

SAFE WORK PROCEDURE: COVID-19 Pandemic

FBA is committed to reducing the risks posed from COVID-19 through providing workers with safe working procedures to minimise the risk of exposure to and transmission of COVID-19, and to support and maintain a safe working environment.

This procedure has been prepared in accordance with the information provided by the Australian Government Department of Health, Australian Health Protection Principal Committee (AHPPC), and the Queensland Health and is to be read in accordance with FBA's suite of Workplace Health and Safety and Human Resource Policies and Procedures.

About

COVID-19 is an infectious virus caused by a newly discovered strain of coronavirus. The World Health Organisation declared COVID-19 a pandemic on 12th March 2020.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. The virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.

At this time, there are no specific vaccines or treatments for COVID-19.

The Australian Government response to COVID-19 is fluid and evolving. The permitted activities are being adjusted on a regular basis in an effort to manage the spread and ensure the health system can cope.

Risks

FBA must prepare for the possibility that there will be cases of COVID-19 in the workplace, and be ready to respond immediately, appropriately, effectively, and consistent with advice from health authorities.

Symptoms include:

- Fever
- Coughing
- Sore throat
- Fatigue
- Shortness of breath

Risk Control Measures

FBA's Risk Management processes have been reviewed to effectively manage the risks associated with the COVID-19 Pandemic. Changes to the Hazard Identification and Risk Assessment (HIRA) process are outlined as follows:

- Register of Known Risks updated to include COVID-19 Pandemic.
- Risk Register amended to include 'event duration', 'event participant names' and 'contact details.'
- Hazard Identification and Risk Assessment (HIRA) Template amended for the inclusion of COVID-19 associated risks, and additional approval requirements.

- Development and implementation of 'COVID-19 Declaration' and 'COVID-19 Questionnaire' which are to be utilised in the HIRA process. *Refer to 'Annexure 1' and 'Annexure 2'.*
- Development of (this) Safe Work Procedure.

The following COVID-19 control measures shall be adopted:

1. Risk minimisation strategies

- Practice good hygiene (wash hands regularly, cough/sneeze into your elbow, etc.).
- Practise social distancing (stand/sit 1.5 m apart, do not shake hands).
- Ensure we can adhere to the 4 m² guideline for all staff working from the offices.
- Staff directed to follow the current limits for public gatherings when at work.
- Staff asked to understand how to self-isolate (if needed).
- Workers advised that all air travel was to cease from the 16th March 2020. There is no date for air travel to resume.
- All travel (including travel between FBA offices) is subject to review and approval on a case by case basis. Such approval will be guided by the Queensland Government imposed travel restrictions and this procedure.
- FBA officers were closed to the public and external people from 16th March 2020. There is currently no date for the offices to re-open to the public.
- Provision of additional hygiene supplies in the offices and vehicles.
- FBA staff encouraged to observe the government recommendations of social distancing in their private life.
- Implementation of temporary working from home arrangements (where staff identify that their risk of exposure to COVID-19 outside the workplace is high).
- Imposed self-isolation (direction to work from home) for staff that had travelled to high risk of exposure areas prior to the 16th March.
- Staff that have cold/flu like symptoms or have a member of their household displaying cold/flu like symptoms are asked to not attend the FBA office for 14 days (If health permits, staff member can work from home during this period).
- Face to Face meetings limited to essential only with social distancing in place.
- Signage in all meeting locations throughout offices to clearly identify the safe number of people permitted in the meeting space.
- Signage in all offices and vehicles regarding good hygiene.
- Additional cleaning of office spaces.
- Additional cleaning supplies for offices to enable staff to sanitise their work areas regularly.
- Ensure that all contractors have COVID-19 safe work procedures
- Ensure that contact details and times of all interactions with other people is recorded and available for contact tracing purposes.

2. Consultation, Training and Education

FBA will consult with employees to ensure the sharing of information, including possible sources of exposure to COVID-19 and associated health risks, giving employees a reasonable opportunity to express views and taking those views into account before making decisions on health and safety matters.

