



**workspace**  
commercial furniture

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**COVID-19 SAFE PLAN**

## Introduction

On March 11th 2020 the World Health Organization (WHO) declared the outbreak of a new coronavirus disease (COVID19) to be a global pandemic.

Workspace Commercial Furniture is committed to ensuring the wellbeing of its Employees and have therefore developed this COVID-19 Safe Plan to ensure we are prepared and able to respond in a measured and timely way as the outbreak evolves.

The objectives of this COVID-19 Safe plan is to:

- clearly outline as a business how we will help prevent the introduction of coronavirus (COVID19) into the workplace,
- clearly outline as a business how we will prepare for, and respond to, a suspected or confirmed case of coronavirus (COVID-19) into the workplace and to;
- clearly outline the obligations and expectations of employees, and relevant stakeholders during the COVID-19 outbreak, in order to protect the health and wellbeing of Employees, customers and the broader community.

This action plan includes the following;

- 01.01.21 COVID-19 Policy
- 01.01.20 COVID-19 Temporary Working from Home Policy
- 12.01.02 COVID-19 Procedure
- 05.01.29 COVID-19 Risk Assessment
- 05.01.28 COVID-19 Self-Declaration Form

## 1. PURPOSE

On March 11<sup>th</sup> 2020 the World Health Organization (WHO) declared the outbreak of a new coronavirus disease (COVID19) to be a global pandemic.

Workspace Commercial Furniture is committed to ensuring the wellbeing of its Employees. We will be introducing some common sense measures to ensure we are prepared and able to respond in a measured and timely way as the outbreak evolves.

The purpose of this Policy is to confirm the obligations and expectations of Employees during the COVID-19 outbreak, in order to protect the health and wellbeing of Employees, customers and the broader community.

## 2. DEFINITIONS

***Close Personal Contact*** means being in very close contact with a person for at least 15 minutes or spending at least 2 hours with a person in the same room (e.g. in a meeting).

***Workspace Commercial Furniture*** means Workspace Commercial Furniture Group Pty Ltd.

***COVID-19*** means the disease caused by the novel coronavirus that was discovered in January 2020.

***Employee*** means a person employed by Workspace Commercial Furniture Group Pty Ltd.

***Vulnerable Person*** means an Employee who due to individual circumstances is at higher risk of developing a severe reaction to the COVID-19 (e.g. Employees with chronic diseases or pre-existing medical conditions, or employees who have direct and/or close contact with someone with chronic diseases; or who have a pre-existing medical conditions)

## 3. SCOPE

This policy applies to all Employees and contractors of Workspace Commercial Furniture.

## 4. SYMPTOMS OF COVID-19

Symptoms or common signs of the COVID-19 infection include:

- Fever;
- Cough;
- Sore throat;
- Fatigue;
- Difficulty breathing.

COVID-19 spreads in a similar way to flu. COVID-19 is most likely to spread from person-to-person through:

- direct close contact with a person while they are infectious;
- close contact with a person with a confirmed infection who coughs or sneezes; or
- touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

## 5. VULNERABLE EMPLOYEES

5.1 To enable us to better consider and manage the risk of COVID-19, we need to identify the presence of Vulnerable Employees within our business. We will then endeavour to put in place appropriate measures to mitigate the risk to this group of Employees.

5.2 Vulnerable Employees include those:

- a) with chronic diseases (such as diabetes, heart disease or lung diseases); or
- b) who have a pre-existing medical condition that impacts upon their immune system (such as transplant recipients or those being treated for cancers).
- c) who have direct and/or close contact with someone with chronic diseases (such as diabetes, heart disease or lung diseases); or who have a pre-existing medical condition that impacts upon their immune system (such as transplant recipients or those being treated for cancers).
- d) unvaccinated employees

5.3 If you believe you are a Vulnerable Employee, please contact your Manager or HR and advise them of the circumstances. Details of your specific medical condition will be kept confidential.

## 6. EMPLOYEE OBLIGATIONS

6.1 **If you feel unwell and suspect that you have symptoms consistent with COVID-19**

If you have symptoms and suspect you may have COVID-19, you must:

- a) notify your Manager via phone call, text message or email as soon as practicable;
- b) visit your GP and return to work in line with medical advice; and
- c) not return to work until you have either tested negative to COVID-19 or have medical clearance.

It is important that you stay away from work even if you have only mild symptoms or have had to take simple medications (e.g. paracetamol, ibuprofen) which may mask the symptoms.

