



POL-HSE-31 NOVEL CORONAVIRUS (COVID-19) POLICY & ACTION PLAN

Updated 26 April 2022

<p>POLICY</p>	<p>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.</p> <p>We are following the advice of the Australian Government and various State / Territory Governments Department of Health at this important time and continue to monitor a range of measures to ensure our clients' and employees' safety at each of our venues across Australia.</p> <p>In line with Government Health advice, FSA will ensure that all business activities are provided in line with local state COVID19 recommendations.</p> <p>FSA is committed to complying with the mandated vaccinations requirements under public health orders and client requests, Physical Distancing and hygiene protocols and has developed this COVID-19 Safe Plans to support our measures.</p>
<p>Senior Management</p>	<p>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.</p> <p>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 <u>Australian Government COVID19 Guidelines</u> as well as additional steps to minimise the potential impact to our clients and the FSA team.</p> <p>FSA's HSEC Manager (Tracey McKay) are responsible for developing and/or maintaining the FSA COVID19 Safe Plans and registers, to reduce any hazards to as low as practical.</p> <p>FSA Director is responsible for approving and communicating FSA's COVID19 Plans</p>
<p>Supervisor and team leader Responsibilities</p>	<p>Training Supervisor and team leaders are to be aware of each individual state and territory requirement All employees should be in normal place of work unless restrictions or a confirmed positive case. Some State have "close contact" isolation required and FSA is committed to comply with confirmed case and close contact isolation are required by the individual State or Territory. .</p> <p>Training Supervisor and team leaders are to ensure that there are adequate supplies of face masks and Rapid Antigen Test kits for trainers. Face masks are available where requested by staff, course participants or for use in accordance with current requirements as issued by the various state / territory govt.</p> <p>Trainer Supervisors are to ensure that appropriate risk controls, as identified by risk assessments and risk registers are implemented, monitored and reviewed.</p> <p>Training supervisors must include FSA's COVID19 Safe plans including this Policy, FSA's Cleaning procedures and COVID19 Safe Risk Registers in trainer inductions and to continue to communicate these COVID19 safe plans with their teams.</p> <p>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.</p> <p>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 FSA COVID19 Cleaning Procedure</p> <p>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 vaccination status and the provision of digital certificates or approved exemptions, changes in roster rotations, flight arrangements, PPE requirements, training requirements and other operational processes as dictated by the client.</p> <p>Training Supervisors and Team leaders are to notify FSA's CEO or FSA HSEC Manager immediately if employees report any confirmed case of COVID19.</p>



Employees Responsibilities

For the latest advice, information and resources, please visit www.health.gov.au

- Read and understand FSA's COVID-19 Policy and Action Plan, If you require further clarification, speak with your manager/supervisor immediately
- All employees should be in normal place of work unless restrictions apply for that state or territory, or otherwise advised
- Comply with the FSA Vaccination Policy, providing information of COVID19 vaccination status, consent to release this information if required, and where required, provide your COVID19 vaccination certificate / digital certificate. These will be retained securely by FSA, maintaining your privacy and confidentiality.
- Do not attend an FSA worksite if you are ill or showing signs / symptoms COVID19. Seek testing or medical advice and advise your supervisor. 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>
- Advise your manager at the earliest practical opportunity if you are diagnosed / confirmed as having COVID19 and follow the required testing and quarantine requirements as determined by each State or Territory. If you are unsure, please contact the HSEC Manager (Tracey) or the CEO (Steve) who will assist you in determining what to do next. Some State have "close contact" isolation required and FSA is committed to comply with confirmed case and close contact isolation are required by the individual State or Territory.
- Maintain physical distancing protocols where possible.
- 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.
- 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.
- 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 where possible.

