

COVID-19 SAFETY MANAGEMENT PLAN

15/07/2020



This Safety Management Plan applies to all delivery locations and outlines key health, safety and wellbeing hazards that Williamstown Community and Education Centre has planned for operations during the COVID-19 pandemic. It identifies three key areas of risk:

1. Infection Prevention and Control
2. Working alone or from home
3. Mental health and well-being

Control measures required for managing each hazard are also described

Hazard Type	Hazard Description	Control Measure
Infection prevention and control	Staff and students may contract disease through social interactions	<ul style="list-style-type: none">• Safe room capacities identified based on 4 square metre per person and 1.5 metre between persons requirements• Signage placed on all rooms showing capacity• Distance signage on notice boards and floor• Furniture in excess of safe room capacity stored• Every second computer decommissioned in the computer room• Face to face classes scheduled based on safe room capacities• Face masks recommended and available for students and staff• Ensure classes have staggered scheduled breaks to minimize congestion in common areas

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		<ul style="list-style-type: none"> • Signage advising people who are ill, people who have returned from overseas and people who have been in contact with a COVID-19 case not to enter • Office staff scheduled to work from home on specific days to ensure safe room capacities in offices are met • Non-contact thermometer available • Attendance registers used to record student attendance • Sign in records for visitors
	Staff and student may contract disease through touching contaminated surfaces	<ul style="list-style-type: none"> • Hand sanitizer in each room • Cleaning instructions for each room. Displayed and maintained in each room • Cleaning equipment and products placed in each room • Gloves for student and staff available • High touch surface cleaning is conducted twice daily
	Vulnerable workforce has higher risk of serious illness	<ul style="list-style-type: none"> • Vulnerable staff identified (aged, existing illness)
	Visitors introduce contamination	<ul style="list-style-type: none"> • Visitors log at reception • Meetings with externals restricted to online wherever possible • Meetings restricted to half an hour

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	Student enrolment interviews introduce contamination	<ul style="list-style-type: none"> • Safe distancing guidelines adhered to for all student enrolment interviews • Compulsory use of sanitizer by interviewer and applicant before and after interview
Working alone or from home	Staff may not have ergonomically safe furniture	<ul style="list-style-type: none"> • Ask each staff member to undertake self-assessment • Allow staff to take equipment and furniture home where possible • Provide funding to support staff purchases required to maintain WHS while working at home
Mental health & wellbeing	Isolation of working from home may create stress of anxiety	<ul style="list-style-type: none"> • Establish new communication systems and protocols to emulate office communication and promote interaction between staff members • Monitor staff mental health
	Balancing work and home responsibilities may create additional stress on staff	<ul style="list-style-type: none"> • Identify online resources and supports to help staff monitor and maintain work-life balance and manage competing work and domestic obligations while at home
	Change to mixed-mode delivery approaches may increase workload on teaching staff	<ul style="list-style-type: none"> • Regular check-ins with staff to monitor workload changes and stresses • Staff PD on best practice on-line learning resources