

CORONAVIRUS (COVID-19) IS A WORK HEALTH AND SAFETY RISK

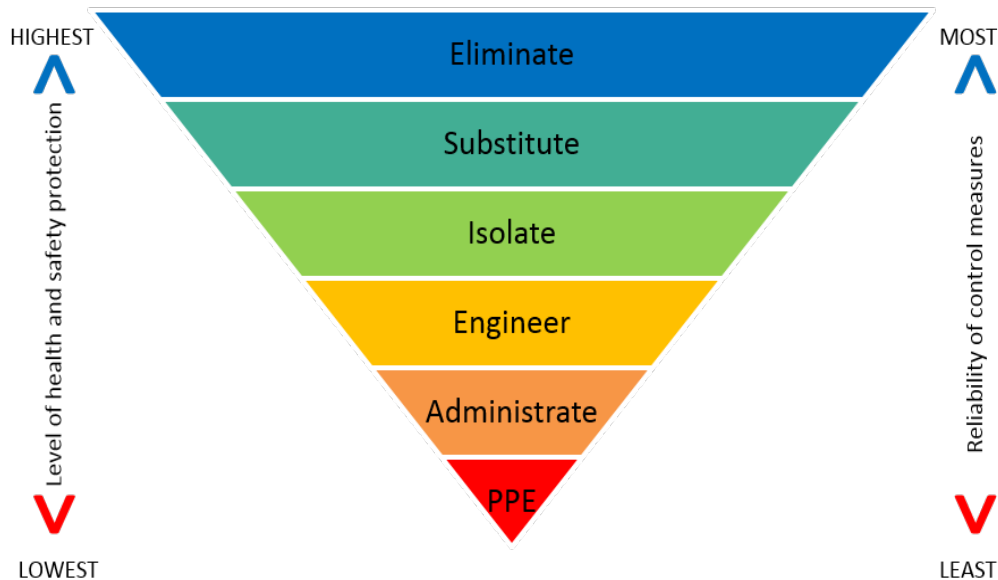
Coronavirus is a highly contagious virus that spreads from people who have mild or even no symptoms of the illness.

Employers have obligations to ensure the health and safety of workers. They must have a plan on what will be done to protect and support workers, and health and safety representatives (**HSRs**) must be consulted on this plan.

This booklet provides an outline of the health and safety risks of coronavirus in the workplace and how those risks can be managed.

HIERARCHY OF CONTROL

As with any other risk, employers must consider how to implement the most reliable measure to prevent coronavirus. This should involve the application of the hierarchy of controls, which requires priority to be placed on the elimination of hazards, or isolation of people from exposure to harm where possible, with lower order administrative controls which focus on individual worker's behaviour or the application of PPE, only applied where higher order controls are not possible.



The Best Way to Prevent Harm

Applying the hierarchy of control to COVID-19 may require multiple measures to be implemented in a workplace.

The best risk control measure for preventing exposure to COVID-19 includes:

- providing paid leave to all workers who need to isolate
- physical distancing

Paid Pandemic Leave

Whilst many employers have implemented paid pandemic leave, there are millions of workers, including over 3 million casual and insecure workers who have no access to any form of paid sick leave. This represents a significant risk to these workers, their workmates, and the broader community.

The absence of paid leave is a health and safety risk that must be managed and controlled. If your employer does not provide paid pandemic leave, contact your AWU organiser.