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) or [View contact](#)

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

Supporting Documents

FORM – HSE16 – FSA Classroom cleaning protocol
FSA COVID-19 Cleaning Procedure
FSA COVID19 Risk Registers – per State and Corporate
FSA SAFETY ALERTS
Australian Government Department of Health



COVID19 SAFE PLAN

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) Safe **Action Policies and plans** which applies to all team members, contractors and sub-contractors.
- Ensure, where possible, our team is set up for the potential of **working remotely** via remote access worksites where appropriate to role and situation.
- 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 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 requirements,
- Any employee is ill or who exhibits **COVID-19 like symptoms** is encouraged to seek testing prior entering any FSA worksite.
- Ensure any FSA employee who is deemed a **close contact** (as per State / Territory Health Direction definition) follows state / territory health directives for quarantining and testing.
- FSA employees are to abide by any local state govt advice on entry requirements to client sites which may include providing evidence of your vaccination status / digital certificate. It will be our client's responsibility check their own employees' vaccination status at their own sites when training is being conducted by FSA trainers.
- Provide information, where requested by FSA clients, on FSA's COVID19 Safe plan, vaccination policy and register.

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.

Training Schedules

Live Streamed Training and Virtual Classrooms are an available option for FSA clients for appropriate courses, to allow greater flexibility for employees and clients whilst reducing any risk of virus transmission.

**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 or when you are quarantining but well enough to work, 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

A confirmed positive case or Close Contact notification

In the event of an employee having positive COVID19 test result, the notified employee will immediately notify their supervisor and FSA's CEO, HSEC Manager or National Customer Service Manager, who will assume the responsibility for actioning the HSE31 FSA-COVID19 – Action Plan in accordance with local state/territory public health directives as appropriate.

FSA will support employees in meeting the self-isolation requirements; this may mean being able to provide you with work from home options or tasks.

Where identified as a confirmed positive case, employees must abide by the State/Territory public health directions for that state or territory.

FSA management will provide assistance to determine what these requirements are.

HSE31 FSA-COVID19 – Action Plan

FSA has developed a positive case action plan for managing positive cases within our workplaces. Actions will include:

- Following the department of Health guidelines as per state/territory requirements.
- Ensuring the diagnosed employee is directed to return to their place of residence and follow any further instructions as issued the Health Directive.
- Contacting FSA employees, if required, who have been in contact and direct them to follow State / Territory Health Directives, depending on location.
- Notifying relevant Health Authority/s and Worksafe Regulator/s, and as per local state/territory requirements
- Scheduling team to reschedule any affected courses, as directed by the Customer Service Manager
- Conduct ongoing welfare checks on affected employees during periods of self-isolation.


Implementation

IMMEDIATE

REVIEW DATE

Monthly

Authorised:

CEO	STEVE MCLEOD
	
Date:	26 April 2022



Appendix 1

28/04/2022

All States and Territories

- Face masks are required at all airports and on domestic flights
- Availability of handwashing facilities / hand gel rub.
- Adherence to FSA Cleaning Procedures
- Vaccinations are required for FSA employees as per FSA COVID19 Vaccination policy, however not required by course participants.

Please refer to each State / Territory's COVID19 information for the latest information on restrictions, requirements and border controls

- Victoria - <https://www.coronavirus.vic.gov.au/>
- New South Wales - <https://www.nsw.gov.au/covid-19> - see next page
- Queensland - <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19>
- South Australia - <https://www.covid-19.sa.gov.au/response>
- Western Australia - <https://www.wa.gov.au/government/covid-19-coronavirus>
- Northern Territory - <https://coronavirus.nt.gov.au/>
- ACT – <https://www.covid19.act.gov.au/>
- Tasmania - <https://www.coronavirus.tas.gov.au/families-community/current-restrictions>



Close Contact and Confirmed Case isolation requirements

Victoria:

Household Close contacts won't be required to quarantine provided they:

- wear a mask indoors
- avoid sensitive settings
- undertake at least five negative rapid antigen tests over the seven days that would previously have been their self-quarantine period.

All other contacts - Someone who has COVID-19 has informed you that you are their social contact, or a workplace or education facility has informed you that you are a workplace or education contact.

- If you have symptoms, you must use a rapid antigen test, or get a PCR test if you can't access a rapid antigen test.
- If you don't have symptoms, you are recommended to use a daily rapid antigen test for 5 days.
- If you test positive on a rapid antigen test, you must report your result. Visit Reporting your result page for more information.