## 6.2 If you are diagnosed with COVID-19

If you test positive to COVID-19, you must:

- a) notify your Manager via phone call, text message or email as soon as practicable;
- b) follow all medical advice to recover from your infection as soon as possible;
- c) not return to work until you either have medical clearance or tested negative to COVID-19.

## 6.3 If a family member, household member, close personal contact or customer is diagnosed with COVID-19 or is at high risk of being diagnosed with COVID-19

6.3.1 You must contact your manager immediately if you are informed that any of the following people have tested positive to COVID-19:

- a) a family member or household member;
- b) someone with whom you have been in close personal contact; or
- c) a customer that has been in close personal contact with our Employees.

If this occurs, we will follow all directions from the relevant State or Federal government body at the time and take all steps available to us to attempt to limit the impact on Employees involved.

6.3.2 If clause 6.3.1 applies and you are displaying symptoms, you must follow the obligations listed at clause 6.1.

6.3.3 If clause 6.3.1 applies to you and you are not displaying any symptoms, it is still important for you to exercise caution. In this situation you must:

- a) self-isolate and not return to work until instructed to return;
- b) monitor yourself for symptoms for 14 days; and
- c) if you develop any symptoms (even a mild cough or low-grade fever), follow the obligations listed at clause 6.1.

## 6.4 If you have recently travelled overseas

6.4.1 Consistent with current Government directives, all Employees returning from any overseas travel will be required to self-isolate and not return to work for 14 days after their return to Australia, unless there is an alternate clearance provided. Further information regarding self-isolation can be found at:

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/whatyou-need-to-know-about-coronavirus-covid-19#if-required-to-stay-at-home>

6.4.2 If you have recently returned home from any overseas travel, **you must notify your Manager of your return to the country prior to returning to work.** This information can be kept confidential if required.

## 7. SELF-ISOLATION / ABSENCE FROM WORK

7.1 There may be situations where we will direct you to self-isolate for at least 14 days before returning to work. Such situations may include (but are not limited to):

- a) if you have diagnosed with COVID-19;
- b) if another Employee within your workplace is diagnosed with COVID-19;
- c) if a family member of household member is diagnosed with COVID-19;
- d) if you have had close personal contact with a person who is diagnosed with COVID-19; or
- e) if you have close personal contact with someone returning from overseas travel.

7.2 There may be situations where we will direct you to be absent from work and not return to work for a period of time.

Such situation may include (but are not limited to):

- a) if another Employee within your workplace is diagnosed with COVID-19 and Workspace Commercial Furniture need to clean the premises.

7.3 If you are directed to self-isolate and/or not return to work for a period of time, various forms of leave may be used to cover the prescribed period. This might include:

- a) Personal (sick) leave;
- b) Personal (carer's) leave (if you are caring for a member of your immediate family or household);
- c) Annual leave;
- d) Long Service Leave.

7.4 All applications for leave will be assessed on a case by case basis.

7.5 Where it is practicable for you to work from home, this will be facilitated where possible. All cases will be considered on an individual basis. If you are permitted to work from home, you may be required to comply with specific Working from Home Guidelines.

7.6 During any period of self-isolation, you should monitor yourself for symptoms and if you develop any symptoms (even a mild cough or low-grade fever), follow the obligations listed at clause 6.1.

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## 8. FORCED SHUTDOWN

- 8.1 There may be situations where we will implement a forced shutdown. Such situations may include (but are not limited to):
- a) following Government directives;
  - b) pending mandatory sanitization
- 8.2 If you are directed to be absent from and not return to work for a period of time due a forced shutdown by the Government, various forms of leave may be used to cover the prescribed period. This might include:
- a) Annual leave;
  - b) Long Service Leave;
  - c) Leave without pay
  - d) Rostered Day off
- 8.3 All applications for leave will be assessed on a case by case basis.
- 8.4 Where it is practicable for you to work from home, this will be facilitated where possible. All cases will be considered on an individual basis. If you are permitted to work from home, you may be required to comply with specific Working from Home Guidelines.

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## 9. RESPONSIBILITIES

### Managers

- 9.1 Managers must ensure that Employees are aware of the policy and the consequences of not complying with the Policy
- 9.2 Managers must ensure that any change to the Policy is communicated to Employees as soon as possible.

