Department. Regular use of hand sanitiser, anti-bacterial wipes and practising physical distancing of at least 1.5mtrs is observed while on site.

Increased frequency of sanitisation of site, equipment and facilities is in place and monitored.

Staff are advised not to carpool and avoid public transport. If carpooling or public transport is a necessity, work from home rules apply.

Leaving the premises during breaks is permissible for exercise. Staff should try to bring lunch and other necessities from home and try to avoid the need to interact in public areas, i.e. cafes, shops etc. where possible.

Visitors to site are allowed only as deemed essential. All visitors will need to complete a health declaration prior to moving into a work zone.


## RECRUITMENT PROCESS

- Removal of onsite interviews
- Provide clients access to OzStaff interview portal
- Health declaration
- Redirection of onsite traffic

To protect OzStaff and Host Employer sites and minimise the exposure candidates may encounter while attending interviews, all recruitment activity will be carried out via our online portal, which includes video interviews. Clients can use our portal for interviewing potential, shortlisted candidates where required.

All applicants are required to complete a health declaration as part of the interview process (https://ozstaff.com/register/jobseeker)

Candidates that approach the Office to apply for roles should be directed to apply online and exit the premises, without entering the work zone.


## OZSTAFF PERSONNEL ON OFF-SITE VISITS

- Do Risk assessment
- Check Approval exists to visit site
- Limit visitation where possible
- Carry or complete proof of health declaration
- Adhere to site COVID19 protocols
- Limit number of team members in a visit

Before visiting any site, OzStaff team members are required to perform a risk assessment aided by the OH&S manager and confirm the site is approved.

Off-site appointments by OzStaff team members should be made only where essential. When entering the site, proof of health declaration must be sighted by host representative in addition to other entry protocols.

OzStaff team members must observe all host site COVID19 protocols and ensure compliance of any accompanying guests.

All site visits must be pre-approved by the host.


## ONSITE INDUCTIONS

- Cap onsite induction numbers
- Health declaration clearance exists
- PPE is available as determined by the site
- Practice physical distancing & sanitisation
- Use of site facilities
- Restricting noncompliance
- Observe the pre-approved induction process and areas

Onsite inductions are to include only shortlisted candidates and numbers will be capped according to each site, to enable proper physical distancing always.

All candidates attending an induction, including the OzStaff co-ordinator must complete a health declaration form before reaching the site.

**The host representative must sight proof of health declaration for all participants.**

All participants must wear the relevant PPE to site for the role, plus gloves, and face mask.

Hand sanitiser must be used on entry and at internal locations as determined by site and at any other time as directed by the OzStaff co-ordinator

All participants must observe all site safety and COVID19 protocols at all times. Anyone unwilling to participate should not be allowed access to the site.

The proper physical distancing of 1.5mtrs must always be maintained.

Site inductions must follow a pre-approved path and process.

Use of site facilities should be minimised. All participants to be informed that there will be no access to site facilities other than for emergencies only.

## CANDIDATES WORKING ON CLIENT (Host Employer) SITES

- OzStaff e-Pass App applies
- Green e-Pass applies

### PASS GRANTED

All staff scheduled to attend work at customer sites must complete an OzStaff COVID19 health declaration on the OzStaff e-Pass app, 2 hours prior to every shift.

Staff must answer all questions honestly.

The health declaration is evaluated for risk, and the app will generate a **Green E-PASS** that is issued via email and SMS, to staff declaring they are not suffering from symptoms or exposure to COVID19.

The Green E-PASS is valid for 12 hours, after which time, the staff member will need to re-apply.

**Client site representatives must sight the Green e-Pass prior to allowing staff access to site. OzStaff does not accept responsibility for staff on-site without a valid pass that has not been verified by the host site.**

All staff are required to comply with host site safety and COVID19 protocols or be refused entry to site/work.

### COVID19 RISK

Staff found at risk of COVID19 exposure via the app are notified immediately via email and SMS and advised to isolate and get tested. An OzStaff representative will contact the staff member to ensure their wellbeing and implement monitoring procedures.