If you don't have symptoms and cannot access a rapid antigen test then monitor for symptoms and get tested if symptoms emerge. For further details on the above - www.coronavirus.vic.gov.au

New South Wales:

Who do these guidelines apply to? - These Guidelines apply to household contacts (someone who lives with a person who has tested positive for COVID-19) and close contacts (someone who has been formally notified by NSW Health that they are a close contact). If you are not a household or close contact, but have been exposed to someone with COVID-19, please refer to the Information for people exposed to COVID-19 factsheet.

If you have had confirmed COVID-19 in the last 12 weeks, you do not have to comply with these Guidelines if you become a household or close contact.

You do not have to comply with the requirements below if you have not been in contact with the person who tested positive to COVID-19 while they were infectious. People are infectious from either 48 hours before they have symptoms, or if they do not have symptoms, from 48 hours before they test positive. You may have had no contact because you were away from home, or you were effectively isolating from them (e.g. they live in a granny flat or other separate area of your home).

What do I have to do? If you do not have any symptoms, you do not need to self-isolate, but you should be aware that you are at increased risk of COVID-19 and need to take steps to protect people around you. You must follow these Guidelines for 7 days from the last time someone in your household tested positive for COVID-19, or as otherwise directed by NSW Health if you are a close contact. See below summary as applicable as an FSA Employee in the workplace:

- If you have or develop symptoms, you must self-isolate and get tested for COVID-19. If your test result is positive, you must follow the testing positive to COVID-19 advice. If your test result is negative, stay home until you do not have any symptoms.
- Do not visit high-risk settings (healthcare, aged care, disability care or correctional facilities) unless you require care yourself
- If you must wear a mask when you are in an indoor setting that is not your own home, including workplaces
- Where practicable, undertake a rapid antigen test if you need to attend an indoor gathering with people you don't live with, including your workplace or school, even if you do not have symptoms.

QUEENSLAND

You are a close contact if you have been with a person that has COVID-19 for more than four hours in a house or other accommodation, a care facility or similar.

Usually, this means you are a close contact if you live with a person that has COVID-19. But, if you have stayed away from them in a separate, self-contained area, such as a granny flat or a self-contained unit, you are not a close contact. For example, if they are in a separate part of the house that has a separate entrance and no shared common areas, and if your contact with them wasn't more than four hours.



You are not a close contact if you have had COVID-19 in the past 12 weeks.

You are not a close contact if you live with a close contact but not with someone that has COVID-19.

If you are deemed a close contact on the above definition, you will need to isolate for 7 days, get tested if you have symptoms and get tested again on day 6.

South Australia

In South Australia a 'close contact' is defined as someone who:

- is a household member or intimate partner of a person with COVID-19 during their infectious period
- has had close personal interaction with a person with COVID-19 for a cumulative period of 4 hours or more during their infectious period:
 - where masks are not worn by the person and the COVID-19 case and
 - in close physical proximity (within 1.5 metres) and
 - in an indoor setting
- has been notified by SA Health that they are a close contact
- has been to an [exposure site](#) listed on the SA Health website.

If you are a close contact, you must:

- immediately quarantine for 7 days
- get a PCR test immediately and on day 6 **OR** if no COVID-19 symptoms, you can use a rapid antigen test on day 1, 3, 5 and 7 (alternate days)
- get a PCR test immediately if symptoms develop

On days 8 to 14 after finishing quarantine, you should:

- not attend high risk settings
- wear a surgical mask when around others
- Practice good hand hygiene.

Western Australia

MANDATORY VACCINATION REQUIREMENTS

The Directions can be accessed [WA Government Mandatory Directions](#) AND this does include booster vaccination requirements for all Resources Industry Workers.

Medical Exemptions and Compliance Obligations - Answers to common queries can be found here [FAQs](#):

A close contact is (post 29/04/2022):

- a household member or intimate partner of a person with COVID-19 who has had contact with them during their infectious period,
- someone who has had close personal interaction with a person with COVID-19 during their infectious period, where they spent 4 hours of cumulative contact with them in a residential setting (including a home, residential care facility, boarding school, maritime vessel or other accommodation facility) in any 24-hour period where masks have been removed by both people during the period of contact
- someone who is informed by WA Health that they are a close contact.
- Isolate for 7 complete days

You must immediately isolate for 7 complete days and get tested as soon as possible.

For both close contacts and cases, the 7-day isolation period means 7 complete days after the day you became a close contact or a case. This means 7 x 24 hours.