### Employees

- 9.3 All Employees must comply with the obligations set out in this Policy.
- 9.4 An Employee must comply with any request by Workspace Commercial Furniture to self-isolate and not attend work if so directed.
- 9.5 All Employees should adopt common-sense measures (including social distancing) to help prevent the chance of infection. This includes:
- a) frequently and thoroughly clean hands by using soap and water or alcohol-based hand rub;
  - b) when coughing and sneezing, covering your mouth and nose with flexed elbow or tissue – throw tissue away immediately and wash hands; and
  - c) avoiding close contact with anyone who has fever and cough.

**10. NON-COMPLIANCE**

Any non-compliance with this Policy may result in disciplinary action up to and including termination of employment.

**11. MONITORING AND REVIEW**

This Policy will be reviewed on a frequent basis as the COVID-19 situation continues to evolve.

**01.01.20 COVID-19 TEMPORARY WORKING FROM HOME****1. PURPOSE**

On March 11<sup>th</sup> 2020 the World Health Organization (WHO) declared the outbreak of a new coronavirus disease (COVID19) to be a global pandemic. Workspace Commercial Furniture is committed to ensuring the wellbeing of its Employees. We will be introducing working from home for eligible employees to ensure we are prepared and able to respond in a measured and timely way as the outbreak evolves. The purpose of this Policy is to confirm the obligations and expectations of employees and their managers entering a temporary working from home arrangement.

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**2. DEFINITIONS**

<b><i>Workspace Commercial Furniture</i></b>	means Workspace Commercial Furniture Group Pty Ltd.
<b><i>COVID-19</i></b>	means the disease caused by the novel coronavirus that was discovered in January 2020.
<b><i>Employee</i></b>	means a person employed by Workspace Commercial Furniture Group Pty Ltd.
<b><i>Vulnerable Person</i></b>	means an Employee who due to individual circumstances is at higher risk of developing a severe reaction to the COVID-19 (e.g. Employees with chronic diseases or pre-existing medical conditions, or employees who have direct and/or close contact with someone with chronic diseases; or who have a pre-existing medical conditions)

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**3. SCOPE**

This policy applies to all Employees of Workspace Commercial Furniture and its subsidiaries who are seeking to enter into a Temporary Working from Home Arrangement.

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**4. ELIGIBILITY**

To enable us to better consider and manage the risk of COVID-19, we need to identify employees requiring to work from home.

Such employees and situations may include but are not limited to;

- Vulnerable Employees
- Employees self-isolating
- Government directives

## **5. EMPLOYEE OBLIGATIONS**

- 5.1 If you are approved to temporarily work from home, you must:
- a) adhere to all the Workspace Commercial Furniture policies and procedures
  - b) be contactable during the normal span of hours
  - c) complete all tasks and duties to the same standards as you would in the office, including attending meetings via Zoom, keeping open communication with your colleagues via e-mails, Zoom and phone conversations, and completing tasks to the required deadline.
  - d) share your calendar with your Manager and relevant work groups
  - e) provide communication updates to your Manager on progress of duties and tasks
  - f) provide your Manager accurate and up to date records of hours worked by a timesheet
  - g) ensure fitness for work requirements are met. If you are unwell or unable to work due to other reasons, then leave entitlements are to be accessed
  - h) ensure home worksite complies with health and safety requirements at all times
  - i) report any health, safety and wellbeing hazards, near misses and incidents
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## **6. MANAGER OBLIGATIONS**

- 6.1 If you have an employee approved to temporarily work from home, you must:
- a) ensure the Employee is working to agreed temporary working from home arrangement
  - b) ensure the Employee is adhering to all Workspace Commercial Furniture policies and procedures
  - c) monitor the Employees performance and productivity
  - d) provide communication updates to employees
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## **7. CANCELLATION OF A TEMPORORARY WORKING FROM HOME**

- 7.1 There may be situations where a working from home arrangement is cancelled. Such situations may include (but are not limited to):
- a) Performance and productivity of Employee reducing
  - b) Technology limitations
  - c) Health and Wellbeing concerns of Employee
  - d) Government directives;
  - e) At the discretion of management
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## **8. MONITORING AND REVIEW**

- a) Performance and productivity of Employees will be reviewed on a regular basis
- b) Company material and technology will be reviewed on a regular basis
- c) This Policy will be reviewed as the COVID-19 situation continues to evolve.

## 1. PURPOSE & SCOPE

The purpose of this procedure is to mitigate and reduce the risk of transmission of Coronavirus (COVID- 19) across Workspace Commercial Furniture Group and its subsidiaries.

Workspace Commercial Furniture is committed to ensuring the wellbeing of its employees, visitors, contractors in the circumstance of a coronavirus outbreak in the workplace, this procedure outlines clear obligations and expectations.

