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| **Part A – General Information on COVID-19 Risk assessment documentation** | | | | |
| **Title of Risk Assessment** | COVID-19 | |  |  |
| **Location:** | Office of Parliamentary Counsel | | **Date Created:** | 11 June 2020 |
|  | | **Review Due:** | Monthly |
| **Version control** | V04 | | | |
| **Person(s) Leading:** | Name: | Sue Pedder | Position: | Director of Human Resources |
|  |  |  |  |
| **Manager / Supervisor** | Name: | Steve Campbell | Position: | General Manager Corporate Services |
| **Other people involved / consulted:** | Name: | Peter Quiggin | Position: | First Parliamentary Counsel |
| Name: | Meredith Leigh/Keith Byles | Position: | Second Parliamentary Counsel |
| Name: | Aasha Swift | Position: | General Manager Publications |
| Name: | Louise Finucane/Bronwyn Livermore | Position: | Second Assistant Parliamentary Counsel |

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| **Part B - Risk Assessment Documentation Approval** | | | | |
| **Risk assessment created by Sue Pedder** | | | | |
|  | | | **Name** | **Date** |
| Person completing the risk assessment | | | Sue Pedder | 11 Jun 2020 |
| **Highest Residual Risk in Part C, Accepted by** | | | | |
|  | **Approver** | **Name** | | **Date** |
| **High** | First Parliamentary Counsel | Peter Quiggin PSM | | 11 June 2020 |
| **Medium** | First Parliamentary Counsel | Peter Quiggin PSM | | 11 June 2020 |
| **Low** | First Parliamentary Counsel | Peter Quiggin PSM | | 11 June 2020 |

COVID‑19: Workplace health and safety   
risk assessment for return to work

Background

National COVID‑19 safe workplace principles

1. On 24 April 2020, the National Cabinet agreed to ten [*National COVID‑19 Safe Workplace Principles*](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/other-resources/national-covid-19-safe-workplace-principles) to support the development of nationally‑consistent, industry‑specific work health and safety guidance on COVID‑19. This guidance is being developed and endorsed through Safe Work Australia.

Roadmap to a COVIDSafe Australia

1. On 8 May 2020, the National Cabinet finalised a [three‑step plan](https://www.pm.gov.au/sites/default/files/files/three-step-framework-covidsafe-australia.pdf) to gradually remove restrictions that have been put in place because of COVID‑19. This roadmap outlines the steps that will be taken to work towards the National Cabinet’s goal to have a sustainable “COVID safe” Australia in July 2020.
2. States and Territories will move through the stages of the roadmap at different times, based on the circumstances in their jurisdictions. As at 27 May 2020, the [Australian Capital Territory](https://www.covid19.act.gov.au/__data/assets/pdf_file/0007/1551778/CV_Roadmap_Recovery-plan_ease-of-restrictions_0.4.1.pdf) will move to stage 2 of the plan from 29 May 2020 and to stage 3 of plan from mid-July 2020.
3. Under step 1 of the plan employees should work from home where possible. Under step 2 of the plan, employees can work from home if this works for the employee and the employer. Step 3 of the plan contemplates a full return to the workplace if it is COVID safe to do so.

APSC Circular 2020/5: Preparing for a COVID‑safe transition for APS workplaces

1. Following the release of the roadmap, on 8 May 2020, the Australian Public Service Commission (the APSC) released [*Circular 2020/5: Preparing for a COVID‑safe transition for APS workplaces*](https://www.apsc.gov.au/circular-20205-preparing-covid-safe-transition-aps-workplaces). The circular requires APS agencies to develop a transition plan to facilitate the transition of employees to usual workplaces.
2. A transition plan should be tailored to the particular circumstances of the agency, and be consistent with the *National COVID‑19 Safe Workplace Principles.* On 22 May 2020, First Parliamentary Counsel released a draft COVIDSafe transition plan for consultation. The transition plan will be considered at the Workplace Consultative Committee meeting on 4 June 2020.

