

Approved on:		By	Managing Director
Last Reviewed	3 March 2022	By	Sales Manager & Finance/QA Manager
Last Amended	3 March 2022	By	Sales Manager & Finance/QA Manager
Next Review Date	3 May 2022	By	Sales Manager & Finance/QA Manager
UNCONTROLLED DOCUMENT WHEN PRINTED			



COVID-19 AND OTHER WORKPLACE VACCINATIONS POLICY

APPLICATION AND SCOPE

South West Personnel (SWP) has an obligation and is committed to providing a work environment without risks to health and safety, so far as reasonably practicable. 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. SWP is also committed to encourage those covered by the Scope of this Policy to work together with SWP to find solutions, including vaccination, which may reduce the spread of communicable diseases that suit their individual needs and those of SWP's workplaces.

This policy applies to:

- Workers of SWP (including permanent, casual, on-hire casual)
- 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 and other communicable diseases. 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 host employers, and acknowledges that early identification of potential carriers of COVID-19 will provide one of the greatest protections 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, host employers 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 if applicable.
- All SWP workers have access to information regarding current COVID-19 travel restrictions if applicable.
- All SWP workers understand their rights and responsibilities to observe applicable self-isolation periods if they travel overseas or interstate as directed by the Federal and State Governments.
- All SWP workers comply with contact tracing requirements as directed by the State Government.
- All SWP workers understand restrictions, if applicable, 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 any COVID-19 documentation.
- SWP workers understand their responsibilities in regards to the above.

Approved on:		By	Managing Director
Last Reviewed	3 March 2022	By	Sales Manager & Finance/QA Manager
Last Amended	3 March 2022	By	Sales Manager & Finance/QA Manager
Next Review Date	3 May 2022	By	Sales Manager & Finance/QA Manager
UNCONTROLLED DOCUMENT WHEN PRINTED			

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 time of isolation in the event of a positive COVID-19 test result or being deemed as a close contact under the definition provided by the WA Government.
Close Contact	As outlined on the WA Government website: https://ww2.health.wa.gov.au/Media-releases/2022/Chief-Health-Officer-issues-advice-on-COVID-19-contacts
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 State or Federal Government on interstate or overseas travel restrictions.
SWP Worker	A person employed by SWP in either a permanent, casual 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.
G2G Pass	The G2G PASS is an initiative by the WA Police required to travel into WA.
Mandate	An authorisation to act quickly to implement a specific situation as advised from time to time by the State and/or Federal Government.
Immunisation	The process of getting the vaccine and becoming immune to the disease following vaccination.
Vaccination	Getting the injection or taking an oral vaccine dose.
Communicable diseases	Diseases that can spread from person to person such as, but not limited to: <ul style="list-style-type: none"> • Chickenpox (Varicella) • COVID 19 • Diphtheria • Flu (Influenza) • Hepatitis A • Hepatitis B • Hib (Hemophilus Influenzae type b) • HPV (Human papillomavirus) • Measles • Meningococcal disease • Mumps

Approved on:		By	Managing Director
Last Reviewed	3 March 2022	By	Sales Manager & Finance/QA Manager
Last Amended	3 March 2022	By	Sales Manager & Finance/QA Manager
Next Review Date	3 May 2022	By	Sales Manager & Finance/QA Manager
UNCONTROLLED DOCUMENT WHEN PRINTED			

	<ul style="list-style-type: none"> • Pneumococcal disease • Polio (Poliomyelitis) • Rotavirus • Rubella (German measles) • Shingles (Herpes zoster) • Tuberculosis • Whooping Cough (Pertussis)
--	--

FURTHER TESTING

All SWP workers 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/or have been deemed a close contact or potential contact with a confirmed COVID-19 case, or COVID-19 cluster group. When instructed, the SWP worker is not to return to their place of employment, and hence their assignment if an on-hire worker, until they have produced a negative result confirming that they are not a carrier of COVID-19.