Employees also have a duty to take reasonable care for their own health and safety and the health and safety of others in the workplace. Employees must cooperate with this Safe Work Procedure during the COVID-19 Pandemic, in line with FBA's full suite of Policies and Procedures.

COVID-19 shall be a standing agenda item (under Housekeeping) for all internal FBA meetings during the duration of the COVID-19 Pandemic.

FBA require all staff to complete the following two training courses:

1. COVID-19 infection control training - <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>
2. COVID-19 Hygiene Awareness For Passenger Transport Driver - <https://www.dvrtraining.com/courses/hygiene-for-drivers>

NOTE: Privacy Policies for the training (as outlined above) is documented via:

<https://www.health.gov.au/using-our-websites/privacy> and, <https://www.dvrtraining.com/pages/privacy>.

Certificates to demonstrate successful completion of the course are to be provided to the Governance Officer for filing.

Work away from the workers normal place of work will not be approved unless staff have undertaken the training as outlined above.

To reinforce the expectations regarding good hygiene and social distancing, the following signage has been implemented throughout FBA offices:

- Handwashing Guide
- Symptoms of COVID-19
- Protect yourself and those around you
- Maximum capacity of area/room
- Social Distancing

3. Personal Protection Equipment

The purpose of personal protective equipment is to reduce the risk of direct contact with contaminated surfaces.

PPE requirements outlined below are in addition to the equipment and clothing identified in FBA's WHS05 Field Work Policy:

- Hand Soap/ Sanitiser
- Paper Hand Towel
- Disposable Gloves (latex or vinyl)

4. Social Distancing Practices

FBA have undertaken a workplace audit of all FBA offices to identify occupancy limitations in accordance with The Australian Governments COVID-19 Social Distancing Restrictions and requirements of 1ppl/4m2. Refer to '*Annexure 3: COVID-19 Office Occupancy Limitations*'.

Office signage is being utilised to advise staff of maximum capacity of people per room/area.

In recognition of circumstances that provide heightened risks of COVID-19 exposure to staff, FBA have developed procedures for staff to undertake working from home arrangements.

Reasons for commencement of Working from Home arrangements:

- A directive by the Australian Government
- Staff or family members (in same household) are displaying COVID-19/flu-like symptoms
- Those who have been in close contact with someone who has been diagnosed with COVID-19
- Staff member who reside with someone who works in a professional industry of heightened exposure (i.e. healthcare or emergency response workers).
- Staff who have recently travelled overseas or within places where known COVID-19 cases are present.
- Staff member who reside or care for someone who is at greater risk (i.e. elderly, people with weakened immune systems, or people with diagnosed chronic medical conditions).
- Staff seeking to work from home are required to comply with FBA's HR17 Working from Home Policy.

NOTE: Staff seeking to work from home for the purpose of caring for children is not covered under this Procedure and should refer to FBA's HR17 Working from Home Policy.

Staff seeking to undertake working from home arrangements are required to complete a 'Home Office Assessment Checklist' and submit to HR (Corporate Services Manager) for approval. Requests are to clearly outline the reason for such request.

Cessation of working from home arrangements requires staff to complete a COVID-19 Declaration prior to re-entering the office. *Refer to 'ANNEXURE 1: COVID-19 Declaration'.*

New employees are also required to complete a COVID-19 Declaration prior to commencement. *Refer to 'ANNEXURE 1: COVID-19 Declaration'.*

For all other concerns additional to those as outlined above are highly encouraged to discuss such with HR (Corporate Services Manager) in the first instance.

Office Visitors (non-FBA employees)

- Office visitors are not permitted in the office areas occupied by FBA workers.
- Office visitors are only permitted to meet at the FBA Flow centre and the Theodore Community Hub.
- Office visitors (including contractors) must undertake the verbal COVID-19 Questionnaire immediately upon entering an FBA Office.
- Limit the movement of non-FBA staff throughout the office.
- Office visitors are not permitted to use worker facilities such as kitchens or toilets.