Department of Health and Safe Work Australia websites

1. In preparing this risk assessment, the websites of the Department of Health (<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>) and Safe Work Australia (<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>) were consulted for advice on transmission of COVID-19 and safe work practices for the workplace.

Risk assessment

1. Consistent with OPC’s transition plan, APSC Circular 2020/5 and National COVID‑19 safe workplace principle three ‑ businesses must ... assess the way they work to identify, understand and quantify risks and to implement and review control measures to address those risks ‑ the purpose of this risk assessment is to understand and quantify the risks that are particular to OPC as a workplace in transitioning employees back to usual working arrangements, and to outline the control measures that have been and will be put in place to address those risks. This risk assessment will continue to be monitored as the COVID‑19 situation develops. Most of the risks identified through the risk assessment, and the control measures to address those risks, are included in OPC’s COVIDSafe plan and transition plan. Staff were consulted on these documents through the WCC.
2. Office Procedural Circular 2.3 *Risk Management framework, processes and plans* (S01DC224.V69) provides that risks are to be assessed by determining both the consequence and likelihood of the particular risk.

The hierarchy of controls mentioned in regulation 36 of the *Work Health and Safety Regulations 2011* was referred to in identifying control measures. Due to the nature of the workplace, and the need to have the majority of staff in the office as essential workers, it was not possible to eliminate the risk of COVID-19 in the workplace. Instead, the control measures were aimed at isolating staff from the risk of COVID-19 (with some administrative controls taken in the form of measures to educate staff). Personal protective equipment in the form of face masks and gloves is also available in the workplace.

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| **LIKELIHOOD** |  | **CONSEQUENCES** | | | | |
| Insignificant  1 | Minor  2 | Moderate  3 | Major  4 | Catastrophic  5 |
| 5 (almost certain ‑ expected to occur in most circumstances) | M | H | E | E | E |
| 4 (likely ‑ probably occur in most circumstances | M | H | E | E | E |
| 3 (possible ‑ could occur at some time) | L | M | H | E | E |
| 2 (unlikely ‑ not expected to occur) | L | M | M | H | E |
| 1 (rare ‑ exceptional circumstances only) | L | L | M | H | H |

1. Further meaning to the categories of “consequences” (taken from Attachment B to Office Procedural Circular 2.30) is as follows:

|  |  |
| --- | --- |
| **5**  **Catastrophic** | Outputs: Greater than 10% impact on targets  Resources: Death of staff, financial loss in excess of $1M, destruction or serious damage to most assets  Reputation: Royal commission, national or international adverse publicity, serious embarrassment to government or complete loss of stakeholder confidence  Business Continuity: Loss of service capacity for more than 1 month  Compliance: Breach of Constitution |
| **4**  **Major** | Outputs: Between 5% and 10% impact on targets  Resources: Injury to staff, loss of critical mass of staff, financial loss up to $1M, destruction or serious damage to key physical or information assets  Reputation: Parliamentary inquiry, widespread adverse publicity causing embarrassment to government, ministerial intervention or serious loss of stakeholder confidence  Business Continuity: Loss of service capacity for up to 1 month  Compliance: Breach of Commonwealth law and regulations (including Standards) |
| **3**  **Moderate** | Outputs: Between 1% and 5% impact on targets  Resources: Permanent loss of key staff, financial loss up to $100K, damage to physical and information assets  Reputation: Ministerial question in Parliament, substantial adverse publicity or loss of stakeholder confidence, top management intervention  Business Continuity: Loss of service capacity for up to 2 weeks  Compliance: Failure to comply with Directions and Instructions |
| **2**  **Minor** | Outputs: Up to 1% impact on targets  Resources: Temporary loss of key staff, financial loss up to $10K  Reputation: Some adverse publicity or loss of stakeholder confidence, major review of current policies and procedures instigated  Business Continuity: Loss of service capacity for up to 1 week  Compliance: Failure to comply with Guidelines |
| **1**  **Insignificant** | Outputs: No impact on targets  Resources: No impact or low financial loss  Reputation: Internal impact only, no adverse publicity or loss of stakeholder conflict, managed by existing policies  Business Continuity: Loss of service capacity for up to 1 day  Compliance: Failure to comply with internal instructions |