## 2. DEFINITIONS

<b>Coronavirus</b>	Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.
<b>Workspace Commercial Furniture</b>	means Workspace Commercial Furniture Group Pty Ltd and its subsidiaries.
<b>Employee</b>	means a person employed by Workspace Commercial Furniture Group Pty Ltd and its subsidiaries
<b>Close Personal Contact</b>	means being in very close contact with a person for at least 15 minutes or spending at least 2 hours with a person in the same room (e.g. in a meeting).
<b>Contractor/Supplier</b>	Refers to a person, company or provider who, through a contractual arrangement with Workspace Commercial Furniture Group Pty Ltd and its subsidiaries, performs work or services and/or provides goods.
<b>Visitor</b>	means a person means anyone visiting Workspace Commercial Furniture Group Pty Ltd and its subsidiaries locations.
<b>Vulnerable person</b>	means a person who due to individual circumstances is at higher risk of developing a severe reaction to the Coronavirus (e.g. Employees with chronic diseases or pre-existing medical conditions, or employee who have direct and/or close contact with someone with chronic diseases or who have pre-existing medical conditions)

## 3. WHO MIGHT BE AFFECTED

- Employees
- Contractors/Suppliers
- Visitors
- Vulnerable Person
- Close personal contact

#### 4. PROCESS

##### 4.1. Prevention of introduction of Coronavirus in to the workplace.

- All contractors and visitors complete a COVID-19 Self - Declaration prior to commencing work on site.
- A Project Risk Assessment (COVID-19) is to be completed to maintain effective controls while working on site's with multiple personnel.
- Appropriate signage to be displayed promoting safe hygiene practicing and the importance of social distancing including safe occupancy of meeting rooms and common use areas.

##### 4.1.2. Cleaning

- Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, perimeter gates and locks using appropriate cleaning products and methods.
- Hand sanitiser supplied for all personnel in personal use containers for individuals and larger volumes for work place use.
- Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.

##### 4.1.3. Social Distancing

- Social Distancing – Reducing the number of persons in any work area to comply with the 1.5-metre social distancing guidelines recommended by the Public Health Agencies.
- Redesigning processes to ensure social distancing is in place.
- Video Conferencing meetings to be used where appropriate instead of face to face meetings.
- Employees to be reminded on a regular basis of the importance of social distancing both in and out of the workplace.
- Management checks to ensure adequate social distancing is adhered to.
- Social distancing also to be adhered to in any public place.

##### 4.1.4. Wearing Gloves

- Employees will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely, an adequate supply of these will be provided.
- Employees to be reminded that wearing of gloves is not a substitute for good hand washing.

##### 4.1.5. Wearing Face Masks

- Employees will be instructed on any Government Requirements to wear Face Masks in the work place.
- Employees will be trained in best practices on how to wear a face mask and be instructed on how to store, handle and care for their Face Masks.

#### 4.1.6. Temporary Working from Home

- Employees who temporally work from must adhere to the 01.01.20 COVID 19 Temporary Working from Home policy

#### 4.1.7. Symptoms of COVID-19

- If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be directed to self-isolate and seek medical guidance immediately. Where an employee is unable to immediately travel home or to a medical testing facility the employee(s) will be isolated in an unused meeting/office space until such safe travel arrangements can be made.
- Line managers will maintain regular contact with the employee during this time.
- Line managers will offer support to employees who are affected by Coronavirus or has a family member affected.

#### 4.1.8. Confirmed Cases of COVID-19

- If advised that an employee or close personal contact has returned a positive test to COVID-19, the management team of the employee will liaise with our Human Resources department and contact the department of Health and SafeWork in the relevant state to; discuss the case, identify people who have been in close contact with the employee or close contact personnel and take advice on any actions, precautions and controls that should be taken as directed by the department of health and relevant government bodies, this can include but not limited to;
  - communication to all close personal contacts, employees and recent visitors to the workplace,
  - coordinate isolation of close contact personnel and;
  - arrange adequate cleaning of the workplace and manage any potential workplace closures.

#### 4.1.9. Mental Health

- Management will promote mental health & wellbeing awareness to employees during the Coronavirus outbreak and will offer whatever support they can to help.
- Regular communication of mental health information and open door policy for those who need additional support.

