



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

Updated 15/03/2021

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

Training Supervisor and team leaders are to be aware of each individual state and territory requirement – see appendix 1. All employees should be in normal place of work unless restrictions apply for that state or territory.

Training Supervisor and team leaders are to ensure that there are adequate supplies of face masks for trainers and for course participants. Wearing of a face mask is strongly recommended indoors and outdoors when you can’t keep 1.5m distance from other people.

Training Supervisor and team leaders - to liaise with CEO directly on the need for temperature testing at an FSA facility. Where temperature testing is being performed on employees and visitors a register is to be retained for a minimum of 28 days. **The Training Supervisors** are tasked, where required, 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.



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

Supervisors and team leaders to encourage the use of COVID19 tracing QR codes or the recording of those not using QR codes on a separate register.

Training Supervisors and Team Leaders are to ensure that all team members are aware of the **Health Self Declaration form** (Appendix 3) and who is required to complete this form on entry to FSA facilities eg any visitor or participant expected to stay in the FSA facility for an extended time – eg: over 30 mins. 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 – see appendix 1 and 2. **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.

Medical and Emergency Services 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 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

- All employees should be in normal place of work unless restrictions apply for that state or territory – see appendix 1
- 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



- Maintain physical distancing guidelines as per government requirements when at work and within personal time. When travelling across borders, it is the employee's responsibility to check and abide by local requirements should this differ across different States and Territories.
- Use face masks as defined by local requirements – see appendix 1
- 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 and any direction from your supervisor or senior management.
- 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 visitors and participants utilise the COVID tracing QR codes, and complete Visitor Health Declarations(Appendix 3) on arrival (Health declarations for those intending to remain in FSA facilities for more than 30 mins) PRIOR to entry into the FSA facility (eg: completed in the reception area prior to progressing into the classroom area)

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](tel:1800020080)

[View contact](#)

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

Supporting Documents

See Appendix 4

FORM – HSE14 – Health Self-Declaration
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



COVID19 Measures to safeguard FSA's locations

Employee and Visitor health:

Whilst each state and territories requirements may differ, the below measures are standard 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
- Ensure, where possible, our team is set up for the potential of **working remotely** via remote access worksites, ensuring no interruption to training support services including customer service and scheduling. The need to implement this may be at short notice.
- 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.
- Ensure that all FSA employees who are traveling within Australia on FSA business adhere to State Border control requirements, which are subject to change at short notice.
- Any employee is ill or who exhibits **flu like symptoms** is not permitted to enter any FSA worksite and are to seek medical advice.
- 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 (attending FSA facility for more than 30 mins) are encouraged to use the COVID19 tracing QR codes (or complete register) and undertake health screening which may include questionnaire and temperature testing;
 - Anyone considered to be a 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.
 - Health Questionnaire forms will be retained for 28 days prior to being securely destroyed.
 - Use of face masks is encouraged for all employees / course participants where physical distancing of 1.5ms per person cannot be maintained.

Refer to Appendix 1 for each State and Territory's individual requirements



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 risk registers for each type of 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, based on local government requirements. See Appendix 2

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 Appendix 2

Virtual Classrooms are an 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 pre-approved 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 Monthly unless otherwise required, until further notice

Authorised:

CEO	STEVE MCLEOD
	
Date:	15 March 2021



Appendix 1

Individual State Requirements, whereby requirements are not national

12/03/2021

All States and Territories

- Face masks are required at all airports and on domestic flights
- Physical distancing of 1.5m between persons / 2m² per person
- COVID19 Tracing is required either via QR code or separate register

Victoria:

- You must carry a facemask with you when you leave home, however are not required at FSA training facilities.
- Where physical distancing of 1.5m between persons cannot be maintained, face masks are recommended.
- **Trainer Supervisors and Team Leaders** are to implement return to the office process for permanent Victorian based workforce on a rotational roster arrangement with work at home arrangements for those employees not rostered within the workplace unless otherwise approved by S McLeod.