Physical Distancing

Elimination and substitution	<p>currently not feasible as there is no vaccine for coronavirus.</p>
Isolation	<p>this is where the hazard and workers are isolated from each other. In the case of COVID-19 this is keeping our distance - physical distancing - in time and space. The intent of physical distancing is to limit person to person contact – 1.5 metres between people and if indoors, one person per 4 square metres.</p>
Physical distancing	<p>will not be practicable for many workers, e.g. frontline workers caring or working with people or where task or safety requirements require more than one-person, e.g. equipment operation, confined space entry, working at heights etc. In most of these circumstances, control measures will rely on infection control measures through changing the way people work and the use of personal protective gear.</p>
Working at a distance	<p>- if remote working or working from home is not practicable, the employer must take measures to implement physical distancing (to 1.5 metres and, if indoors, 4 square metres per person). Here are some examples to assist when deciding what are the best measures for your work:</p> <ul style="list-style-type: none"> • Workstations moved or rearranged to keep people from being closer than 1.5 metres and in enclosed rooms with more than 1 person - every 4 square metres • Small work teams and limits or restrictions on mixing between teams • Perform tasks at different times when less people are around. This should be done by agreement with workers as changes to hours or locations could create other hazards, including psychosocial hazards • Control handovers between shifts to minimise contact • Divide and separate critical personnel and teams – via location, shift structures or onsite protocols • Allocate work so that fewer workers are required to be in the one place at the same time • Minimise and conduct work gatherings outside where people are not expected to be in close contact • Change the flow or direction of people to decrease contact, e.g. ensure entrances and exits are separate, change how people move around the site • Limit to one the number of people in vehicles or small spaces – without introducing other safety hazards • Work at a slower pace so that less workers need to physically interact with each other • Use technology to decrease contact between workers • Change the timing and location of breaks to make sure 1.5 metres of separation is achievable. This should be done by agreement with workers. Workers must be given the appropriate breaks as per normal according to awards and enterprise agreements - it is very important not to increase fatigue and other hazards

	<ul style="list-style-type: none"> • Provide room calculators to make it easier to follow the four-square metre rule <p>Limiting face to face contact is essential in preventing the spread of the virus. Physical distancing by itself will not be enough – a combination of controls is necessary.</p>
Engineering controls:	<ul style="list-style-type: none"> • Physical barriers to separate people - Perspex barriers can be used to create a physical separation (of course, these will need to be cleaned very regularly) • Use equipment which increases the distance between people or decreases the time that people must be close together – without introducing other safety hazards • Improve air circulation – open windows, air-conditioning - increase outdoor intake • Minimise close contact with colleagues, customers and clients including minimising cash transactions and the need to exchange paperwork and other materials.
Administrative controls:	<ul style="list-style-type: none"> • Improve and increase cleaning especially of shared areas, facilities like washrooms and meal areas, tools and equipment, all hard surfaces. This should include in between shifts or where new workers are entering an area • Additional pop-up handwashing stations or facilities, providing soap, water, and Health Department approved hand sanitiser in as many spots as possible • All workers must be given the time and access to the facilities and equipment needed to protect themselves and others.
Personal protective equipment	<p>Depending on the work this will include eye protection, respiratory protection, clothing, gloves etc. Protective equipment must not be shared between people and as much as possible not reused.</p> <p>If it is to be reused proper cleaning of PPE to the appropriate standard is essential.</p> <p>If possible, do not wear work clothes home. Never shake out clothing before placing in the washing machine and use the hot/warm wash cycle. Employers should provide laundering facilities for workers to wash uniforms, especially where close contact with others has occurred in the workplace.</p>
Training and information	<p>For these controls' employers have general obligations to train, supervise and provide workers with information to enable working in a healthy and safe manner to prevent the spread of coronavirus and protect everyone from COVID-19.</p> <p>Workers and their HSRs must be consulted about all measures being taken and HSRs have the right to request a review of risk controls.</p>

COVID-19 WORKPLACE CLEANLINESS & HYGIENE:

Why Cleaning is Important

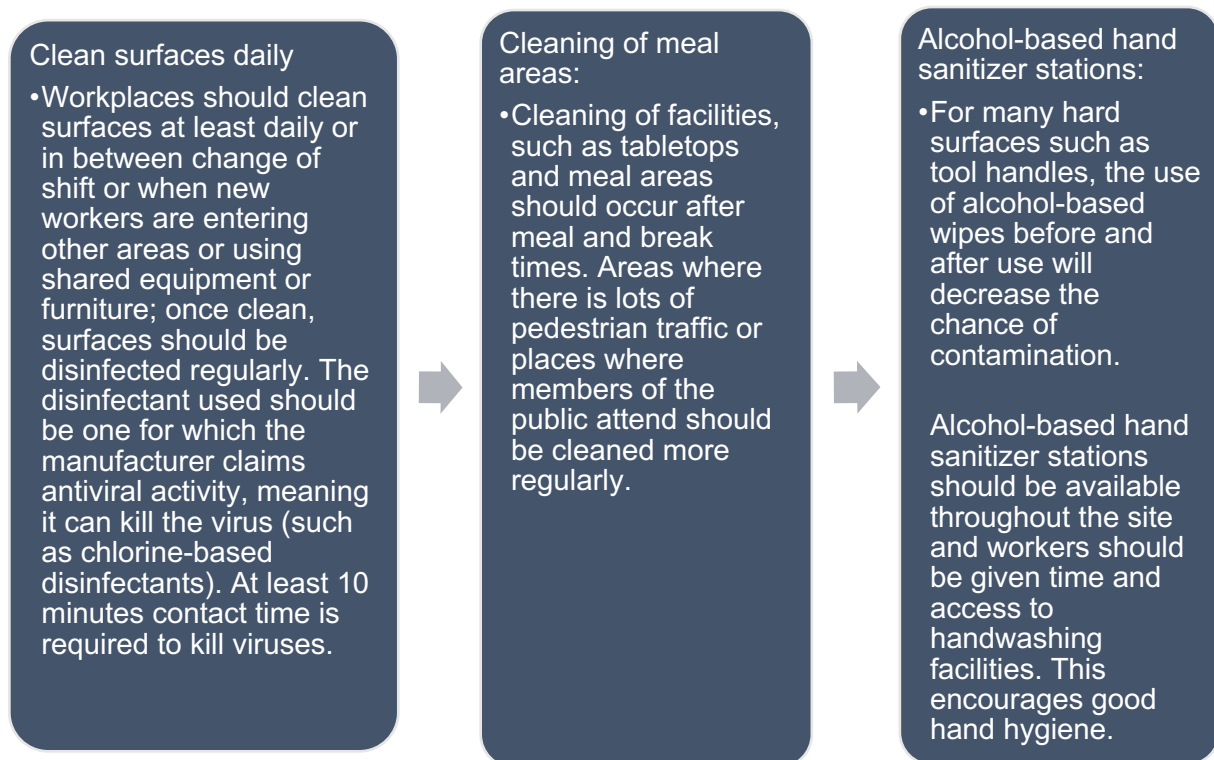
Cleaning is important as the virus (COVID-19) can survive on hard surfaces for a few days. The virus is then transferred from a person's hands to their face and it is then breathed in. Removal of the virus that causes COVID-19 requires thorough **cleaning** followed by **disinfection**.

This can be done with:

1. A detergent solution (as per manufacturer's instructions). Detergent-impregnated wipes may be used but should not be used as a replacement for the mechanical cleaning process.
2. Following cleaning with detergents, disinfectants are used to kill the virus. Disinfectant may not kill the virus if the surface has not been cleaned with detergent first.

Where to Clean

This information is to assist workers and HSRs when consulting with employers about what areas need to be cleaned.



Hand Hygiene

Using soap and water is the most effective method of removing the virus from our hands. Soap breaks the outer layer of the virus. You should:

- Wash your hands for 20 seconds.
- Alcohol-based hand sanitizer can be used at other times (e.g. when hands have been contaminated from contact with surfaces).

Remember: cleaning is one of the control measures that must be used but it must be accompanied by measures that implement physical distancing and improved hygiene.

SAFETY GEAR/PERSONAL PROTECTIVE EQUIPMENT [PPE]

Many jobs require the use of safety gear/personal protective equipment to perform their work. Additional PPE may be required for workers that traditionally have not needed PPE in the performance of work.

To prevent the spreading of COVID 19 it is important to ensure that:

- PPE is fit for purpose
- properly flitted
- used
- clean and hygienic and in good working order
- stored correctly.
- suitable to minimise risks of transmission of infectious agents having regard to the nature of the work and any hazard associated with the work; and
- maintained, repaired, or replaced so that it continues to minimise risk to the worker who uses it.