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## 5. REFERENCED DOCUMENTS

01.01.21 COVID-19 Policy  
01.01.20 COVID-19 Temporary Working from Home Policy  
05.01.28 COVID-19 Self- Declaration  
05.01.29 COVID-19 Risk Assessment

# 05.01.29 Project Risk Assessment (RA)

## COVID-19

Workspace Commercial  
Furniture  
ABN: 16 619 275 213

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### Consultation Process

Initiators of Risk Assessments are responsible for consulting with supervisors, engineers or other persons directly in charge of the work and any other personnel involved in the execution of the task (as appropriate) for input into the risk assessment.

Other persons may be consulted for technical advice or review of the risk assessment to ensure that the proposed measures are effective and workable.

### How to Complete the risk assessment Process



1. The job is to be broken up into individual process steps.
2. For each step the potential safety and environmental hazards are identified.
3. Each of the hazards identified must be risk rated; corrective action / hazard control measures defined specific to each hazard, precautions and equipment must be identified to reduce the risk.
4. Major Risk Standards (MRS) and Standard Operating Procedures (SOPs) must be referenced when planning. These documents define safe work processes for individual plant, equipment and processes.
5. All workers involved in the job must review and accept the proposed risk assessment by signing this form.
6. NOTE: This is a legally binding document to which all workers must adhere.

JOB No:		SITE:		WORK LOCATION / AREA:	
Risk Assessment Number:		RA Creation Date	01/04/2020	Next Review Date for RA	
Task	Maintaining effective controls while working on site's with multiple personnel	RA Initiated by :	Workspace Commercial Furniture/Tom Clark - CEO	Date:	01/04/20
		Supervisor of Works:		Date:	
		Approved by:		Date:	
Description of Hazard	Contact or Transfer of COVID-19				
Measures Required	<input type="checkbox"/> Self-Isolation <input type="checkbox"/> Non-Essential Access <input type="checkbox"/> Social Distancing <input type="checkbox"/> Alternate Task Rotation <input type="checkbox"/> Alternate Transport Requirements <input type="checkbox"/> Other:				

### Legislation and Specification Compliance Review

Information Referenced During the RA Planning – Record applicable Document reference number and name below

<input checked="" type="radio"/> Emergency Information Contact local fire / police / ambulance  Call - 000	<input checked="" type="radio"/> COVID-19 Information Packs & Notifications	<input checked="" type="radio"/> HSQE Management Plan & Safety Alerts	<input checked="" type="radio"/> Workspace Commercial Furniture/Major Risk Standards
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### Electronic Media

<a href="https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert">https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert</a>	<a href="https://www.health.gov.au">World Health Organisation</a>
<a href="https://www.health.gov.au">https://www.health.gov.au</a>	<a href="#">Coronavirus (Covid-19) Resources</a>
	<a href="https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-frequently-asked-questions_3.pdf">https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-frequently-asked-questions_3.pdf</a>

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# 05.01.29 Project Risk Assessment (RA)

## COVID-19

Workspace Commercial  
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commercial furniture

### SAFETY AND ENVIRONMENTAL HAZARDS - ANALYSIS AND CONTROL WORKSHEET

Risk level is devised considering the following: (Reference AS/NZS 3100:2009)

Table 1: Qualitative Measures of Consequences or Impact

Consequence	Health & Safety	Environment & Heritage	Community / Media / Government	Loss / Damage
Low	First Aid Treatment	Limited damage to area of low significance	Public concern restricted to local complaints	A\$0 -15K
Minor	Medical Treatment	Minor short term damage to environmental / heritage area	Minor, adverse local public or media attention & complaints	A\$15K -150K
Moderate	Classified Injury ( LTI or Restricted Workcase)	Moderate effects on environment / heritage	Attention from media &/or heightened concern from community	A\$150K -1.5M
Major	Fatality or severe permanent disability	Significant environmental / heritage damage	Significant adverse national media / public attention	A\$1.5M -15M
Critical	Multiple fatalities / health effects to ≥ 50 persons	Severe damage to environment / heritage with long term effects	Serious public or media outcry	A\$15M -150M

Table 2: Qualitative Measures of Likelihood

LIKELIHOOD	DESCRIPTOR	EXAMPLES
Almost certain	Expected to happen	Occurs once a week
Likely	May easily happen	Occurs once a month
Possible	May happen	Occurs once every year
Unlikely	May happen sometime	Occurs once every 10 years
Rare	May happen in extreme circumstances	Occurs once every 100 years