1. The table titled “PART 1 ‑ RISK IDENTIFICATION” details the risks that are involved in transitioning OPC staff back to usual working arrangements in the COVID‑19 environment, and rates those risks according to their likelihood and consequences without any control measures being put in place.
2. The table titled “PART 2 ‑ RISK CONTROL” details the controls that are currently in place, and that will be put in place, to mitigate the risks that have been identified, and provides a revised risk rating taking account of those controls.

| **PART 1 ‑ RISK IDENTIFICATION** | | | | |
| --- | --- | --- | --- | --- |
| **Risk ref.** | **Risk Sources and consequences** | **Assessment of risk (uncontrolled)** | | **Risk rating (uncontrolled)** |
| **Consequence** | **Likelihood** |
| 1 | **OPC STAFF MEMBER TRANSMITS/CONTRACTS COVID‑19 IN THE WORKPLACE**  **Sources:** ‑ surfaces (eg. kitchens (taps, handles, fridges, microwaves, coffee machine, shared cutlery and crockery, shared milk/tea/coffee facilities); bathrooms; print rooms (screens on printers, staplers and other shared stationary); meeting rooms; door handles; buttons in lifts; hard copies being handled by multiple staff (eg. editorial mark ups); individual workstations being used by multiple staff (including IT staff supporting other staff); shared spaces (lunch table, chairs in break out area, newspapers and magazines); public transport for commute to and from work) ‑ airborne particles (eg. density of staff in open areas (kitchens, bathrooms, hallways, Publications area and builders working on accommodation project); staff all arriving or departing the office at once; other persons arriving or departing the building at once; close contact in shared areas such as elevators, kitchens, bathrooms, meeting rooms and hallways; meetings of longer than 2 hours (even where social distancing maintained); public transport for commute to and from work; builders during construction work ‑ staff coming to work with symptoms of COVID‑19, or having been confirmed as having COVID‑19, but who are not yet cleared by a medical professional  **Consequences:** ‑ negative health implications for person who contracts COVID‑19 ‑ isolation of further staff if they are confirmed contacts ‑ anxiety and concern for other staff ‑ anxiety around returning to the office ‑ closure of office for deep cleaning ‑ costs involved with cleaning ‑ need to provide increased support and guidance for staff ‑ negative impacts on productivity  -impact on first aid officers or fire wardens. | 3  Moderate[[1]](#footnote-1) | 3  Possible | H |
| 2 | **STAFF MEMBER UNABLE TO RETURN TO THE OFFICE**  **Sources:** ‑ staff member has COVID‑19 ‑ staff member is a confirmed contact of a person who has COVID‑19 ‑ staff member is experiencing COVID‑19, cold or flu like symptoms ‑ staff member is awaiting test results for COVID‑19 ‑ staff member is in a high risk category for COVID‑19 ‑ family of a staff member is in a high risk category for COVID‑19 ‑ staff member’s caring or other responsibilities prevent the staff member from returning to the office (eg. due to childcare or school closures)  **Consequences:** ‑ possible negative physical and mental health consequences for the staff member who is unable to return to the office ‑ WHS concerns in relation to work set up at home ‑ costs involved in setting up staff to work from home for longer periods of time (including workplace station assessments and the need for monitors and printers) ‑ feelings of social isolation or demotivation ‑ productivity may be affected (ie. if inability to work is due to caring arrangements) ‑ for staff in critical roles that require a physical presence in the workplace (ie. IT staff), staff member is not available to support the work of the office ‑ security of documents and assets potentially compromised (as compared to controls that are in place in the workplace) ‑ strain on ICT resources, including ICT staff, needed to support staff working from home (including where this is done outside the standard 9am‑5pm work day) ‑ corporate services projects stalled due to resources being devoted to support those working from home - impact on first aid officers or fire wardens. | 2  Minor | 3  Possible | M |
| 3 | **OPC’S DRAFTING AND PUBLISHING FUNCTIONS ARE COMPROMISED**  **Sources:** ‑ the strains that are placed on staff during the COVID‑19 pandemic, whether personally or in the workplace, may affect the quality of the products that are delivered ‑ with the rapidly changing environment, there has been an increased number of complex and urgent Bills and instruments that need drafting and registering, often out of hours. These timeframes may affect the quality of the final product.  **Consequences: ‑** reputational risk to OPC within government, by the Parliament, by Ministers and the broader public ‑ risks around legislation being legally effective | 3  Moderate | 3  Possible | H |
| 4 | **FEELINGS OF ISOLATION OR DISCONNECTION**  **Sources:** ‑ staff member is unable to return to the office ‑ supervisor or supervisee of staff member is unable to return to the office ‑ reduced social contact due to physical distancing restrictions, staged return to work and limitations regarding non‑OPC staff entering the workplace (ie. reduced face‑to‑face meetings with instructors) ‑ normal workload or working practices are negatively affected by the COVID‑19 environment (including increased or decreased workloads)  **Consequences:** ‑ reduced productivity ‑ disengagement with colleagues and the office ‑ negative effects on mental and emotional health and wellbeing | 2  Minor | 3  Possible | M |
| 5 | **ANXIETY**  **Sources:** ‑ concerns around contracting COVID‑19 (including concerns for family and friends) ‑ juggling work and caring responsibilities ‑ financial concerns (including if a family member has lot their job or is working reduced hours) ‑ unable to visit family or friends (due to border closures or other COVID‑19 restrictions) ‑ concerns around transitioning back to usual working arrangements  **Consequences:** ‑ negative physical, psychological and emotional outcomes for staff member ‑ reduced productivity ‑ increased strain on supervisor of staff member, including needing to have sensitive or difficult conversations, or needing to reallocate work to others within the team or the broader office | 2  Minor | 4  Likely | H |
| 6 | **BURN OUT OF STAFF**  **Sources:** ‑ staff not taking necessary breaks or leave (ie. holding on to annual leave until such time as border closures, travel restrictions and other COVID‑19 restrictions are eased) ‑ increased workloads of some staff because of caring arrangements (or other circumstances) of other staff ‑ challenges from not working in usual working environment (can be tiring and difficult to work from home and to switch off from work)  **Consequences:** ‑ negative physical, psychological and emotional outcomes for the staff member ‑ reduced productivity ‑ high leave balances become a financial liability for the agency | 2  Minor | 2  Unlikely | M |