Remember: PPE cannot be the sole control measure nor take the place of other, more effective control and preventative measures. Refer to the Hierarchy of controls above.

Using PPE:

Workers who use the PPE must be given information, training, and instruction in relation to the proper use and wearing of personal protective equipment, and the storage and maintenance of personal protective equipment. Some simple questions are – note, these apply to all PPE:

- Has the appropriate PPE been identified based on the hazard and worker work activity?
- Are workers trained in the correct fitting, use, removal, cleaning, storing and disposal of PPE? Remember: if the PPE doesn't fit it doesn't protect the worker.
- Is there a sufficient supply of relevant PPE required to allow a safe return to work?
- the arrangements for the cleaning, inspection, maintenance, and disposal of PPE are appropriate?
- Have workers been given information and instruction about all of the above?

CORONAVIRUS (COVID-19): MENTAL HEALTH

The COVID-19 pandemic has forced workers to rapidly adjust to new working environments and conditions. Transition into new work arrangements has increased the potential risks to workers' health and safety.

It is important that employers adopt and clearly communicate reasonable and realistic expectations around productivity and performance in these changed circumstances to alleviate any anxieties that workers may be feeling around work and/or home duties.

Some workers may be juggling multiple roles within the household, like caring for children or sick relatives or living with family and domestic violence.

PCBU/employers have a duty to ensure the health and safety of employees including their psychological health.

Employers must take a systematic, consultative approach to identifying and managing health and safety risks related to work, wherever it is performed, both physical and psychological.

Physical and psychological health and safety

Physical and psychological health and safety is interrelated.

Failure to effectively manage work-related psychological health and safety can lead to both psychological and physical injuries. Similarly, failure to effectively manage physical health and safety can lead to psychological injury.

RISKS TO PSYCHOLOGICAL HEALTH AND SAFETY

Hazards that present risks to psychological health and safety while working include, but are not limited to:

- Increased workload and work demand
- Low job control, isolated work
- Role ambiguity
- Long working hours
- Fatigue
- Increased work-related stress
- Increased emotional effort in responding to stressful situations
- Lack of adequate tools or resources
- Poor communication and management of change
- Increased exposure to bullying, violence and harassment

MANAGEMENT OF RISKS

In consultation with workers, HSRs and their union, employers must develop a plan to eliminate or minimise risks to the psychological health and safety of workers who are working during the COVID-19 Pandemic. This plan must:

1. Identify what risks to the psychological health and safety of workers exist and which workers are affected;
2. Assess those risks, including their likelihood and potential to harm workers' psychological health and safety;
3. Implement controls that eliminate or minimise the risks so far as reasonably practicable; and
4. Monitor and review the implemented controls.

It is essential that everyone feels supported to report and discuss health and safety issues while working.

How can employers Manage Risks?

Ways in which employers should manage risks to psychological health and safety can include:

- Discussion and agreement with workers in terms of how work and performance will be managed, expectations communicated and how development, progression, reward, and recognition needs will be met.
- Acknowledging that work is being performed during a crisis; employers should alleviate workers concerns about meeting unrealistic performance expectations during this difficult time.
- Regular check-ins with workers to find out how they are coping with work and any new arrangements and determine any support required.
- Discussion and agreement on setting clear boundaries with workers in relation to start and finish times and breaks.
- Provision of advice and training to guide workers on how to make their working environment healthy and safe.
- A plan to communicate with and keep workers updated while they are working from home.
- An adequate procedure in place for workers to report risks to health and safety or if they are injured or ill.

Management of Risks — INCREASED RISK of Violence and Harassment, Including Family and Domestic Violence

For some workers, physically attending a workplace limits their exposure to family and domestic violence, as well as providing economic security and access to support networks.

