Work Health and Safety (WHS) Plan for COVID-19

ACADEMIES AUSTRALASIA

SECTION 1: ORGANISATION DETAILS	
RTO/CRICOS Provider Name	Academies Australasia Institute (AAI) Academies Australasia Polytechnic (AAPoly) Academy of English (AOE) Australian College of Technology (ACT) Australian International High School (AIHS) Benchmark College (BMC) Brisbane School of Hairdressing, Brisbane School of Barbering, Brisbane School of Beauty, Gold Coast School of Hairdressing, Gold Coast School of Barbering (BSH, BSB, GCHS, GCSB) Clarendon Business College Pty Ltd (CBC) College of Sports & Fitness (CSF) Discover English (DE) Language Links (LLI) Print Training Australia (PTA) RuralBiz Training (RBT) Skills Training Australia (STA) Spectra Training Australia (SPT) Supreme Business College Pty Ltd (SBC) Vostro Institute of Training Australia (VOS)
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Position Title	Compliance Manager and Senior Manager, Student Services
Approved By	Christopher Campbell Gabriela Rodriguez	**Date: 29 October 2021**

SECTION 2: WHS PLAN FOR COVID-19
Physical Distancing   • Place signs at entry points to instruct staff, students, and other visitors not to enter the premises if they are not fully vaccinated.   • Place floor markings to identify 1.5 metres distance between people in queues and/or waiting areas.   • Display physical distancing signs in strategic areas, e.g. student lounge, staff kitchen, student notice board.   • Keep a distance of 1.5 metres from each other, where practicable.

- Minimise the use of cash transactions by asking students to use contactless payment options, e.g. tap and go or direct deposit.
- Queensland: Maintain 1 person per 2 square metres for large lecture settings in Brisbane campus. Note that smaller education and teaching sessions, such as group seminars, tutorials, practicals and laboratory-based learnings, and vocational training sessions are not subject to this occupant density.
- Victoria: Onsite learning for fully vaccinated students for hands-on, skills-based learning when vaccination rate of 80% of 16+ fully vaccinated population is reached (approximately 5 November) and density of 1 person per 4 square meters.

Hygiene and Cleaning
- Encourage students and staff to practice good hygiene by frequently washing their hands and regularly cleaning their work areas.
- Promote good personal hygiene when sneezing and coughing. People should cover their coughs or sneezes with an elbow or tissue, dispose of the tissue immediately and wash their hands, and avoid touching their face.
- Increase cleaning of frequently touched areas and surfaces, and shared amenities with detergent or disinfectant. This includes door handles, benchtops, kitchens, tabletops and desks, bathroom fixtures, toilets, water taps, lunchrooms, photocopiers, reception desks, sign-in stations and desktop equipment including keyboards, mouse and telephones.
- Provision of access to hand sanitizers at meeting rooms, and classrooms.
- Keep hand hygiene facilities properly stocked and in good working order.
- Encourage staff and students to avoid sharing any personal items including stationery, where possible.

Wellbeing of Staff Members
- Direct staff to stay at home if they are sick with cold and flu symptoms.
- Consult with staff on COVID-19 measures in the workplace and provide workers with adequate information and education.
- Put signs and posters up to remind staff and others of the risk of COVID-19 transmission.
- Use electronic communications as video conferencing for non-essential face-to-face gatherings, meetings and training.
- Consider deferring or cancelling non-essential events.
- Provide staff with significant updates on health directives.

Wellbeing of Students
- Direct students to stay at home if they are sick with cold and flu symptoms.
- Put signs and posters up to remind students and others of the risk of COVID-19 transmission.
- Non-essential events are deferred or cancelled.
- Online classes are offered to students unless directed by the government to attend face-to-face classes.
- Provide student support services online or in-person.
- Provide students with significant updates on health directives.

Regular Communication
- Provide information to staff and students on relevant government advice and directives to prevent the spread of COVID-19.
- Provide staff and students with information in relation to COVID-19 measures, including good hygiene practices, physical distancing, and appropriate cleaning and disinfection practices on campus.
- Advise students and staff of the requirements and expectations applicable to them when they resume face-to-face classes by attending a COVID-19 Safe session on the first day on campus.
- Liaise, consult and work with the Building Manager regarding their WHS plan and activities.

Handling of Deliveries
- Designate staff to handle deliveries on each campus.
- Provide guidelines on handling deliveries including washing of hands after handling of delivery goods.

Use of QR Code
- All staff, students and visitors on campus are required to sign in via QR code.

  If they are unable to scan the QR code, their name, contact details, and the time they came in and out must be recorded on the guest book at the reception.

Masks
- All staff, students and visitors on campus are required to comply with the State Government's mandate regarding mask wearing, where applicable.