Fire and Safety Australia Pty Ltd
6-7 Hartnett Close, Mulgrave VIC 3170

www.fsaut.com.au | 1300 88 55 30
www.nscs.org.au | 1800 65 55 10



PRO-HSE31 FSA-COVID19 – Action Plan following positive case in the workplace

As an employer, FSA must respond quickly when notified of a confirmed case of coronavirus (COVID-19) in our workplaces. Responding quickly assists the State/Territory's Department of Health to limit further exposure and contain potential outbreaks.

This checklist guides FSA's Senior Leadership Team through the steps needed to fulfil our obligations and respond to a confirmed case of coronavirus (COVID-19) at our workplace/s. It is part of the FSA POL-HSE-31 COVID19 Policy and Action Plan to manage confirmed cases and limit the spread of coronavirus (COVID-19) within our workplaces.

Worksite name:	
Site address:	
Key site name:	
Phone:	
Email:	

Confirmed case in the workplace checklist		Date	Actions taken
You must do the following immediately after being notified that an employee, has tested positive for coronavirus (COVID-19). <i>In some States and Territories, this also applies for a visitor/learner – contact the HSEC Manager for further clarification.</i>			
Notify CEO (Steve McLeod), National Customer Service Manager (Kerry-Ann Garland) and/or HSEC Manager (Tracey McKay)			
1.	Ask diagnosed person to follow local requirements for isolating and testing. If an employee finds out that they have tested positive for coronavirus (COVID-19) when they are at an FSA facility you must direct them to go home immediately, whether or not they have symptoms. Once home, the worker must wait for further instructions from the Department of Health Determine the level of risk/exposure of the positive case. EG has been in the facility for past two days vs just arrived when notified of positive test result		
2.	Contact FSA employees (and where required, others located <u>at that facility</u> the day / time frame of exposure and advise to seek COVID19 testing ASAP and to follow local protocols in regards to self-isolation. Provide advice on following local protocols for isolating / quarantining.		
3.	Notify the Department of Health as per state / territory guidelines and follow directions provided if required		.
4.	Notify FSA employees who may have been at that facility during the infectious period (past 48 hours) – verbally and email – see section 9 If required, under State / Territory Health Direction, notify any other person that had been at that facility / area of risk that day– verbally and email – see section 10 <ul style="list-style-type: none"> Advise employees and others (if relevant) to watch for coronavirus (COVID-19) symptoms, and to get tested and isolate if they experience any symptoms as per local protocols. Do not disclose the identity of the confirmed case unless they have given you permission to do so. 		



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5.	Scheduling team to arrange rescheduling of affected course/s and notify participants, under direction from the Customer Service Manager		
6.	Where required, arrange for cleaning of facility, as directed by CEO or HSEC Manager.		
7.	Notify WorkSafe and other relevant industry bodies as per local state/territory requirements if required and follow any further directions provided.		
8.	Identify workplace close contacts and complete Risk Assessment as per state/territory COVID19 reporting requirements, if a state / territory requirement <ul style="list-style-type: none"> Victoria - https://www.coronavirus.vic.gov.au/confirmed-case-workplace NSW - https://www.nsw.gov.au/covid-19/business/linked-with-positive-case QLD - https://www.worksafe.qld.gov.au/data/assets/pdf_file/0013/19210/covid-19-overview-and-guide.pdf SA - https://www.safework.sa.gov.au/workers/health-and-wellbeing/infectious-diseases/coronavirus-covid-19 WA - https://www.commerce.wa.gov.au/worksafe/what-do-if-worker-has-covid-19 TAS - https://www.coronavirus.tas.gov.au/business-and-employees/work-health-and-safety-advice 		
9.	Notify the identified contacts and explain that they need to follow local protocols in regards to testing, isolating and quarantining. <ul style="list-style-type: none"> Do not disclose the identity of the confirmed case unless they have given you permission to do so. 		
10.	Submit Risk Assessment and Close Contacts Forms as per local requirements if required		
11.	Contact affected employees for welfare checks and support, ensure they are aware of EAP and other support mechanisms		

After reviewing your response, various Health departments may work with FSA to determine if any additional actions are required and when it is safe to reopen.