The evidence is clear that work and financial security is a crucial factor in supporting people to leave and recover from family and domestic violence¹. For some workers, COVID-19 will mean more time in unsafe home environments, either through a requirement to stay at home and/or reduced working hours. In this situation, risks to workers psychological and physical health and safety can be minimised by:

- Consulting with workers regularly about their health and safety including ensuring adequate access to HSRs and other union representatives.
- Offering and widely communicating the availability of entitlements such as paid family and domestic violence leave to attend appointments or make arrangements to leave an unsafe home situation, flexible work arrangements and other entitlements which support workers experiencing family and domestic violence².
- Ensuring that online or telephone discussions about risks of family and domestic violence are conducted confidentially and safely.
- Considering the provision of security devices for all workers that can be triggered in the event of an emergency.
- Providing referrals to appropriate counselling, legal, health, financial and other family, and domestic violence support services.
- Providing a safe, secure, and accessible reporting mechanism, including nominated contact officers with adequate training and skills.

Prior to the onset of the COVID-19 pandemic, it was accepted that family and domestic violence is a workplace issue with a real and tangible impact on workers and employers. As result, majority of Australian employers now provide support for workers experiencing family and domestic violence.

¹ See for example Cortis N & Bullen J (2015), Building effective policies and services to promote women's economic security following domestic violence: state of knowledge paper, Australia's National Research Organisation for Women's Safety, Landscapes, Issue 07, August at pp 2 and 8; and Victorian Royal Commission into Family Violence Report, Volume IV, Chapter 21 'Financial Security', 93

² Fair Work Ombudsman - [Employer Guide to Family and Domestic Violence](#)

However, only 30 percent provide access to paid leave, leaving too many workers with the impossible choice between their safety and their pay check. The increased requirement to stay at home if feeling unwell or showing COVID symptoms and reduced financial security caused by COVID-19 has greatly increased the risk of family and domestic violence. This has a significant impact on workers, and consequently, increased the need for employers to assess these issues and take reasonable steps to keep workers safe.

CORONAVIRUS (COVID-19): TRANSPORT TO AND FROM WORK

Changes to work start and finish times:

No changes can be made to start and finish times outside of what is provided for in Award and/or Enterprise Agreements for the workplace or your work. Applicable penalty rates will still apply. Any changes to start and stop times must be discussed with workers, their delegates/HSRs and their union. Agreements must be reached on what changes are to be made, for how long and the date for review.

Transport risks

Employers need to consult with workers about what agreed measures can be put in place to help prevent the spread or contracting of COVID 19.

Sites may be able to discuss with local transport providers more suitable timetabling to travel outside peak times.

SOME MEASURES TO CONSIDER INCLUDE:

Rotate Groups:	<ul style="list-style-type: none">• Where practicable and safe, rotate groups of workers so that some are working at home whilst others come to the workplace.
Travelling in private vehicles:	<ul style="list-style-type: none">• Avoid car-pooling when coming to and from work• Encourage people to sit as far apart as possible in vehicles• Encourage cleaning and wiping down all interior touch points inside vehicles before and after travelling• Put in place arrangements that eliminates or reduces the need for workers to travel together in vehicles• Limit passengers in vehicles
Public Transport:	<ul style="list-style-type: none">• Offer staggered work times to be able to avoid peak hour – however, this must be done in accordance with arrangements for working hours [see above]• Encourage commuters to practise good hand and respiratory hygiene• Hand washing facilities and/or hand sanitisers need to be available at every entry and exit point
Building entry and exit:	<ul style="list-style-type: none">• Continue to allow remote working where practical and safe• Control entry numbers to buildings by considering staggered start and finish times (as per relevant industrial agreements and in consultation with affected workers)• Provide bins with lids, for tissues etc at every building entry and exit point.• Review end of trip facilities and provide additional cleaning. Many workers may choose to cycle or walk to work to avoid public transport. Building owners and managers should consider additional measures to encourage this and minimise 'end of trip' risks.

PRIVACY LAWS:

Employers collect, disclose, use and store personal and health information about employees frequently for many different purposes.

Privacy obligations vary depending on whether the employer is public or private and the jurisdiction the employer is in.³

Generally, employers are obliged not to use or disclose personal or health information other than for the purpose it was collected, **unless the consent of the worker is provided**. Even if consent is not provided, there are exemptions allowing use or disclosure in certain limited circumstances – for example, to prevent imminent harm to someone.