Ventilation
- Open classroom doors and/or windows to increase air flow, where practicable.
- Liaise with the Building Manager to ensure that the heating, ventilation and air conditioning system is being maintained, where practicable.

Vaccination

New South Wales
- Until further notice, no staff, students or any visitors will be allowed into the Colleges' premises ('Restricted Premises') unless they have been fully vaccinated. Proof of vaccination must be provided.
- Restriction in accessing the premises also applies to people with a COVID-19 Vaccine Medical Contraindication certificate. However, cases wherein a State Government approved form is provided will be reconsidered on a case-by-case basis.
- The College designates an Authorised Officer who is responsible for checking the vaccination status of each staff, student and visitor.
- Staff required to train students at premises other than the Restricted Premises (e.g., Training of a client's staff at the client's premises) must liaise with the College CEO about the details of their assignment. Trainees must be fully vaccinated, and the environment must be COVID-safe.
- The College requires the work placement, on the job training and outdoor class venues used for course delivery to provide a copy of their COVID-19 Safety Plan and to confirm that their staff have been fully vaccinated.

Queensland
The College strongly recommends all staff seek full vaccination.

Victoria
- Since 15 October 2021, to work on the College's premises, or other premises where students are trained (e.g., client's premises where client's staff are trained) staff must:
  – be fully vaccinated, or
  – have received the first dose and have a booking to receive the second dose by 26
  – November 2021, or
  – haven't received any doses but have a booking to receive the first dose by 22 October 2021.

  Proof of vaccination must be provided by 22 October 2021.

- From 5 November 2021, no staff, students or any visitors will be allowed into any college premises ('Restricted Premises') in Victoria unless that person has been fully vaccinated.
- Restriction in accessing the premises also applies to people with a COVID-19 Vaccine Medical Contraindication certificate. However, cases wherein a State Government approved form is provided will be reconsidered on a case-by-case basis.
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- Staff required to train students at premises other than the Restricted Premises (eg. Training of a client's staff at the client's premises) must liaise with the College CEO about the details of their assignment. Trainees must be fully vaccinated, and the environment must be COVID-safe.
- The College requires the work placement, on the job training and outdoor class venues used for course delivery to provide a copy of their COVID-19 Safety Plan and confirm that their staff have been fully vaccinated.

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Response to COVID-19 Exposure on Campus

New South Wales, Queensland, South Australia, and Western Australia

Note: The responsibilities of the Senior Manager, Student Services indicated below are delegated to the General Manager for Brisbane Campus, to the CEO for South Australia Campus and to the Operations Manager for Perth Campus.

1. Notification of confirmed case of COVID-19
   - The staff or student to notify their Department Head or teacher, respectively, if they have tested positive to COVID-19.
   - The Department Head or teacher to notify the Senior Manager, Student Services.

2. Notify management
   - The Senior Manager, Student Services to notify the Group Managing Director and Chief Executive Officer, Mr. Christopher Campbell and the Deputy Group Managing Director and Group Chief Operating Officer, Ms. Gabriela Rodriguez about the possible exposure of the workplace to COVID-19.

 3. Seek advice and assess the risks
   - The Senior Manager, Student Services to seek government health advice by calling the state or territory helpline (See https://www.health.gov.au/about-us/contact-us/local-state-and-territory-health-departments)
   - Follow the advice of the state and territory public health unit.
   - The National Coronavirus Helpline on 1800 020 080 which operates 24 hours a day, seven days a week, may also be contacted. The National Helpline can provide advice on when and how to seek medical help or about how to get tested for COVID-19.
   - Keep a record of the current contact details for the person and make a note about the areas they had been in the workplace, who they had been in close contact within the workplace and for how long.
   - The state or territory WHS regulator may also be able to provide specific WHS advice on the situation.

4. Clean and disinfect

   - Follow the advice of public health unit and close off the affected areas and do not let others use or enter them until they have been deep cleaned and disinfected. Open outside doors and windows if possible, to increase air flow.
   - All areas, for example offices, bathrooms, kitchens and common areas and equipment or Personal Protective Equipment (PPE) that were used by the person concerned must then be thoroughly cleaned and disinfected.
   - The state and territory public health unit may also provide the College with further information about how and where to clean. The Senior Manager, Student Services arranges for those instructions to be followed.

Note: There is no automatic requirement to close an entire campus following a suspected or confirmed case of COVID-19. It may be unnecessary if the person has only visited parts of the campus or if government health officials advise you the risk of others being exposed are low.

5. Identify and tell close contacts

Note: The state or territory public health unit will identify close contacts of a confirmed COVID-19 case and provide them with instructions, for example, in relation to quarantine requirements.