Meetings (conducted within FBA Offices):

- Meetings with external participants are only permitted to be undertaken in the FLOW Centre (Rockhampton) or Theodore Meeting Room. No other spaces are to be utilised.
- External participants are not permitted to utilise staff facilities (this includes staff from other offices).
- Ensure all frequently touched surfaces are wiped down before and immediately after the meeting.
- Always observe the maximum number of people per room (as per Attachment 1 – COVID-19 Office Occupancy Limitations).

Meetings/Fieldwork (conducted/attended externally to FBA Offices)

If fieldwork or external meetings are essential and works cannot be conducted by any other possible means, the following control measures shall be adopted:

- No meetings inside private residences. Meetings are to be outside to allow sufficient social distancing.
- HIRA and appropriate approval obtained prior to the meeting/fieldwork.
- Annexure 1.... Must be completed prior to meeting/fieldwork.
- Names and contact details of all meeting participants are to be recorded (annexure 2).
- Annexure 2 must be returned completed to HR within 24hrs of the meeting/fieldwork.
- No shared catering is provided.
- Staff take hand sanitiser to ensure they can maintain good hygiene.
- Where possible field visits to multiple properties is to be separated into individual events with at least 2 days between (to reduce the potential of spread from 1 to the other).

Travel Considerations

- Only travel with FBA employees in an FBA vehicle.
- Travel with external people (including contractors) is not permitted.
- Max 2 FBA staff in a car - keeping personal belongs separated.
- If travelling in a vehicle, commence the trip by wiping down touchpoints on the vehicle before the staff member gets in and again on the return to the office or if there is a driver changeover.
- 'Touch points' are the parts of a car routinely touched by a driver's hands (and passenger's hands) while using a car. Touch points include door handles, steering wheel, gear shift, handbrake, arm rests controls and switches (indicator, windscreen wiper, mirror, window, radio and heating/aircon), glove compartment handle and pens, logbook, and fuel card.
- Windows must also be cleaned because they may be contaminated with droplets from coughing, sneezing, and talking.
- Day trips preferred. Limit overnight stays to essential only.
- Have the COVIDsafe app installed on your work phone and running in the background with Bluetooth enabled.
- Document in Outlook Calendar – Who you have come in contact with, their contact details including location they live and/travelled from.
- Essential stops only (e.g. fuel, food, comfort stops) record time and location in vehicle logbook, keep receipts for records.

Overnight Stays

- Overnight stays are currently not permitted.

- When overnight stays become permitted, accommodation is to be sort from reputable businesses. (Staff to confirm business has COVID-19 safety measures in place).
- Meals to be sourced from reputable business with COVID-19 safety and hygiene measures in place.

Contractor Engagement

- Contractors are required to comply with FBA's Safe Work Procedure COVID-19 Pandemic.
- Contractors are required to have their own COVID-19 safe work procedure.

NOTE: All working away from the usual place of work is to be approved. The level of approval will depend on what the work involves. For example, Travel < 150 kms (one way) can be approved by a Senior Manager. Travel >150kms (one way), overnight stays, or gatherings >5 ppl, will be reviewed and approved by FBA's Chief Executive Officer.

5. Cleaning Practices

FBA outsources professional cleaners for the regular cleaning of its offices (Theorore, Emerald and Rockhampton). Cleaners are out outsourced for the Gladstone office as the restroom facilities are provided and cleaned by the Landlord (Gladstone Area Water Board). Additional cleaning tasks during the COVID-19 pandemic to be undertaken are outlined as follows:

- Cleaners to wipe over all touch points (handrails, door/cupboard handles, tops of desk partitions, all counter/desktops, telephones etc).
- Cleaners to wipe over all hard surfaces (including furniture and equipment) thoroughly cleaned.
- Staff are to regularly wipe down the regular touch points on their desk, phone and computer.
- Tea towels replaced daily.
- FBA Vehicles subject to touch-point wipe down after every use.
- Communal kitchenware is to be cleaned via dishwasher ONLY (fast cycle NOT to be used).
- Disposable cutlery/kitchenware to be sort in the absence of a dishwasher.
- Incoming mail/freight must be handled with disposable gloves and placed in quarantine for a 48hr period. All surfaces that have been in direct contact with item/s are to be thoroughly cleaned. Staff handling mail/freight are to wash their hands after removal of disposable gloves.
- Shower facilities are not to be utilised. *(Once Stage 3 Restrictions are implemented, the availability of shower facilities to workers will be reviewed. In the event that Shower facilities become available for use, it will be a requirement that the worker cleans the shower and bathroom facilities directly after use (wipe-down of ALL surfaces). FBA will provide the cleaning products. No communal products (soap or body wash) will be provided by FBA, nor are any soap or personal products to be kept in shower facilities).

6. Catering

The provision of food and drink at events or gatherings must be:

- Individual packaged items
- Peel-able fruit ONLY

FBA will NOT provide any shared catering items (i.e. Birthday Cakes, nibbles or fruit platters).

All catering is to be sourced from a reputable supplier providing individual servings (with known COVID-19 control measures).

Placement of catering is to be orientated so that staff/event attendees can maintain appropriate social distancing practices.

7. Hazard Identification & Risk Assessment Process

FBA's hazard identification and risk assessment process has been revised to include safe work provisions during the COVID-19 Pandemic. *Refer to Annexure 4 "COVID19 HIRA Process Flow Chart".*

As part of the Hazard Identification and Risk Assessment process required for all projects/events, FBA staff are required to follow the steps below prior to going into the field*.

PLANNING STAGE:

1. Staff are to complete a HIRA and seek approval from their Supervisor.
2. A secondary approval is then to be sort from one of FBA's Senior Manager*. (This approval is for the purpose of reviewing working away from normal place of work).
*For travel >150km (one way), overnight stays, or gatherings >5, this approval is to be escalated to FBA's Chief Executive Officer.
3. Following Senior Manager/CEO approval, staff are to provide and request all meeting/field work participants complete the COVID 19 Declaration. This must be completed by all individual participants, not a generalised response on behalf of the organisation. In the first instance, this form is to be sent/received via electronic format. *Refer to Annexure 1: COVID 19 Declaration.*
4. A copy of the HIRA, and all completed COVID-19 Declarations are then to be forwarded to FBA's Governance Officer for further processing and approval by FBA's Corporate Services Manager.
5. Staff to contact meeting participants the day before to ensure all participants are well.
6. Ensure you have enough *Annexure 2: COVID 19 Questionnaire* for each participant attending.
7. Ensure your Outlook Calendar is up to date and holds all contact details of the participants attending the event.

ON THE DAY MEETING/EVENT:

1. Before the meeting commenced go through the questionnaire with each participant.
2. Undertake the questionnaire verbally with all meeting/fieldwork participants (contractors, landholders, consultants, industry professionals etc).
3. If any participant answer NO to any of the questions, the meeting Must Be:
 - Cancelled and Rescheduled
 - Notify you supervisor as soon as practicable

4. On commencement of event, FBA staff are to complete the *Annexure 2: COVID 19 Questionnaire*. Questions are verbally asked, and answers recorded by FBA staff member.
5. Staff also have a responsibility to assess their personal safety if attending non-FBA events and should the event not comply with FBA's Safe Work Procedure, staff should leave the event/meeting immediately and advise their supervisor.

POST EVENT:

1. Copies of completed Annexure 2 COVID-19 Questionnaires are to be forwarded to FBA's Governance Officer within 24hrs post the event.

*NOTE: All workers must ensure that they have received appropriate education (refer to Section 2. Consultation, Training and Education) before carrying out fieldwork or attendance at external meetings, to ensure a reduced risk to exposure or contraction of COVID-19.

8. Response Planning

The following is in place in the event that an FBA employee is suspected or confirmed to have COVID-19.

Should FBA be required to provide details for contact tracing, records of participants will be collated and provided to the relevant authorities.