Privacy at Work and COVID-19

The COVID-19 pandemic is presenting a range of privacy challenges at work. Health information about a worker can be particularly sensitive and must be handled appropriately by employers.

However, privacy laws do not prohibit the collection, use and disclosure of health information to the extent that it is necessary to prevent and manage COVID-19 risks at work.

It is crucial for employers to have clear workplace policies and processes which ensure that personal and health information is only collected when:

- Necessary
- stored securely and
- used or disclosed only for lawful and proper purposes, including to ensure the health and safety of workers and others.

Policies should also consider and assess any privacy issues arising from changed working arrangements.

Work health and safety obligations

WHS laws include a specific obligation to provide 'any information necessary' to protect all persons (including workers and others, such as visitors) from risks to their health and safety arising from work.⁴

Employers must; consult, confer and provide access to information to HSRs relating to the health and safety of workers in the HSR's work group.⁵ An employer can provide an HSR with access to personal or medical information concerning a worker **only with a worker's consent**, unless the information does not identify the worker and could not reasonably be expected to lead to the identification of the worker.⁶

Employers Obligation:

³ The Commonwealth *Privacy Act 1988* sets out standards for the handling, holding, use, accessing and correction of personal information. The Privacy Act does not cover businesses with a turnover of less than \$3 million or apply to private sector employers' handling of employee records directly related to the employment relationship. However, State privacy laws may still apply to employee records notwithstanding these exemptions. For example, the *Health Records Act 2001* (Vic) applies to private sector organisations that handle employees' health information. For these reasons it is essential to obtain a commitment that any health information is not stored on employee records.

⁴ Model WHS Act, s 19(3)(f)

⁵ Model WHS Act, s 70(1)(c)

⁶ Model WHS Act s 71(2)

Employers have a general obligation to ensure the health and safety of workers and others, so far as reasonably practicable. This means employers must take all reasonable steps to limit the work-related spread of COVID-19.

To take such steps employers may need to:

- collect information from workers and visitors about their potential exposure to COVID-19 to identify
- assess and control risks of infection and implement appropriate controls to prevent or manage COVID-19 in line with Department of Health guidelines. This could include collecting information from workers and visitors about close contact with confirmed or potential cases, or recent overseas travel.

If a worker is confirmed to have COVID-19:

If a worker is confirmed to have COVID-19, employers must ensure the worker is supported not to return to work while they are infectious. Notification should be made to, and guidance sought from, the relevant Health Department and WHS regulator in their jurisdiction.

It may be necessary to share the identity of the worker with others at the workplace to identify those who have had close contact with a confirmed case.

HSRs should be notified of the existence of a confirmed case and consulted on appropriate control measures.

To comply with privacy obligations, a confirmed case's identity should be shared with others strictly on a 'need to know' basis, even if consent has been provided by the worker. This is particularly important because discrimination, harassment and abuse has been targeted at those who have contracted coronavirus. This may undermine the health and safety of the worker in question as well as HSR and employer efforts to effectively manage the situation.

WORKERS COMPENSATION AND CORONAVIRUS (COVID-19)

Workers who are exposed to COVID-19 at work and subsequently contract the virus will have an entitlement to claim lost wages and medical expenses arising from the illness. Each claim will be considered on its individual merits and given the potential difficulty in tracing exposure of COVID-19, it is important that you report any potential exposure as soon as it occurs.

Medical Opinion:

- You may be required to obtain a medical opinion that the illness or injury occurred in the course of employment. You should seek advice from your Organiser or the AWU Branch Office to make a workers' compensation claim arising from COVID-19.

Infection risks at work

Significant risks of infection at work include:

- Close contact with a confirmed or suspected case of COVID-19, or something they have touched
- Failure of taking adequate measures i.e. paid pandemic leave, physical distancing etc
- Breaches of infection control measures, such as cleaning of surfaces that people are in contact with e.g. reception desks, meal tables, kitchen areas etc and easy access to soap and water
- Inadequate Personal Protective Equipment

Who can apply for workers compensation?