Table 3: Qualitative Risk Analysis matrix- Level of Risk

	CONSEQUENCE	LOW Level 1	MINOR Level 2	MODERATE Level 3	MAJOR Level 4	EXTREME Level 5
LIKELIHOOD	Very Likely (A)	H (11)	H (16)	E (20)	E (23)	E (25)
	Likely (B)	M (7)	H (12)	H (17)	E (21)	E (24)
	Moderate (C)	L (4)	M (8)	H (13)	E (18)	E (22)
	Unlikely (D)	L (2)	L (5)	M (9)	H (14)	E (19)
	Rare (E)	L (1)	L (3)	M (6)	M (10)	H (15)

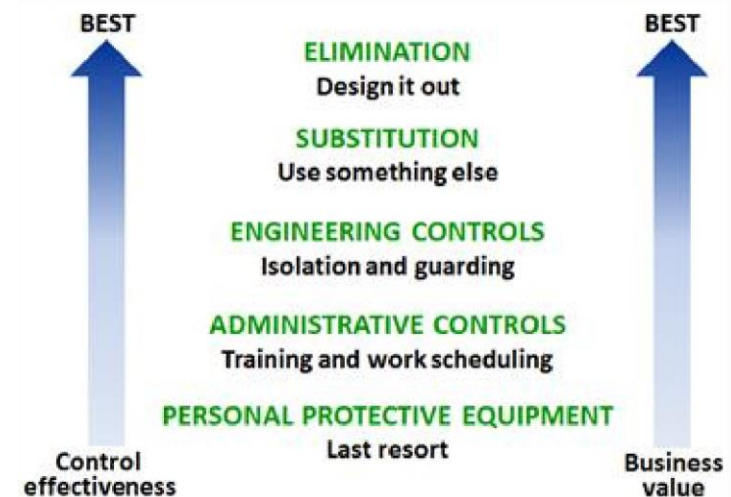
### HIRAC METHODOLOGY

The team are to examine the risks systematically, scoring and ranking each identified risk. Residual risks ranked higher than (H11) are to be considered as "unacceptable" and the team will need to further examine these risks to determine the adequacy of controls and the level of residual risk.

Ahrens has adopted the "Hierarchy of Control" as the method of controlling identified hazards. The first option is to eliminate the hazard however where this is not practicable the aim is to minimise the risk to as low as reasonably achievable. (refer below)

Table 4: Risk Level Definitions

RISK LEVEL	NUMBER	REQUIRED RESPONSE
Low	1-5	Review controls to ensure continued effectiveness and look for improvements.
Moderate	6-9	Introduce additional controls to reduce the risk to as low as reasonably practicable
High	10-17	Risk must be reduced before work commences. Contact Supervisor for approval for work to proceed.
Extreme	18-25	Must reduce risk immediately – highest priority. Work is not to commence until appropriate controls are in place



# 05.01.29 Project Risk Assessment (RA)

COVID-19

Workspace Commercial  
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Step No	What are we going to do? List the steps needed to do the job in the sequence to be done.	What can kill / hurt us? Against each step list potential hazards that could cause harm when the job's done.	What are the controls to keep us safe? For each hazard identify control measures to eliminate or minimise the risk of harm (hierarchy of controls)	Risk Rating with Control
1	Travel to work site	Close contact due to parking restrictions	Site teams to review site layout and limit potential interaction with LV's in close proximity. All personnel are required to maintain 1.5m distance when accessing the site Where possible avoid contact with the public and personnel not listed on the project No physical contact to be made	M6
2	Attend Pre-Start at site	Close contact via pre start	All personnel are required to maintain 1.5m distance at this meeting For larger groups the teams will be required to stagger pre-start's into smaller teams No physical contact to be made Self-Declaration document to be completed by all new workers attending to site All returning workers to site, must read the Fit For Work Sign before signing onto the pre-start. Ticking the 'Fit to Work' column will signify the workers are Fit For work and are compliant to the current Australian Health Regulations.	M9
		Personnel attend pre-start not feeling well	Do not attend work if you are unwell – contact your supervisor	M6
3	Delivery of materials to site	Unfamiliar personnel attending site	Site teams to plan all works to identify movements Self-declaration form to be completed on arrival to site	M9
		Close contact delivering materials to site	Supervisors to identify delivery items at pre-start All personnel are required to maintain 1.5m distance Delivery driver to remain in cab while team removes material No physical contact to be made between groups Two person lifts are not recommended if the provision of space cannot be maintained Where close contact to assist the lift is required adequate PPE to be used - Disposable gloves - Glasses - P2 Mask - Air Ventilated mask where risk or space restrictions cannot be maintained	M9
		Direct Handling materials / goods	Where possible a mechanical aid to be used to unload goods at site to enable splitting the load for ease of handling by one individual Keep hands cleaned prior to handling material Wash hands frequently for a duration of 20+seconds Wear any appropriate PPE at all times Wash hands post delivery and handling of materials	M9

