

## AUSTRAIN ACADEMY COVID-19 WHS Policy

### What is the purpose of this policy?

We take the welfare and wellbeing of our employees, students and clients seriously. This policy outlines our strict procedures for staff, students and clients who are required to attend Austrain Academy during the COVID-19 pandemic. This policy should be read in conjunction with our [Covid-19 Safety Plan](#). All information is current as of October 2021.

### Government directives and the law

This policy represents our approach to dealing with the COVID-19 pandemic. However, this policy is in all respects subject to any overriding Government directive or law.

We refer you to the various Government websites (both Federal and State) which contain up-to-the-minute information on Government policy on COVID-19.

<https://www.nsw.gov.au/covid-19>

<https://www.health.gov.au>

### What are the entry requirements at Austrain Academy?

Current entry requirements include sign in via the Service NSW App & Austrain Academy QR code.

The wearing of masks is required at all times (or as mandated by NSW Public Health Orders) whilst within Austrain Academy premises.

To attend Austrain from 1<sup>st</sup> December 2021, you will be required to be:

- a. Fully vaccinated for COVID 19 (and be able to provide proof in an [acceptable format](#) ) OR
- b. Have a documented medical exemption (Evidence of your [medical exemption](#) must be from a medical practitioner in the form approved by the NSW Chief Health Officer.)
- c. Be well and not displaying any [Covid-19 symptoms](#)
- d. Not designated a close contact of a confirmed Covid Case; awaiting Covid test results or attended a destination designated a “hot spot” under Public Health orders in the last 14 days

In the event that you are unable to comply with the above policy we reserve our right to refuse entry. Students that are unable to comply with this policy are encouraged to discuss their personal circumstances with Austrain Academy staff and they may need to contact the Australian Apprenticeship Centre to discuss a transfer of registered training organisation.

## Measures we are taking to keep you safe at Austrain Academy

To promote the health and safety of those persons who are required to attend Austrain Academy, we will:

- Endeavour to provide and maintain a safe working environment for all stakeholders;
- Provide information, instruction and supervision to you so far as we can to promote your health and safety;
- Provide adequate facilities for you to practice good hygiene. This includes hand sanitiser, soap, disinfectant spray, tissues, and where relevant, face masks;
- Consult with you about work health and safety issues relevant to this outbreak;
- Integrate work health and safety issues into all of our decision making;
- Put in place mechanisms for monitoring work health and safety issues; and
- Take any health concerns raised by you seriously.

## What specific measures do we expect you to take?

While attending Austrain Academy, you must:

- Follow all aspects of this policy;
- Take reasonable care to ensure your own health and safety, and that of your colleagues;
- Not place others at risk or jeopardise the safety of our work environment by any act or omission. For example, coming to Austrain Academy while unwell.
- Follow any safe work procedures or protocols that we implement from time to time;
- Cooperate with us to meet our statutory work health and safety obligations;
- Observe social distancing at all times;
- Not attend Austrain Academy if you feel unwell or if you believe you may have come into contact with someone who is unwell;
- Regularly take steps to clean up or wipe down any surfaces that you have used;
- Practice cough etiquette (keep away from other people, cover coughs and sneezes with disposable tissues or clothing); and
- Wash your hands thoroughly and regularly.

## What specific measures are we taking?

Whilst at our workplace, you will be required to follow social distancing rules. Such steps include:

- Distancing yourself from others who may be required to attend Austrain Academy;
- If you are working near others, ensuring that you are at least two (2) metres away where practicable);
- Not shaking hands to greet others;
- Smaller class sizes;
- Promoting good hand, sneeze and cough hygiene;
- Using hand sanitiser frequently;
- Regularly cleaning and disinfecting surfaces that many people touch;

- Opening windows /doors and avoiding the use of air conditioning;
- Provide advice to relevant stakeholders if a Covid-19 case attends Austrain Academy according to the [latest risk assessment advice](#).
- Hand sanitiser and hand-washing liquid are readily available for your use throughout Austrain Academy.

## What if I am diagnosed with COVID-19?

If you are diagnosed with COVID-19, you must

- Immediately inform us via email or a telephone call;
- **Not attend Austrain Academy** under any circumstances; and
- Follow the advice of your medical practitioner / NSW Health.

## Should I attend Austrain Academy if I think that I may be diagnosed with COVID-19?

If you think that you may have symptoms of coronavirus, you should immediately do the following:

- Inform us via email or a telephone call;
- **Not attend Austrain Academy** under any circumstances; and
- Immediately seek testing / medical advice.

You should not return to Austrain Academy until you have received medical advice that you are not infected, and that it is safe and appropriate for you to return to work / training.

## What should I do if I am at Austrain Academy and I start feeling sick?

If you are feeling unwell while here, you must immediately notify your trainer / supervisor. If we form a reasonable view that you are unwell, you will be directed to go home.

## How will my personal information be used?

Health records / personal information obtained for the purposes outlined in this policy will be kept securely and only disclosed to authorised personnel.

See our Privacy Policy available at <https://www.austrainacademy.com.au/info/our-policies>

## Is there someone I can discuss this policy with?

You can discuss this policy with our Director, John Crittenden on [john@austrainacademy.com.au](mailto:john@austrainacademy.com.au)