

# Are you working in a COVID-19 Safe workplace?

- This checklist is to help ASU members ensure your work is safe.
- Your Organiser can help you review this with your colleagues in a union meeting.
- Based on the answers members can raise concerns together, ask for more information from your employer and help make your workplace safe.

\* This checklist is based on the Safe Work Australia COVID-19 tools and resources for workers and organisations, including the COVIDSafe Workplace Tool and the COVID-19 Model Code of Practice.



# 1 *Update and Review Continuity of Service Plan*

**IT'S IMPORTANT THAT ORGANISATIONS UPDATE AND REVIEW THEIR CONTINUITY OF SERVICE PLANS. WORKERS MUST BE CONSULTED ALONG THE WAY.**

Have workers been consulted on the organisation's continuity of service plan?

Has the plan been reviewed in light of restrictions being eased by Government, and the advice of public health authorities?

Has the organisation considered how the easing of restrictions may pose risks for clients, staff, visitors and others who use your facilities?

What are these risks and how could we minimise them?

Has the organisation reviewed the latest advice from the Government agencies that regulate your service? (e.g. the NDIS Quality and Safeguards Commission)

# 2 Preventing COVID-19

**ALL WORKPLACES NEED TO BE SAFE AND CLEAN TO PREVENT COVID-19 INFECTION. ALL WORKERS SHOULD BE INFORMED AND TRAINED ON GOOD HYGIENE AND INFECTION CONTROL THAT IS RELEVANT TO THE TYPE OF WORK YOU DO (E.G. DISABILITY SUPPORT WORK, OFFICE-BASED CASE MANAGEMENT WORK ETC).**

What practices are in place to maintain good hygiene at work (e.g. daily cleaning, disinfecting and hand washing)?

How will everyone (workers, clients, volunteers, visitors) stay physically distant in your workplace?

If your service provides direct care which is difficult to do while physically distancing – what training and support is there for workers and clients to prevent infection?

How will clients, staff, visitors and others who use your facilities be informed and consulted on your COVID-19 prevention practices?

Do all workers have access to paid sick leave or paid COVID-19 leave if they are unwell so they can stay away from others?

What support is being given to workers to get the flu vaccine?

What additional supports are provided to people who are more vulnerable to COVID-19? (e.g. alternative work arrangements for older workers or clients, and people with medical conditions)

# 3 *Responding to a COVID-19 infection*

**IT IS IMPORTANT THAT IF THERE IS A SUSPECTED OR CONFIRMED CASE OF COVID-19 AT WORK EVERYONE KNOWS HOW TO RESPOND QUICKLY AND EASILY.**

- Has a COVID-19 infection plan been developed that workers were consulted on and know about?
- What are the steps to take if a worker or client feels unwell with COVID-19 symptoms?
- What are the steps to take if a worker or client is confirmed as COVID-19 positive?
- How is the organisation keeping records of close contacts in workplaces in case of a confirmed infection? (including those in shared facilities)
- Who needs to be informed if an infection is confirmed (authorities, staff, clients) and who is responsible?
- If your service provides critical supports to a client with COVID-19, what training, support and PPE will be provided to staff?
- Has your organisation agreed to provide a COVID-19 Care Allowance to workers directly supporting a client with or suspected of having COVID-19?
- How will the workplace be appropriately cleaned and disinfected if someone with COVID-19 has been in the workplace?

# 4 *Changing the way you work*

**ORGANISATIONS MAY NEED TO ADAPT HOW WORK IS PERFORMED AND HOW SERVICES ARE PROVIDED IN ORDER TO MAINTAIN SAFE WORKPLACES FOR EVERYONE.**

**IT'S IMPORTANT THAT WORKERS HAVE A SAY IN HOW YOUR ORGANISATION CHANGES.**

Does physical distancing change the way your services or programs are provided?

What services are most difficult to maintain now and how could they be provided differently?

How could technology be used to provide new or different services?

What training could be provided to workers to provide new or different services?

Have workers been asked for ideas and consulted on changes?

What supervision and support is in place for workers continuing to work remotely?

Have the psychological health and safety risks of the COVID-19 pandemic been considered?

Have clients been consulted on their ideas about how they would like to receive and access services safely during COVID-19?

Have you had a union meeting to discuss the COVID-19 recovery for our sector and the supports our sector needs to help the community during this time?

## Remember!

Organisations must consult with workers about their COVID-19 plans and before implementing any change that affects your job, your hours or roster, your responsibilities or location of work. Talk to your ASU Organiser about the best practice guidelines for consultation during COVID-19. These were developed by the Union with the industry in the Fair Work Commission.

By your side

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**SERVICES  
UNION**  
NSW & ACT SERVICES

**02 9310 4000 | [asumembers.org.au](http://asumembers.org.au) | [help@asu.org.au](mailto:help@asu.org.au)**

Authorised by Natalie Lang, Australian Services Union NSW & ACT (Services) Branch,  
39-47 Renwick Street, Redfern NSW 2016