

Primar COVID-19 Workplace Health and Safety Policy

1 Overview

- (a) **Primar** (“the Company”) provides a work environment which aims to ensure the health, safety, respect and productivity of all employees. The obligations under this policy reflect the importance of ensuring a safe and healthy workplace and the responsibilities that all Primar staff have for their own health and safety and the health and safety of others. It is agreed and acknowledged by the Company, its Employees and Contractors that they will follow all Government and NSW Health advice and take all necessary precautions to limit the risk in spreading COVID-19 within the workplace.

1.2

- (a) Failure to comply with this policy may result in the risk to the health of the employee, other employees, contractors and Clients as well as members of the public.

2 Scope

- (a) This policy applies to all Company employees, including those on work experience as well as any contractors, including the employees and agents of contractors supplying services to the Company (called “you” or “employees and contractors” or “workers” in this policy).

3 Background

3.1 What is COVID-19?¹

Coronavirus disease (COVID-19) is an infectious disease that is caused by a newly discovered form of coronavirus.

COVID-19 is a respiratory infection that was unknown before the outbreak that started in Hubei Province, China, in December 2019. Other known forms of coronaviruses include Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).

3.2 Symptoms of COVID-19

Symptoms of COVID-19 can range from mild illness to pneumonia. Some people will recover easily, and others may get sick very quickly

¹ Safe Work Australia – 7th July, 2020 <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>

The common symptoms of COVID-19 may include:

- fever
- coughing
- sore throat
- fatigue (tiredness), and
- difficulty breathing or shortness of breath

Most people infected with COVID-19 will have a mild to moderate illness and will recover without specialist medical treatment. Some people, such as those with medical problems or disease and older people, are more likely to suffer from more serious symptoms of the diseases.

3.3 How is COVID-19 spread?

- The most likely way someone will catch the virus is by breathing in micro-droplets a person close to them has released by sneezing, coughing –or just breathing out
- A person can, however, also catch it via the hand-to-face pathway: touching a surface where live virus material is present, then touching their mouth, nose or eyes
- Spread of COVID-19 is highest from people with symptoms
- Spread of COVID-19 before symptoms appear is less common

4 Responsibilities

4.1 All employees and contractors must:

- (a) Comply with this policy;
- (b) Observe all directions from the Company connected to this policy;
- (c) Ensure that action is taken to practise physical distancing in the office, clean own work space daily (when attending the office);
- (d) Self-quarantine at home (either after returning from travel or because of close contact with a confirmed case) for fourteen days;
- (e) Self-isolate for the prescribed formal period if they are found to have COVID-19 and not return to work until formally released by the local public health unit and/or your treating clinician;
- (f) Immediately notify the Company if they have tested positive to coronavirus, or are suffering from any known symptoms or have been in close contact with any person known to have tested positive or been in close contact with anyone who has travelled overseas within the past fourteen days.

- 4.2 All employees and contractors must not:
- (a) Attend the office or their workplace if they are showing any covid-related symptoms or have themselves tested positive to coronavirus or have been in close contact with a confirmed case or have travelled overseas within the past fourteen days;
 - (b) Return to the office until they have completed a fourteen day quarantine period and did not develop any symptoms during the (either after returning from travel or because of close contact with a confirmed case) and have tested negative to the virus
- 4.3 For the purposes of this clause, and this policy, work means:
- (a) For employees, attending to their employment duties; and
For contractors, attending to the provision of services, pursuant to any written agreement between the Company and the contractor.
- 4.4 Responsibilities of management
- (a) The Company is responsible for ensuring this policy is implemented Company wide. This includes ensuring that:
 - (b) All employees and contractors are made aware and understand this policy;
 - (c) Any concerns or issues are addressed by an Employee, Contractor, third-party, or a Client are dealt with proactively and expediently to ensure the health and safety of all employees and contractors;
 - (d) Support is provided to employees, where appropriate and;
 - (e) Any suspected breaches of this policy are acted on promptly and in accordance with this policy.
- 4.5 Employee responsibilities
- Section 28 of the WHS Act imposes four specific duties on an employee.
- Whilst at work, employees must:
- (a) Take reasonable care of their own health and safety;
 - (b) Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
 - (c) Comply, so far as the employer is reasonably able, with any reasonable instruction that is given by the employer to comply with the WHS Act and the Work Health and Safety Regulations 2011;
 - (d) Co-operate and comply with the Primar COVID-safe Workplace Policy.

4.6 Company responsibilities

- (a) The Company will minimise, as far as reasonably practicable, the risk of exposure to COVID-19 by taking the following steps
 - (i) Consult with employees on health and safety matters relating to COVID-19;
 - (ii) Providing working from home arrangements;
 - (iii) Requiring employees to practise physical distancing, ensuring four square metre rule is observed in relation to office seating plan;
 - (iv) Requiring employees to practice good hygiene through training and well-stocked hygiene facilities & supplies;
 - (v) Staggering shift start and end times wherever possible;
 - (vi) Requiring employees to stay home when sick, and
 - (vii) Cleaning the workplace regularly and thoroughly.

5 Disciplinary action

- 5.1 Employees and Contractors must comply with this policy at all times.
- 5.2 If an employee or contractor is found to have breached this policy, they may be subject to disciplinary action. The type and severity of the disciplinary action will depend upon the circumstances of the case and the seriousness of the breach. In some cases, this may include termination of employment.
- 5.3 Examples of disciplinary action that may be taken (but are not limited to):
 - (a) Performance counselling;
 - (b) A formal warning;
 - (c) Suspension;
 - (d) Demotion;
 - (e) Termination of employment
- 5.4 Agents or contractors (including temporary and casual contractors) of the Company who are found to have breached this policy may have their contracts with the Company terminated, or not renewed.