| **PART 2 ‑ RISK CONTROL** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Related risk ref.** | **Controls** | **Who is responsible for implementing risk control?** | **Residual risk** | | **Risk rating (controlled)** |
| **Consequence** | **Likelihood** |
| **1**  **OPC staff member transmits or contracts COVID‑19 in the workplace** | Staff must not attend the workplace if they are experiencing COVID-19, cold or flu like symptoms, are awaiting COVID‑19 test results or have had a positive test for COVID‑19 but have not yet been cleared by a medical practitioner.  Staff who are highly vulnerable or who live with highly vulnerable household members will be working remotely. | Individual staff member | 3  Moderate[[2]](#footnote-2) | 2  Unlikely | M |
| Staged return to work ‑ minimising the number of staff in the office at any one time (increasing over time as the Australian Capital Territory moves through the three stages of the plan). | SMT setting polices and all staff complying with those policies | 3  Moderate | 2  Unlikely |
| Continuing to allow staff to work from home ‑ minimising the number of staff in the office at any one time during first two stages. | SMT and supervisors | 3  Moderate | 2  Unlikely |
| Increased cleaning and hygienic practices in shared areas, including: ‑ having the premises and chairs steam cleaned in May 2020; and ‑ all microwaves being deep cleaned in May 2020; and ‑ removing tea towels from the kitchens; and ‑ hand sanitisers being placed at entrances; and ‑ ensuring a continued supply of cleaning products for shared spaces and throughout the office; and ‑ cancellation of newspapers for use in shared spaces; and  - installing touchless soap dispensers and feminine hygiene units. | Karina Rasanen and Kathleen Kugler | 3  Moderate | 2  Unlikely |
| Individual staff members cleaning shared spaces after use (ie. cleaning kitchen benches, microwaves, lunch table where staff member was seated and conference rooms after use). | Individual staff member | 3  Moderate | 2  Unlikely |
| Increased cleaning and hygienic practices at individual work stations, including through individual staff members regularly cleaning their work stations (including desks, seat backs, keyboards, telephones, mice, light switches, in‑trays, tops of partitions, door handles, safe handles, whiteboard markers and personal items).  This will be facilitated by: ‑ all staff being provided with personal hand sanitiser, cleaning products and reminder checklists; and ‑ ensuring a continued supply of cleaning products for individual workstations. | Individual staff member  Karina Rasanen and Kathleen Kugler | 3  Moderate | 2  Unlikely |
| Minimising, to the extent possible, shared use of computers, laptops, phones and other workstation items. | All staff | 3  Moderate | 2  Unlikely |
| Clear and timely communication with staff in relation to COVID‑19 policies and practices, including in relation to the following: ‑ transitioning back to usual working arrangements; ‑ action that should be taken if a staff member is experiencing COVID‑19, flu or cold like symptoms, is being tested (or awaiting results) for COVID‑19, or is a close contact of a confirmed COVID‑19 case; ‑ actions that should be taken if there is a case of COVID‑19 in the workplace, including contact tracing and visitor log. | SMT  All staff for implementing those policies and practices | 3  Moderate | 2  Unlikely |
| Clear messaging around maintaining 1.5m distancing, including through: ‑ reducing the number of chairs in committee rooms and common areas; ‑ using posters and reminders throughout workplace to remind staff of physical distancing and hygiene rules. | Business support team (Elana Leske and Emma Newham) | 3  Moderate | 2  Unlikely |
| Maintaining social distancing at workstations as well as in shared spaces (including kitchens, bathrooms, print rooms and meeting rooms).  Social distancing will also be facilitated by: ‑ continuing to use ZOOM and other technologies for office meetings; and ‑ face‑to‑face meetings of more than 4 people needing to be approved by a member of SMT; and ‑ limiting the number of people in an individual office to no more than 3 people at the one time; and ‑ cake club remaining cancelled until further notice. | All staff | 3  Moderate | 2  Unlikely |
| Encouraging staff to download the COVIDSafe app. | FPC | 3  Moderate | 2  Unlikely |
| Closing the office for deep cleaning if there is a confirmed case of COVID‑19. | FPC | 3  Moderate | 2  Unlikely |
