

## 1. Purpose

The purpose of this procedure is to provide information and processes to effectively control risks associated with working in and around Infectious Diseases

## 2. Responsibilities

Managers/Supervisors

- Managers are responsible for ensuring the development and implementation of Management Systems, Policies and Procedures;
- Providing and maintaining appropriate facilities and resources to ensure a safe and healthy work environment;
- Providing clear and consistent supervision, instruction and training;
- Ensuring that workers, contractors, visitors and volunteers under their control are aware of, and comply with Management Systems, Policies and Procedures;
- Undertaking Assessments of service users' homes formally.

All Workers

- Follow any instructions given to them for Workplace Health and Safety;
- Inform the Supervisor of any concerns/problems;
- Report all identified hazards/risks to the Supervisor;
- Take reasonable care to ensure that they do not place themselves or others at risk of injury or illness;
- Contacting their Workplace Manager, if there are known historical WH&S risks associated with a particular visit, to discuss:
  - the particular WH&S risks associated with the visit; and
  - the measures in place to control or reduce the level of risk.
- Recording their departure, location and expected time of return on an offsite register, diary sheet, calendar or equivalent system used in the local workplace.

## 3. Forms/Documentation

Form

Self-Assessment Form

## 4. References

Government Authorities and Media advise and warnings

## 5. Definitions

Nil

### 6. Process

Working in and around potential Contaminated areas of COVID 19 may occur within Jayden Enterprises Pty Ltd. Consequently, Jayden Enterprises Pty Ltd has workplace safety obligations under current Legislation.

Before commencing services, important issues need to be considered to Safeguard against infection or infecting others. To allow containment of the virus.

#### 6.1. Information/ Direction

Ensure all Government and Health authorities advise is adhered to regarding isolation or shut down notifications prior to any works being given out

#### 6.2. Self-Assessment

A Self-assessment is to be carried from the onset of the Virus notification and monitored at weekly intervals. If symptoms occur at any stage, self-isolation is mandatory and reported to the company supervisor/manager. Consult Doctor and prior to returning to work a clearance certificate is required.

#### 6.3. Notification

Prior to attending site, the site contact is contacted, and the following questions asked

- Has anyone at the property travelled overseas or been in contact with a person that's has been confirmed or showing symptoms of the virus.
- Does anyone at the property have any flue like symptoms.
- Inform them that the service person will require the property inhabitants to remain 1.5mt away always.

#### 6.4. Prior to entry

- Gloves are to be worn
- Mask are advised to be worn at your own discretion unless prior informed

#### During works

- Area is to be disinfected
- Area taped or barricaded off
- Occupants to remain clear of working area
- Ensure you do not touch your face during the works

#### Completion

- Place all waste in disposable bags or wrap
- Disinfect all tools and equipment used
- Disinfect Area
- Remove PPE and dispose of in disposable bag
- Wash and disinfect hands face as well as boots if required

#### 6.5. Works at confirmed Case

**Note: These works will only be of an emergency nature such as**

- **Electrical that could cause harm or death**

- **Plumbing that could cause harm flooding or be deemed to be a health hazard**
- **Building work that may cause harm of is in risk of collapsing or failing**
- **Asbestos Make safes where fibres will be released if not attended**
- **Legislated mandatory testing**

The manager/ owner of the company is to be consulted and a safe work plan formulated which will include but not limited to the following:

### **Prior to entry**

- A full piece suite including hood is to be worn prior to entry
- Gloves are to be worn prior to entry which are to be taped at the wrist
- Boot covers are to be worn which are to be taped at the top
- A fit test mask is to be worn
- The occupants are to remain isolated in a separate room from the works.

### **Site Set up**

- Area disinfected and cleaned wipes to be disposed of in disposable bag
- Works to be carried out

### **Completion of works**

- All waste is to be disposed of in disposable bags or wrapped
- Area cleaned and disinfected
- All tools and waste bags to be wiped down

### **Clean up**

- Remove boot covers and place in disposable bag
- Remove suite and hood and place in Bag
- Disinfect gloves remove mask and wipe down
- Remove Gloves and place in bag

### **6.6. Disposal**

- **Dispose of waste in approved waste bin (not in customers Bin)**

### **6.7. External work**

- Barricade or tape off work area
- Maintain 1.5 mt distance from all personnel
- Disinfect if required
- Clean area after completion
- Wash and disinfect hands after completion

### **6.8. Contact with a Positive Case**

If Jayden is notified by personnel or a client that a worker has been in contact with someone that has tested positive to COVID-19, they will be required to self-isolate as per government requirements until a negative test is able to be confirmed. Incident Report to be completed if this event occurs.



## 6.9. Positive Test Notification

In the event of a positive test within Jayden Enterprises, all workers will be required to cease work immediately and self-isolate. Jayden Enterprises will work with relevant authorities to ensure correct advice is provided on the handling of a positive test. All facilities and equipment to be commercially cleaned as advised by relevant authorities. Incident Report to be completed if this event occurs.

## 6.10. Workcover

If confirmation is received that a worker's exposure to COVID-19 has occurred in the course of their employment, whether at or away from place of employment, then WorkCover will need to determine if employment was 'a significant contributing factor' to the confirmed COVID-19 diagnosis. WorkCover will obtain medical information to help make this determination. Workers are able to complete application online.

**This SWP does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.**

I have read and understood this procedure:		
Date:	Name:	Signed: