COVIDSAFE Workplace Principles

Preface:

The intention of this document is to provide clear guidelines on how we can to continue operate in a safe and responsible manner, specifically in respect to mitigating the spread of COVID-19. Prime Minister Scott Morrison has outlined that it is important for Australia to get back to work, safely. Recognising that the COVID-19 pandemic is a public health emergency, that all actions in respect of COVID-19 should be founded in expert health advice and that the following principles operate subject to the measures agreed and implemented by governments through the National Cabinet process.

All workers, regardless of their occupation or how they are engaged, have the right to a healthy and safe working environment. The COVID-19 pandemic requires a uniquely focussed approach to work health and safety (WHS) as it applies to businesses, workers and others in the workplace. It is therefore imperative that we assess the way we work to identify, understand and quantify risks and to implement and review control measures to address those risks. As COVID-19 restrictions are gradually relaxed, businesses, workers and other duty holders must work together to adapt and promote safe work practices, consistent with advice from health authorities, to ensure their workplaces are ready for the social distancing and exemplary hygiene measures that will be an important part of the transition. Businesses and workers must actively control against the transmission of COVID-19 while at work, consistent with the latest advice from the Australian Health Protection Principal Committee (AHPPC), including considering the application of a hierarchy of appropriate controls where relevant.

Existing state and territory jurisdiction of WHS compliance and enforcement remains critical. While acknowledging that individual variations across WHS laws mean approaches in different parts of the country may vary, to ensure business and worker confidence, a commitment to a consistent national approach is key. This includes a commitment to communicating what constitutes best practice in prevention, mitigation and response to the risks presented by COVID-19.

Businesses and workers 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 efficiently, and consistent with advice from health authorities.

With the above in mind, Pacific Smoke Alarms has adopted the recommendations of the Australian, Queensland and New South Wales Governments to implement added hygiene and infection control measures. The measures outlined are aimed at not only keeping our employees safe, but also to prevent the potential spread of the coronavirus to others that we serve. Our aim is to continue to provide an exceptional safety service to Property Managers, Landlords and to Home Occupiers, so that Australia can strive to live and work in a COVIDFREE environment.

Regards,

Chris Kaddatz
Director

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COVIDSAFE Workplace Practices

Education & Awareness

- All employees and contractors have completed the Australian Government: Department of Health Infection Control Training – COVID 19
- Team members receive regular updates and awareness on good hygiene principles and social distancing measures as provided by the Australian Health Protection Principal Committee (AHPPC),

Contact Tracing

- All staff have downloaded and are using the COVIDSafe mobile phone App as recommended by the AHPPC
- All inspections are permanently recorded in an online, backed up database with reporting measures that indicate the level of interaction with other stakeholders.

Pre-Inspection Questioning

- Communication with tenants has been an integral reason why we have been able to continue to operate during these challenging times. Our tenants are comfortable if we are cautious, but they are nervous if we are reckless.
- Our administration team has significantly modified the way it schedules smoke alarm inspections by taking every opportunity to make direct phone contact with the tenants. These conversations give the opportunity for the tenants to confirm if they or any of the occupants of the property:
  - *Have tested positive to the Coronavirus (COVID-19)*
  - *Have been in contact with someone who has tested positive to Coronavirus (COVID-19) and are displaying flu-like symptoms*
  - *Have recently returned from overseas within the last 14 days*
  - *Have requested to isolate yourself or be quarantined due to illness*
  - *Have any other reason to suspect that you may be at risk of transmitting any flu/illness, in particular Coronavirus (COVID-19)*

Workplace Hygiene and Social Distancing

- We have made provision for our administrative staff to be able to work from home. On the occasions where it is necessary to work from our normal office, the administrative team are ensuring that they are regularly washing hands, using hand sanitizer prior to entering the office and prior to exiting the office, and wiping down surfaces at the start and end of each day with antibacterial wipes.
- Office reconfiguration has allowed for all administrative staff to maintain appropriate social distancing measures.
- Technical staff are using hand sanitizer prior to and at the completion of each job.

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- Technical staff are washing their hands regularly throughout the day
- Technical staff are not completing smoke alarm checks in properties where the tenants present with flu like symptoms.
- Technical staff (where possible and practical) are asking tenants to open necessary doors in the property
- Technical staff are limiting the time spent in each property, maintaining social distance from occupants and avoiding unnecessary contact with surfaces in the property.
- In some cases, technology is being utilised to provide support for tenants who are having problems with their smoke alarms to avoid unnecessary contact.
- Scalable measures such as masks and gloves are an option if the circumstances arise

Reporting

- Property Managers/Landlords are being immediately notified if there are tenants who wish for us not to enter their homes at this time. A plan is then being implemented to recontact the tenant at a later date to reassess circumstances under which a smoke alarm inspection can be completed.

Actions Taken Should a Staff Member Become/Suspect of Becoming Infected with COVID-19

- Should a Pacific Smoke Alarms team member be suspected of having; or suspected of coming into contact with a person who has COVID-19, the measures outlined on the Safe Work Australia will be implemented:
    o Isolate the person
    o Seek advice and assess the risks
    o Transport
    o Clean and disinfect
    o Identify and tell close contacts
    o Review risk management controls
    o Further details of these measures can be found here
- Should a Pacific Smoke Alarms team member be confirmed as having COVID-19, mandatory reporting and isolation procedures will be followed as outlined in the Safe Work Australia "Work health and safety incident notification COVID-19" Factsheet

"Our customers are comfortable if we are cautious. They will be nervous if

we are reckless" – Haesley Cush

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