New South Wales

- 25 person limit for indoor spaces



Appendix 2

VICTORIA	ROOM SIZE	MAXIMUM # PER ROOM	
MULGRAVE – 1 person per 2m2			
TRAINING ROOM 1	8m x 6m	12	12 participants plus FSA employees
TRAINING ROOM 2	5m x 6m	8	8 participants plus FSA employees
BOARD ROOM	4m x 5m	4	4 participants plus FSA employees
DERRIMUT – 1 person per 2m2			
TRAINING ROOM 1	8m x 6m	11	11 participants plus FSA employees
TRAINING ROOM 2	3m x 3m	2	2 participants plus FSA employees
NEW SOUTH WALES			
SMITHFIELD– 1 person per 2m2			
TRAINING ROOM 1	10m x 7m	15	Regular class sizes plus FSA employees
TRAINING ROOM 2	12m x 5m	15	Regular class sizes plus FSA employees
TRAINING ROOM 3	9m x 7m	15	Regular class sizes plus FSA employees
QUEENSLAND			
SALISBURY – 1 person per 2m2			
TRAINING ROOM 1	6m x 5m	6	6 participants plus FSA employees
TRAINING ROOM 2	6m x 5m	6	6 participants plus FSA employees
COMBINING ROOMS 1 & 2	12 x 10m	15	15 participants plus FSA employees - Suitable for 5 day courses
CTC ROOMS – OTHER ROOMS / SIZES AVAILABLE FOR DAY HIRE	VARIOUS	VARIOUS	
SOUTH AUSTRALIA			
WINGFIELD – 1 person per 2m2			
TRAINING ROOM 1	4m x 8m	8	8 participants plus FSA employees
TRAINING ROOM 2	8m x 4m	8	8 participants plus FSA employees
WESTERN AUSTRALIA			
CANNING VALE – 1 person per 2m2			
TRAINING ROOM 1	8m x 5m	9	9 participants plus FSA employees
TRAINING ROOM 2	8m x 5m	9	9 participants plus FSA employees
COMMON AREA	10m x 6.5m	15	15 participants plus FSA employees

Note: This is subject to change at short notice.



SELF-ASSESSMENT QUESTIONNAIRE

Appendix 3

It is requested that all course participants complete the below declaration on arrival at an FSA training course along with using the COVID19 QR code.

Fire and Safety Australia (FSA) is concerned for the safety of staff, visitors and course participants. We are closely following the COVID-19 pandemic information, and in the interest of ensuring a safe and healthy work environment we ask that you complete this self-assessment questionnaire.

- If you are a course participant who is attending a multi day course, you may be required to complete this questionnaire each day
- Your information will be treated in a confidential manner; securely destroyed after 28 days of the date of your training

INFLUENZA SELF-ASSESSMENT QUESTIONNAIRE			
Full Name			
1	Have you had a fever, cough, shortness of breath or sore throat in the last 7 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>Fever includes night sweats and chills</i>
2	Have you had close contact with someone who is displaying fever, cough, shortness of breath or sore throat in the last 7 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No If yes , go to Q2b If no , continue to Q3 See next page for definition
2b	Was person suspected or probable COVID-19 case?	<input type="checkbox"/> Yes	<input type="checkbox"/> No See next page for definition
3	Have you recently had unexplained loss of smell, or altered sense of taste?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Have you had close contact in the last 14 days with a confirmed case COVID-19 case?	<input type="checkbox"/> Yes	<input type="checkbox"/> No See next page for definition
5	Have you travelled to a Declared Hot Spot within the last 14 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No If yes , go to Q 5b If no , end of assessment
5b	Have you been COVID -19 swabbed in the last 48 hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No If yes , go to Q5c If no , FSA requires you to undertake temperature testing
5c	Was your swab result positive ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No If no , FSA requires you to undertake temperature testing

If you tick any of the above questions highlighted in **red**, access to site is NOT permitted and FSA recommends that you seek medical advice

I declare the above to be true to the best of my knowledge.

I understand that this information may be requested by health authorities and consent to its release at such time.

Signature:

Date:

Office Use Only

This document is to be stored securely, ensuring individual's privacy. This document is to be destroyed securely after 28 days. [Action register](#) to be completed by Supervisor / Team Leader on receipt of this declaration, where a "Yes" is indicated above.

Management Action / Review (Insert action taken and/or general comments)



APPENDIX 4



FORM - HSE14 -
HEALTH SELF DECLARATION



FSA - COVID-19 -



WORK



FORM - COVID19

INSTRUCTIONS - COVID-19 RISK QUESTIONNAIRE



FORM - HSE16 -
FSA Classroom clear



COVID-19-Risk-Regi
ster - CORPORATE



NSW&ACT



NSW&ACT



COVID-19-Risk-Regi



COVID-19-Risk-Regi



COVID-19-Risk-Regi

ster - HEAD OFFICE. ster - SALISBURY.doc ster - WINGFIELD.doc



COVID-19-Risk-Regi
ster - CANNING VALLEY



HOW TO WEAR A MASK?



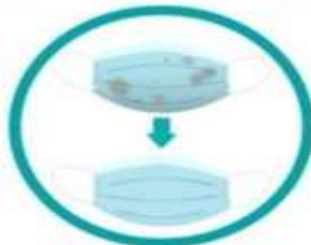
It should **COVER YOUR MOUTH, NOSE AND CHIN**, with the coloured side facing outwards.



PINCH THE METAL EDGE OF THE MASK so that it presses gently on your nose bridge.



Remove a used mask **HOLDING ONLY THE EAR LOOPS.**



To be effective, **CHANGE YOUR MASKS REGULARLY OR IF SOILED OR WET.**



WASH YOUR HANDS WITH SOAP AND WATER after disposing the soiled mask properly into a bin.