# 05.01.29 Project Risk Assessment (RA)

## COVID-19

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Step No	What are we going to do? List the steps needed to do the job in the sequence to be done.	What can kill / hurt us? Against each step list potential hazards that could cause harm when the job's done.	What are the controls to keep us safe? For each hazard identify control measures to eliminate or minimise the risk of harm (hierarchy of controls)	Risk Rating with Control
			DO NOT TOUCH YOUR FACE, MOUTH, EYES	
		Contact with waste wrapping material - public	All delivery waste to be disposed of in the required bins	M6
			Bins require lids for loose materials	
			DO NOT TOUCH YOUR FACE, MOUTH, EYES	
4	Removing tooling / using tooling / Storing equipment - Electrical test equipment - Ladders - Working at Heights equipment - Electrical Leads/ Tooling	Potential surface contact with tooling / equipment which is not owned by the person	Keep tooling and equipment separate where possible	M9
			Avoid using other tools or equipment which is not owned by the individual or the origin is unknown	
			Where required disinfect all surfaces prior to use	
			Where appropriate PPE for the use of the tools or equipment	
			At project sites store tooling and equipment in alternate locations to avoid close contact with other workers.	
		Potential surface contact with use of company supplied shared equipment / tooling	Where required clean and disinfect all surfaces prior to reuse	M6
			DO NOT TOUCH YOUR FACE, MOUTH, EYES AT ANYTIME WHILE USING EQUIPMENT	
			Personal are not to interchange / use equipment across multiple personnel on site	
5	Site execution of works at a multiple work group site	Contact with personal and or surfaces contaminated with COVID-19 Virus	Supervisor to plan works to eliminate the requirement for large groups working in the same area.	M9
			All personnel are required to maintain 1.5m distance where possible	
			Where close contact to assist with installation activities a risk assessment shall be completed to determine the level of PPE to be used:	
			- Disposable gloves	
			- Glasses	
			- P2 Mask	
			- Air Ventilated mask where risk or space restrictions cannot be maintained	
			No physical contact to be made	
		Surface contact with use of ablution facilities	Supervisor to ensure adequate soap / disinfectant available	M9
			Personnel to practice good hygiene and wash hands at all times:	
			- Before meal breaks	
			- After completing a task and leaving site	
			- After using the toilet facilities	
			Personnel to ensure all waste is captured and disposed of correctly	
Document Number: QSE.TM.2073			Supervisor to ensure regular cleaning of the facility	Page 4 of 8
Version Number: 1.0			Supervisor to ensure disposable hand towel or other is available	

	<p><b>05.01.29 Project Risk Assessment (RA)</b></p> <p>COVID-19</p>	<p>Workspace Commercial Furniture ABN: 16 619 275 213</p> 
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	<p><b>05.01.29 Project Risk Assessment (RA)</b></p> <p>COVID-19</p>	<p>Workspace Commercial Furniture ABN: 16 619 275 213</p> 
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	<p><b>05.01.29 Project Risk Assessment (RA)</b></p> <p>COVID-19</p>	<p>Workspace Commercial Furniture ABN: 16 619 275 213</p> 
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	<p><b>05.01.29 Project Risk Assessment (RA)</b></p> <p>COVID-19</p>	<p>Workspace Commercial Furniture ABN: 16 619 275 213</p> 
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Step No	What are we going to do? List the steps needed to do the job in the sequence to be done.	What can kill / hurt us? Against each step list potential hazards that could cause harm when the job's done.	What are the controls to keep us safe? For each hazard identify control measures to eliminate or minimise the risk of harm (hierarchy of controls)	Risk Rating with Control
6	Face covering fitting	Competence of personnel Carrying out fit testing	<ul style="list-style-type: none"> <li>- Face-fit testers conducting testing will have received the relevant instruction and training</li> </ul>	M9
			<ul style="list-style-type: none"> <li>- All employees wearing a face covering will be Face - fit tested</li> <li>- Face -fit testers will be kept up to date with any changes in practice</li> <li>- Immediately dispose of used gloves, disposable masks, cleaning wipes</li> <li>- Face -fit testers should use face -fit testing equipment as per manufacturers operating procedures</li> <li>- Reusable face coverings must be washed using soap or detergent, preferably with hot water, at least once a day</li> </ul>	
			-	
7	Washing of hands	Dermatitis due to persistent use of hand sanitiser	<ul style="list-style-type: none"> <li>- Personnel are encouraged to wash hands with soap and water for 20 seconds where possible as an alternative to hand sanitiser in non-medical situations</li> </ul>	M8
			-	
8	Wearing of disposable gloves	New or aggravated latex sensitivity due to persistent use of latex gloves	<ul style="list-style-type: none"> <li>- Staff are provided with non-latex gloves or remove gloves when not necessary.</li> </ul>	M8
			-	
			-	