OzStaff systems will place "at-risk" staff in quarantine until verification of testing and isolation is met. Quarantined staff cannot be placed on rosters until cleared by OzStaff.

Customer (Host Employer) management must enforce the need for staff to provide truthful answers and review their answers carefully, before allowing them to enter work zones.

OzStaff recruitment and Account management teams will ensure a suitable talent pool is maintained to cover absentees.

WHILE ON SITE

Staff are advised not to carpool and avoid public transport. OzStaff will endeavour to only supply staff that have their own reliable vehicle and valid driver licence.

Leaving the premises during breaks is discouraged. Staff should try to bring lunch and other necessities from home and avoid the need to interact in public areas, i.e. cafes, shops etc where possible.

**COVID19 RISK IDENTIFIED ON SITE**

If a COVID19 risk is identified on site affecting an OzStaff employee, OzStaff will provide the host with the following information:

- Name of employee
- The suburb where the employee lives
- Last shift worked on site
- Possible exposure to other staff at the host site (i.e. carpooling, socialising)
- Current symptoms evident
- Instructions on CVOD19 testing and results
- COVID19 Heath declaration form
- The time frame of possible exposure
- OzStaff compliance with COVID19 policy

Should a COVID19 risk be identified at a client site, OzStaff will evaluate risk to OzStaff employees and others, gather information on risk mitigation and approve continued supply to site.

**TRAINING AND KNOWLEDGE**

OzStaff will provide regularly scheduled and ad hoc online training, notification, toolbox videos, emails, SMS to customers and staff in terms of their obligations to COVID9. Extensive information will also be provided during the recruitment and on-boarding process.

Update on changes to policy and working practises will be published and broadcast using similar methods.

**COVID19 FINANCIAL HARDSHIP**

For all Eligible staff effected during COVID19, OzStaff will assist them in obtaining hardship assistance from the Relevant Government organisation.

**AN OBLIGATION TO NOTIFY**

On 28 July 2020, temporary regulations were approved under the Occupational Health and Safety Act 2004 (OHS Act) that specify when employers and self-employed persons must notify WorkSafe of a confirmed diagnosis of coronavirus (COVID-19) in the workplace.

Failure to notify WorkSafe can result in a penalty.

**WHEN TO NOTIFY WORKSAFE**

Employers and self-employed persons, with management or control of a workplace must notify WorkSafe immediately after becoming aware that:

- an employee, independent contractor, employee of the independent contractor or self employed person has received a confirmed diagnosis of coronavirus (COVID-19) and
- the employee, independent contractor, employee of the independent contractor or self employed person has attended the workplace within the relevant infection period.

An employer will be considered to be 'aware' of the incident when they have been notified of the confirmed diagnosis by either the employee, independent contractor, employee of the independent contractor, or by the Department of Health and Human Services (DHHS).

Notification is not required when a person's workplace is their home, and that person has not attended any other workplace over which their employer has management or control of, within the relevant infection period.

The infectious period under these regulations is the period of time between:

- the date, being 14 days prior to the onset of symptoms consistent with coronavirus (COVID19) or a confirmed coronavirus (COVID-19) diagnosis (whichever comes first), and
- the day on which the person receives clearance from isolation from DHHS.

A confirmed coronavirus (COVID-19) diagnosis means a person has undergone a diagnostic procedure and has received positive results for coronavirus (COVID-19), also known as 'novel coronavirus 2019'.

See the Department of Health and Human Services (DHHS) for the case definition of a confirmed case of coronavirus (COVID-19).

Disclaimer: This Policy determination as implemented is for the guidance of all staff on OzStaff payroll. OzStaff cannot guarantee that personnel will not escape this policy or the controls by oversight or design. Therefore, Clients/Host Employers are encouraged to have their own filters and protection rules at site, **prior to any personnel entering their work zones for the sake of their Business and all people on the site.**