- For the purposes of undertaking a workplace risk assessment and to assist the state and territory public health unit, consider who the affected person may have had recent close contact with. If instructed by health officials, Senior Manager, Student Services arranges to contact close contacts to advise them that they may have been exposed to COVID-19 and the requirements for quarantine. The privacy of all individuals involved is maintained.

6. Review risk management controls
- Review the COVID-19 risk management controls, in consultation with the staff, and assess and decide whether any changes or additional control measures are required.

Reference: https://www.nsw.gov.au/covid-19/business/linked-with-positive-case

Victoria

In Victoria, there are specific regulations to be complied with if there is a confirmed case of COVID-19. In such events, the CEO must:

Immediately
1. Direct the staff to return home and isolate immediately, whether or not they have symptoms. Once home, the staff must wait for further instructions from the Victorian Department of Health.
2. Notify the department by completing the Employer COVID-19 Notification Form and emailing covidemployernotifications@dhhs.vic.gov.au. If the Department of Health has not made contact within 24 hours of notification, the CEO will call 1300 651 160.
3. Notify staff, contractors and students, where relevant, that there is a confirmed case.
4. Report the incident via online form to WorkSafe.

Within 48 Hours
1. Complete the Workplace Risk Assessment.
2. Identify workplace close contacts by completing the Close Contact Spreadsheet. The department will review the spreadsheet to confirm and identify any additional close contacts.
3. Submit the Workplace Risk Assessment and Close Contact Spreadsheet by emailing covidemployernotifications@dhhs.vic.gov.au.
4. Notify identified close contacts and request for them to quarantine and watch for symptoms. The Department of Health will also contact close contacts to explain what they need to do, offer assistance, and offer support to them for their quarantine period.
5. Consider closing or vacating the campus if required. The Department of Health will work with you on the measures you need to take and provide information when it is safe for your business to reopen.
6. Deep clean the workplace or areas identified in the Workplace Risk Assessment.

Reference: https://www.coronavirus.vic.gov.au/confirmed-case-workplace

WHS Incident Notification

New South Wales

The Senior Manager, Student Services must notify SafeWork NSW of the following:
- a case of COVID-19 arising out of the conduct of the College or undertaking that requires the person to have immediate treatment as an in-patient in a hospital, and
- any confirmed infection to which the carrying out of work is a significant contributing factor.

Notification is made by calling SafeWork NSW on 13 10 50.

Queensland

In the event that there is a confirmed case or probable case of COVID-19, Queensland Health will be notified by the medical professional who confirms the diagnosis.

The General Manager, in liaison with the Senior Manager, Student Services, must notify Workplace Health and Safety Queensland (WHSQ) of a confirmed or probable case of COVID-19 as diagnosed by a medical practitioner and arising out of the conduct of the College or undertaking:
- that requires the person to have immediate treatment as an in-patient in a hospital; or
- to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work that involves providing treatment or care to a person, or that involves contact with human blood or bodily substances.

To raise a concern about a work health and safety issue, use our online form or call 1300 362 128.

South Australia

The CEO must notify the SafeWork SA of a case of COVID-19 if the case can be reliably attributed to workplace exposure, and either:

- results in treatment by a doctor within 48 hours of exposure to a substance (e.g. airborne contaminants, human substances), or
- death.

Notification to SafeWork SA can be made using the incident notification form which can be submitted online or emailed to notifications.safework@sa.gov.au. Alternatively, call SafeWork on 1300 365 255.

Victoria

The CEO must notify WorkSafe Victoria of the following:
- a case of COVID-19 has occurred in the workplace and where it is the cause (or one of the suspected causes) of a death at the campus
- an employee or an independent contractor engaged by the College or any employee of the independent contractor has received a confirmed COVID-19 diagnosis and has attended the campus within the infectious period
- a self-employed person has received a confirmed COVID-19 diagnosis and has attended the workplace within the infectious period

Western Australia

The Operations Manager, in liaison with Senior Manager, Student Services, must notify a case of COVID-19 to the Department of Mines, Industry Regulation and Safety, WorkSafe where it is the cause (or suspected causes) of a death at a workplace.

The College is not required to notify non-fatal incidents of COVID-19 to the Department of Mines, Industry Regulation and Safety, WorkSafe as WA Health are already notified of confirmed cases by medical practitioners.

Notification is made by calling 1800 678 198.

Reference:https://www.safeworkaustralia.gov.au/sites/default/files/2021-08/COVID_Incident_Notification_Fact_Sheet-18_August_2021.pdf

Monitoring of WHS Compliance
- Review of the WHS Plan for COVID-19 which include actively promoting social distancing, good hand and respiratory hygiene, and increased cleaning of common areas, frequently touched surfaces and shared workstations within the work environment.
- Monitor the COVID-19 situation as it develops, relying on information from authoritative sources such as health authorities.