

Approved on:		By	Managing Director
Last Reviewed	01 July 2020	By	OSH Officer/Personnel Consultant
Last Amended	07 July 2020	By	OSH Officer/Personnel Consultant
Next Review Date	01 August 2020	By	OSH Officer/Personnel Consultant
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COVID-19 POLICY

APPLICATION AND SCOPE

South West Personnel (SWP) is committed to providing a safe working environment for our staff and on-hire employees. This commitment includes providing a workplace that is free from the detrimental impact of the Coronavirus Disease 2019 (COVID-19) and its potential transmission in and around the workplace.

This policy applies to:

- Workers of SWP (including permanent, casual, on-hire casual and management)
- Visitors, Host Employers and Customers who enter any of SWP's workplaces.
- Contractors, Sub-Contractors and their workers.

OBJECTIVES

The aim of this policy is to eliminate the risks associated with the transmission of COVID-19. SWP recognises the risk of workers entering the workplace who may have directly, or indirectly, been exposed to COVID-19. SWP values its workers and clients, and acknowledges that early identification of potential carriers of COVID-19 will provide the greatest protection against further transmission of COVID-19.

The objectives of this policy are to ensure that:

- No SWP worker shall work, or continue to work, if identified that they are a potential carrier of COVID-19.
- All SWP workers, contractors, clients and customers are aware and understand the risks of COVID-19.
- All SWP workers comply with host employer site requirements with respect to reporting of COVID-19 symptoms and adhering to self-isolation periods following travel and travel restrictions.
- All SWP workers have access to information regarding current COVID-19 travel bans.
- All SWP workers understand their rights and responsibilities to observe self-isolation periods if they travel overseas or interstate
- All SWP workers understand restrictions around public gathering limitations outside of the workplace
- SWP workers understand that they may face disciplinary action if there is a breach of host employer and/or SWP safe work systems with respect to reporting COVID-19 symptoms or falsifying information on COVID-19 declaration forms.
- SWP workers understand their responsibilities in regards to the above.

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DEFINITIONS

Term	Definition
COVID-19	The infectious disease caused by the most recently discovered coronavirus, causing respiratory disease and producing symptoms similar to influenza. The illness can range from asymptomatic or mild through to severe disease and death.
Self-Isolation Period	A set period of 14 days of isolation immediately following overseas or interstate travel as mandated by the WA Government
COVID-19 Cluster	A group of people who have been in close proximity to a confirmed, or suspected, case of COVID-19.
Travel Ban	An imposition by the federal government on overseas travel restrictions
SWP Worker	A person employed by SWP in either a permanent or on-hire casual basis.
Workplace	Any location including land/buildings/vehicles/machinery and or other premises or equipment where work is carried out for or on behalf of SWP and SWP's clients.

FURTHER TESTING

All SWP workers covered by this policy may be requested to seek medical attention if it is confirmed, or suspected, that they are a potential carrier of COVID-19. This includes SWP workers who have presented to a host employer displaying flu-like symptoms and have been in regular contact with a confirmed COVID-19 case, or COVID-19 cluster group. The SWP worker is not to return to their place of employment until they have produced a negative result confirming that they are not a carrier of COVID-19.

TRAVEL RESTRICTIONS AND HOST EMPLOYER REQUIREMENTS

All SWP workers will be expected to comply with state and federal government restrictions with respect to interstate and overseas travel. This is inclusive of travel bans and self-isolation periods.

SWP workers will also be provided with information, prior to commencement, on site-specific procedures that they must comply with in relation to precautionary measures taken around COVID-19. SWP workers will be sent a weekly COVID-19 update containing a link to access the most up-to-date information through the WA Government website.

BREACH OF THIS POLICY

A SWP worker who breaches this policy may face disciplinary action up to and including termination of employment.

Examples of breaches include (but are not limited to):

- Falsifying information on any COVID-19 Declaration Form

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- Breach of adherence to self-isolation periods following travel overseas or interstate
- Breach of host employer or SWP safe work procedures of adherence to COVID-19 precautionary measures.
- Failing to adhere to a self-isolation period during a 48-hour testing period following a test for COVID-19.

COVID-19 FURTHER INFORMATION

We encourage all who are covered by this policy to frequently visit the WA Government website for the most up to date information and restrictions around COVID-19. This information is updated regularly and can be found at <https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-latest-updates>

VARIATION

SWP reserves the right to vary this policy from time to time.