| Minimising non‑OPC staff from entering the workplace, and implementing appropriate controls in relation to those who do enter the workplace, including through: ‑ requiring that meetings with external stakeholders require prior approval of FPC; and ‑ cancelling face‑to‑face courses (ie. LPCs); and ‑ requiring a member of SMT to approve a visitor entering OPC’s premises; and ‑ staff screening visitors on arrival for COVID‑19 symptoms; and ‑ preventing visitors from entering OPC’s premises if they are experiencing COVID‑19 symptoms; and ‑ builders working on accommodation project confining their work to the corporate services area of the office, not allowing staff into those areas, and not allowing the builders to use other parts of OPC premises other than the bathrooms. | FPC  FPC Relevant staff member  Relevant staff member   Karina Rasanen and Kathleen Kugler | 3  Moderate | 2  Unlikely |
| Liaising with building owners and managers of other tenancies in the building to ensure COVID-19 safe practices are in place for common areas (including the car park, stair wells, foyer and lifts), including ensuring: ‑ that the air conditioning system has been assessed in relation to COVID and no ventilation adjustments are required; and ‑ that there will be social distancing floor markings and signage at lift waiting areas; and ‑ that hand sanitiser units are being considered for basement lift areas; and - that there is one full time cleaner on site who is conducting additional cleaning on high touch surfaces in common areas.  Communicating those practices to all staff. | Karina Rasanen | 3  Moderate | 2  Unlikely |
| Limiting the length of in person meetings to 2 hours at most (even where social distancing can be maintained). | All staff | 3  Moderate | 2  Unlikely |
| Ceasing to provide water and beverages for meetings. | Executive administration team (Liz Segeri and Debbie D’Elboux) | 3  Moderate | 2  Unlikely |
| Allowing staff who use public transport to adjust work hours to allow them to travel safely to and from work. | Supervisors | 3  Moderate | 2  Unlikely |
| Using supplementary air conditioning, where possible, for meetings held in conference rooms. | Staff member hosting the meeting | 3  Moderate | 2  Unlikely |
| OPC staff prevented from entering the area of the building that houses Corporate Services and the Register Redevelopers whilst construction work is being undertaken. | Karina Rasanen and Kathleen Kugler | 3  Moderate | 2  Unlikely |
| Constantly reviewing the office’s transition plan, and adjusting policies and practices, as the COVID‑19 situation changes over time. | SMT | 3  Moderate | 2  Unlikely |
| Requiring, and working with, the builders to develop and have a COVIDSafe plan. | Karina Rasanen and Kathleen Kugler | 3  Moderate | 2  Unlikely |
| **2**  **Staff member unable to return to the office** | Developing an engagement and support strategy to support those who will be unable to attend the workplace in the longer term. | SMT and the People Committee | 2  Minor | 3[[3]](#footnote-3)  Possible | M |
| Continuing to use ZOOM and other technologies for all staff meetings, drafter meetings and other kinds of meetings to ensure continued engagement between those who are working within the office and those working from home. | Meeting organiser | 2  Minor | 3  Possible |
| Providing staff who will be working from home for a long period of time with the equipment needed to enable them to effectively perform their work functions. | Steve Campbell and Andrew Newbery (ICT products and services) and business support team (Elana Leske and Emma Newham) in relation to stationary and other supplies | 2  Minor | 3  Possible |
| Complying with COVID‑19 restrictions, and OPC’s transition plan, to give staff a greater peace of mind regarding safety in returning to, or being in, the workplace. | All staff | 2  Minor | 3  Possible |
| Ensuring a physiotherapist conducts a workplace station assessment (physically or remotely) for those who are working from home for a long period of time. | Karina Rasanen and Kathleen Kugler | 2  Minor | 3  Possible |
| Ensuring staff are aware of, and act in accordance with, requirements in relation to the security of classified information. | Kathleen Kugler for distributing information and staff members working from home for acting in accordance with obligations | 2  Minor | 3  Possible |
| **3**  **OPC’s drafting and publishing functions are compromised** | Supervisors and team leaders constantly reviewing the workloads of staff, and allocating or re‑allocating tasks to spread the workload. | Supervisors | 3  Moderate | 3  Possible | H |