[illegible]

**WORKER INDUCTION RECORD**

No	Name	Signature	Classification	Date	Comments
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					

# 05.01.29 Project Risk Assessment (RA)

## COVID-19

Workspace Commercial  
Furniture  
ABN: 16 619 275 213

**workspace**  
commercial furniture



# 05.01.29 Project Risk Assessment (RA)

## COVID-19

Workspace Commercial  
Furniture  
ABN: 16 619 275 213

**workspace**  
commercial furniture

**GOOD HYGIENE IS IN YOUR HANDS.**

Wash your hands thoroughly with soap and water for at least 20 seconds to prevent passing on germs. Dry your hands.

**TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.**  
For more information about **Coronavirus (COVID-19)** visit [health.gov.au](https://health.gov.au)

**HELP STOP THE SPREAD AND STAY HEALTHY**



Authorised by the Australian Government, Canberra

**KEEP THAT COUGH UNDER COVER.**

Always cough or sneeze into your arm or a tissue and put the tissue in the bin straight away. Wash your hands with soap and water for at least 20 seconds afterwards.











**TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.**  
For more information about **Coronavirus (COVID-19)** visit [health.gov.au](https://health.gov.au)

**HELP STOP THE SPREAD AND STAY HEALTHY**



Australian Government

**COVID-19: IDENTIFYING THE SYMPTOMS**

SYMPTOMS	COVID-19 Symptoms range from mild to severe	COLD Gradual onset of symptoms	FLU Abrupt onset of symptoms
<b>Fever</b> 	Common	Rare	Common
<b>Cough</b> 	Common	Common	Common
<b>Sore Throat</b> 	Sometimes	Common	Common
<b>Shortness of Breath</b> 	Sometimes	No	No
<b>Fatigue</b> 	Sometimes	Sometimes	Common
<b>Aches &amp; Pains</b> 	Sometimes	No	Common
<b>Headaches</b> 	Sometimes	Common	Common
<b>Runny or Stuffy Nose</b> 	Sometimes	Common	Sometimes
<b>Diarrhea</b> 	Rare	No	Sometimes, especially for children
<b>Sneezing</b> 	No	Common	No

Adapted from material produced by WHO, Centers for Disease Control and Prevention.

**HELP STOP THE SPREAD AND STAY HEALTHY**

**TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.**  
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Australian Government

**05.01.28 COVID-19 SELF DECLARATION**

<b>Name:</b>	
<b>Mobile:</b>	
<b>Email:</b>	
<b>Company Name:</b>	
<b>Start Date:</b>	
<b>Finish Date:</b>	

Questionnaire		Response		Comments
		Yes	No	
1	Have you travelled interstate in the past 14 days?			
2	Have you traveled overseas in the past 14 days?			
3	Have you or your family members been exposed to coronavirus (COVID-19)?			
4	Have you been feeling unwell in the past 14 days?			
5	If Yes to Question 3, complete below: <ul style="list-style-type: none"> <li>• Headaches?</li> <li>• Fever?</li> <li>• Nausea/ Vomiting?</li> <li>• Diarrhea?</li> <li>• Cough?</li> </ul>			
6	Have you been prescribed medications in the past 14 days?			
7	Do you feel unwell which will prevent you from being unable to attend your next work shift?			
8	Have any family members recently experienced flu-like symptoms?			
9	Have any extended family members been recently exposed to coronavirus (COVID-19)?			
10	Is there any reason that you should remain in self-isolation for your next shift?			

If you answered Yes to any questions, please provide further information in this box and speak to the site supervisor before commencing work on site.

**Self-Declaration**

I certify that this medical declaration is a true, accurate and complete statement. I understand that any false or misleading statement or deliberate concealment of facts may have significant public health consequences and may result in disciplinary action and potential dismissal.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_