To support SWP's commitment to provide a safe working environment for its workers, a SWP worker may be requested to complete a COVID-19 test (e.g. Rapid Antigen Test) and have their temperature measured prior to entering the workplace.

SWP workers who are not vaccinated or who are not fully vaccinated (except for those that have provided an exemption from the COVID-19 vaccination from a medical practitioner) may be requested to wear an appropriate face mask whilst in the workplace. This also applies to SWP workers who have not provided satisfactory evidence of vaccination or exemption.

TRAVEL RESTRICTIONS AND EMPLOYER REQUIREMENTS

All workers will be expected to comply with State and Federal Government restrictions with respect to interstate and overseas travel. This is inclusive of any travel bans and self-isolation periods.

SWP workers will also be provided with information, upon commencement, on site-specific procedures that they must comply with in relation to precautionary measures taken around COVID-19. These procedures may include contact tracing measures, used to track community transmission of COVID-19 should an outbreak occur, and regular testing for COVID-19.

A SWP worker may also be directed to stay away from their usual place of work and hence their assignment if an on-hire worker, if:

- The SWP worker has been identified as a close contact, as defined by the WA Government, of a person/s who has returned a positive COVID-19 test.
- As a precautionary measure due to a positive COVID-19 test by a fellow worker or contractor on the same worksite.
- The SWP worker has travelled to an area with an emerging COVID-19 threat.
- A COVID-19 vaccination is mandatory as directed by the State or Federal Government for the industry sector the Host Employer operates within and the SWP worker is not vaccinated.

Approved on:		By	Managing Director
Last Reviewed	3 March 2022	By	Sales Manager & Finance/QA Manager
Last Amended	3 March 2022	By	Sales Manager & Finance/QA Manager
Next Review Date	3 May 2022	By	Sales Manager & Finance/QA Manager
UNCONTROLLED DOCUMENT WHEN PRINTED			

MANDATORY COVID-19 VACCINATION

Please refer to SWP's Mandatory COVID-19 Vaccination Procedure (POL20A) which outlines SWP's obligations in identifying, collecting and storing vaccination information of SWP workers as mandated by the State or Federal Government.

VACCINATIONS

SWP will support its workers by:

- Communicating, supporting and encouraging (unless the requirement for vaccination is mandatory) workers to consider vaccination against communicable diseases.
- Providing paid time off for SWP workers up to a maximum of 2 hours to get vaccinated.
- Covering the cost of the vaccine, where one exists, up to \$25.00 upon provision of a receipt.
- Helping to ensure SWP workers have access to reliable and up-to-date information about the effectiveness of vaccinations.

BREACH OF THIS POLICY

An 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 documentation.
- Breach of adherence to self-isolation periods following travel overseas or interstate or as directed by the State or Federal Government.
- Breach of host employer or SWP safe work procedures of adherence to COVID-19 precautionary measures.
- Failing to adhere to a self-isolation period following a test for COVID-19 or being deemed a close contact as outlined by the WA Government.

COVID-19 AND COMMUNICABLE DISEASES FURTHER INFORMATION

We encourage all who are covered by this Policy to frequently visit the following websites for the most up to date information and restrictions around COVID-19 and other communicable diseases.

- Government of Western Australia
<https://www.wa.gov.au/government/covid-19-coronavirus/covid-19-coronavirus-latest-updates/>
- Department of Health, Government of Western Australia
<https://ww2.health.wa.gov.au/>
- Australia Government Department of Health
<https://www.health.gov.au/>
- Healthy WA
<https://www.healthywa.wa.gov.au/>

Approved on:		By	Managing Director
Last Reviewed	3 March 2022	By	Sales Manager & Finance/QA Manager
Last Amended	3 March 2022	By	Sales Manager & Finance/QA Manager
Next Review Date	3 May 2022	By	Sales Manager & Finance/QA Manager
UNCONTROLLED DOCUMENT WHEN PRINTED			

VARIATION

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