Workers who contract COVID-19 and have been exposed to a confirmed case of COVID-19 at work should apply for workers compensation.

Workers who contract COVID-19 and who are engaged in work with significant opportunities for exposure (for example, council workers, cleaners, retail workers, healthcare and community sector workers) can also consider applying for workers compensation, even if they have not to their knowledge been exposed to a confirmed case at work.

Psychosocial risks at work

For workers who have regular physical contact with people as an inherent part of their job, inadequate infection control measures may cause them serious anxiety. Workers who work with groups of people indoors are at higher risk than the general population.

Duty of employers:

Employers must take all reasonably practicable measures to protect workers from experiencing physical or psychological harm because of increased psychosocial risks arising from COVID-19.

Workers who suffer a physical or psychological injury at work because of psychosocial risks related to COVID-19 can consider making a claim for workers compensation.

Working from home

Health and safety laws apply to workers working from home as well. If you become ill or injured as a result of COVID-19 in the course of working from home, you should seek medical advice and consider making a claim if work is a significant or substantial cause of your illness or injury.

In the case of COVID-19 exposure in a home office environment, you should contact your or Organiser or the AWU Branch Office for advice. These are emerging issues and are yet to be tested in the workers compensation system.

Steps to make a claim for workers compensation:

Step 1:

Notify your employer in writing via accident book or email or other means as soon as you become ill or have been diagnosed.

Step 2:

Visit your doctor, not the company doctor. You have a right to visit the doctor of your choice. Tell your work history to the doctor. Obtain a medical certificate. Your employer is not entitled to come to this appointment, and it is advised that if you would like a support person with you that you should bring a friend or family member (subject to appropriate protections relating to COVID-19).

Step 3:

If your employer or their representatives insist that you must attend their doctor, it is essential you get that request in writing. Inform your employer that you are getting advice. Contact your union organiser / Branch Office.

Step 4:

Do not let an employer representative attend your medical appointment. Medical appointments are private. If a case conference is organised, then speak to your union and make sure you have a support person or representative with you, always.

Step 5:

Get your doctor to fill out the workers compensation forms if applicable in your state or territory. (see links below).

Step 6:

Fill out your section and provide the completed claim form to your employer along with any medical certificate. This can be provided by email.

Step 7:

If your employer refuses to or delays in notifying the insurer, then do it yourself. Your union organiser / Branch Office may assist in this. Some states and territories have online notification/reporting systems.

Step 8:

Keep copies of everything, including details of:

- when and how you believe you were exposed,
- your symptoms and when you started experiencing them,
- when you told your employer,
- when you visited the doctor,
- when your employer or their insurer spoke with you – either in person or over the phone

Step 9:

Speak to your union delegate and HSR. Never meet with anybody without your delegate and request all questions be in writing.

Step 10:

Remember you also have the right for your HSR to be present at any meeting between yourself and your PCBU/ Employer or Health and Safety Inspector in relation to a Health and Safety issue. Workers Compensation particularly around Return to Work Plans is a health and safety issue.

Step 11:

If there is a case of COVID-19 at work the Health Department may ask you to provide details of who you have been in contact with. Follow their instructions. If you contract COVID-19 your privacy may not be guaranteed as contacts will need to be followed up by the Health Department.

CHECKLIST:

INTRODUCTION:

The following questions will assist you in understanding how safe your workplace is in preventing you and your workmates from contracting coronavirus (COVID-19) at work.

PART A Supporting workers

Coronavirus is a highly infectious virus that can spread from people with mild or no symptoms. Preventing infection requires anyone who becomes sick, including workmates or close contacts, to isolate and get tested.