| Transparent engagement with stakeholders regarding OPC’s capacity to deliver outcomes in condensed timeframes. | FPC and supervisors | 3  Moderate | 3  Possible |
| **4**  **Feelings of isolation or disconnection** | Staged return to work (this will allow staff to feel socially re‑engaged whilst managing the risk of contracting or transmitting COVID‑19). | SMT | 2  Minor | 2  Unlikely[[4]](#footnote-4) | M |
| Continuing with more frequent all staff, all drafter, senior drafter, assistant drafter, publications and corporate services meetings, particularly whilst some staff are unable to return to the workplace. | Meeting organisers | 2  Minor | 2  Unlikely |
| Encouraging staff to engage in informal ZOOM meetings and other interactions with colleagues to maintain social connections and connections with the workplace. | SMT and supervisors | 2  Minor | 2  Unlikely |
| Adopting a flexible approach in relation to staff who are unable to return to the office on a full‑time basis, but who may be able to spend shorter periods of time in the office. | SMT and supervisors | 2  Minor | 2  Unlikely |
| Continued consultation with staff in relation to changing policies or practices regarding COVID‑19. | SMT and the WCC | 2  Minor | 2  Unlikely |
| Clear communication in relation to accessing the Employee Assistance Program (Benestar). | HR (Sue Pedder and Wendy Holroyd) | 2  Minor | 2  Unlikely |
| **5**  **Anxiety** | Constantly reviewing the office’s COVIDSafe plan and the transition plan, and adjusting policies and practices, as the COVID‑19 situation changes over time. | SMT | 2  Minor | 2  Unlikely | M |
| Developing an engagement and support strategy to support those who will be unable to attend the workplace in the longer term. | SMT and the People Committee | 2  Minor | 2  Unlikely |
| Regularly seeking out and acting on feedback from staff in relation to the implementation of the COVIDSafe plan and the transition plan. | SMT | 2  Minor | 2  Unlikely |
| Supervisors and colleagues regularly checking in on one another. | Supervisors and colleagues | 2  Minor | 2  Unlikely |
| Clear communication in relation to accessing the Employee Assistance Program (Benestar). | HR (Sue Pedder and Wendy Holroyd) | 2  Minor | 2  Unlikely |
| **6**  **Burn out of staff** | Encouraging, and enabling, staff to take leave. | SMT and supervisors | 2  Minor | 1  Rare | L |
| Adopting a flexible approach in relation to working arrangements (including hours of work and the time of day that those hours are worked). | Supervisors | 2  Minor | 1  Rare |
| Constantly reviewing the workloads of individual staff and allocating work, or reallocating work, to ensure that workloads are spread evenly across the office. | Supervisors | 2  Minor | 1  Rare |
| Individual staff members speaking with their supervisor, a member of SMT or HR (Sue or Wendy) if they are experiencing symptoms of burnout. | Individual staff member | 2  Minor | 1  Rare |
| Adopting an individualised and flexible approach to each individual staff member’s needs. | SMT and supervisors | 2  Minor | 1  Rare |
| Clear communication in relation to accessing the Employee Assistance Program (Benestar). | HR (Sue Pedder and Wendy Holroyd) | 2  Minor | 1  Rare |

1. 1 Based on advice issued by [Safe Work Australia](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/about-covid-19?tab=tab-toc-employer), most people infected with COVID-19 will have a mild to moderate illness and will recover without special medical treatment. Some people, such as those with underlying medical problems or disease and older people, are more likely to suffer from more serious symptoms of the disease. [↑](#footnote-ref-1)
2. 2 Based on advice issued by [Safe Work Australia](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/about-covid-19?tab=tab-toc-employer), most people infected with COVID-19 will have a mild to moderate illness and will recover without special medical treatment. Some people, such as those with underlying medical problems or disease and older people, are more likely to suffer from more serious symptoms of the diseases. [↑](#footnote-ref-2)
3. This likelihood rating is based on 28 staff members indicating that they or a family member have a particular vulnerability to COVID-19 (see the People Committee’s *2020 COVID-19 Employee Pulse Survey Report* - S20TP154.v10). [↑](#footnote-ref-3)
4. Likelihood will decrease as a greater number of staff are able to return to the workplace, and as all staff are able to work in the office at the one time. [↑](#footnote-ref-4)