Cleaning Procedures: Once the person with suspected or confirmed COVID-19 vacates a room/office, cleaning should commence immediately. All hard surfaces should be physically cleaned. All furniture, equipment, horizontal surfaces and all frequently touched surfaces should be thoroughly cleaned.

Waste handling: use gloves and dispose of waste into disposable rubbish bags (double bagged). Waste can be disposed with other general rubbish.

All incidents require an Incident Report and Investigation Form to be completed. A review of procedures is also to be undertaken.

References

- WHS01 Workplace Health & Safety Policy
- WHS09 Field Work Policy
- Field Work Hazard Identification Checklist
- WHS15 Personal Protective Equipment & Clothing Policy
- G12 Risk Management Policy
- WHS05 Risk Management Procedure
- Hazard Identification & Risk Assessment (HIRA) Template
- Job Safety Analysis (JSA) Template
- Home Office Assessment Checklist
- <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>
- <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19>

ANNEXURE 1: COVID-19 Declaration

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce, contractors and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone.

Event Details			
Date:			
Meeting Location:			
Company/Organization:			
Participant 1			
Name:			
Personal Phone Number:			
Participant 2			
Name:			
Personal Phone Number:			
Self-Declaration			
Has your company put in place measures for Covid-19? <input type="checkbox"/> No <input type="checkbox"/> Yes (please summarise below)			
Summary of Control Measures currently in effect: (Safe Work Procedure, Risk Assessment, implementation of practices such as social distancing, hand washing, travel restrictions etc)			
If you become unwell prior to this meeting and after completing this questionnaire: <ol style="list-style-type: none"> 1. Notify the FBA staff member/s attending the meeting 2. Cancel the meeting for it to be rescheduled 			
Participant 1			
Signature			Date
Participant 2			
Signature			Date

Annexure 2: COVID19 Questionnaire

Ask each meeting participant the below questions and record their answers below.

If any participants answer No, the meeting must be cancelled and rescheduled for the safety of yourself and those around you.

Completed by:	Date:
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Name:			
	Questions	Yes (proceed)	No (Cancel)
1	Are You well?		
2	In the last 14 days has everyone in your household remained well?		
3	Over the last 14 days have you complied with the QLD Government Travel ruling? (e.g. only travelled for essential services)		
4	Do you understand the social distancing and good hygiene practices for Covid-19?		
5	Do you agree to notify FBA should you become unwell with flu like symptoms within the 48 hours (or as soon as reasonably possible) post event/meeting?		

Name:			
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4	Do you understand the social distancing and good hygiene practices for Covid-19?		
5	Do you agree to notify FBA should you become unwell with flu like symptoms within the 48 hours (or as soon as reasonably possible) post event/meeting?		

Annexure 3: COVID-19 Office Occupancy Limitations

*FBA office occupancy limitations are in accordance to The Australian Governments COVID-19 social distancing restrictions and requirements of 1ppl/4m².

Office/ Room	Size (m ²)	Max # of People
Rockhampton Office		
Post Office Room	10.42	2
Board Room	55	13
Lunchroom	39.5	10
Flow Office	50	12
Flow Centre	127	31
Barb and Leigh's Office	22	5
Engagement Office (Jo, Bethlea, Dan)	21.6	5
Comm's Team Office (Ebony, Johanna, Camille)	36.72	9
FPRH/GHHP Office	19	4
Corporate Services Open Area	80	20
Greening Australia Office	8	2
NRM Open Area	192	48
CEO's Office	36	9
Shannon and Craig's Office	16	4
Rebecca's Office	20	5
Jeff's Office	16	4
Pam's Office	9.8	2
Emerald Office		
Emerald Office Area	27.5	6
Theodore Office		
Open Office Area	41	10
Meeting Room/Community Hub	27.7	6
Kitchen	24	6
Charisse's Office	13.64	3
Gladstone Office		
Open Office Area	47.44	11
Meeting Room	8.34	2
Kitchen	9.6	2
Storeroom	8.28	2

Annexure 4: COVID-19 HIRA Process Flow Chart