1. Is paid pandemic leave available to all workers, including casuals, labour hire, and contractors, who need to be tested or isolate because of exposure to coronavirus?	Yes	No
<i>Pandemic leave, also known as special paid leave or miscellaneous leave is additional paid leave of up to 14 days to support workers who are not able to work because they have coronavirus or are required to isolate because they may have coronavirus.</i>		
2. At your workplace is there a plan on what to do if someone is suspected, or confirmed as having COVID-19?	Yes	No
3. Are there additional protections, including remote work or additional paid leave during the pandemic, in place to support vulnerable workers, this includes: <ul style="list-style-type: none">• older workers,• workers with weakened immune systems,• workers with medical conditions (such as high blood pressure heart and lung conditions, kidney disease and diabetes)• Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions	Yes	No
4. Does your workplace have a culture that encourages workers to take sick leave when they are sick?	Yes	No

PART B Physical distancing

The coronavirus is highly infectious and can spread from person to person. People should keep at least 1.5 metres from each other. The following questions are aimed at identifying how effectively your work is practicing the best possible physical distancing.

5. Where it is practical and safe, are workers working from home?	Yes/Not safe or practical	No
--	---------------------------	----

6. Is your work conducted mainly indoors or outdoors?	Indoors	Outdoors	(go to Q.7)
<ul style="list-style-type: none"> If indoors, is there less than 1 person for every 4 square meters (for example an indoor work area that is 8m x 4m is 24sqm. There should be no more than 6 people working in that space) 	Yes		No
<ul style="list-style-type: none"> If indoors, do you have your own workstation, or do you share one? 	I have my own		I share with others
<ul style="list-style-type: none"> If shared, are they cleaned and disinfected in between use? 	Yes		No
7. Does your work or workstation require you to work regularly within 1.5m of colleagues or other people (customers)?	Yes		No
<ul style="list-style-type: none"> If yes, are there Perspex barriers (or similar) separating you from others? 	Yes		No
8. Are workers required to use common areas, such as lobbies, lifts, building entry point, toilets, and lunchrooms where people touch furniture and fixtures?	Yes		No
<ul style="list-style-type: none"> If yes to the above, are good physical distancing measures applied? 	Yes		No

Examples of good physical distancing measures include staggered start/finish/lunch breaks, limits on numbers using lifts and regular cleaning and disinfecting.

PART C Workplace cleanliness and hygiene

9. Is all shared furniture, tools and equipment cleaned and disinfected in between users?	Yes		No
10. Does everyone have easy access to hand washing facilities with soap and water and other products such as alcohol-based hand sanitizer (including time to wash)?	Yes		No
11. Are common areas and fixtures that are commonly touched, cleaned, and disinfected more regularly than before March 2020?	Yes		No

PART D Safety gear (PPE)

Personal Protective Equipment (PPE) is an important measure to control risks to workers from coronavirus. It is important to understand what is appropriate for your work and to be trained on how to use it.

12. If required, have workers been provided with their own, individual personal protective equipment (PPE) and trained on how to apply and use them? For example, disposable face masks?	Yes	No
---	-----	----

PART E Mental Health

Employers have a duty to protect workers health and safety and this includes your mental (psychological) health. Changes to work arising from the pandemic may include:

- working remotely,
- changes to job roles,
- increased or decreased workloads
- increased customer and client aggression

13. Has your employer discussed with you risks to psychological health during the coronavirus pandemic?	Yes	No
--	-----	----

14. Have they made change to reduce these risks?	Yes	No
---	-----	----

15. Is there a clear process for workers to report these risks, as well as any injuries arising from them?	Yes	No
---	-----	----

PART F Consultation and training

By law workers are required to be consulted about the risks to health and safety and the plans and controls put in place to manage them.

Workers have the right to elect other workers to become HSRs to work with your employer to represent the interests of workers.

16. Has your employer consulted with union representatives, including HSRs, union delegates and workers about coronavirus risks and the plan to manage and support workers?	Yes	No
--	-----	----

17. Has your employer provided training and education to identify and deal with COVID risks?	Yes	No
---	-----	----

18. Do you have a worker elected and union trained HSRs or delegates?	Yes	No
--	-----	----

19. Does your workplace have a culture that encourages workers to raise concerns about health and safety?	Yes	No
--	-----	----
