Skills Training & Engineering Services Pty Ltd

27 Sphinx Way, Bibra Lake, Western Australia 6163
Phone 08 9418 8555 / 08 9418 8486
Email info@stes.com.au / kamal@stes.com.au

STES Pandemic Response Plan

The STES Pandemic Response Plan has been created to prepare for respond to a pandemic outbreak (eg: COVID-19) in an appropriate and timely manner. STES remains responsible for providing a safe working/training environment for staff and students.

The Plan's key objectives include:

1. Achieving effective preparation and response through clarity, process familiarity and confidence for staff and stakeholders.
2. Sharing appropriate information, from official sources with staff and stakeholders in a timely manner.
3. Modifying business operations and procedures to protect staff, clients and stakeholders.

Introduction

This plan is designed to help STES minimise the risk that a pandemic poses to the health and safety of staff and stakeholders, the continuity of STES operations and their bottom line.

At STES, we aim to provide flexible arrangement for students who have been directly impacted by the travel restrictions or quarantine period. These students will be able to continue with their training at a later stage at no additional cost.

Kamal Haddad, is nominated as the Pandemic Manager for STES, and will work with all stakeholders in identifying task critical staff and functions.

The plan will be reviewed when the WA Government or the WA Department of Health have any updates.

27 Sphinx Way, Bibra Lake, Western Australia 6163
Phone 08 9418 8555 / 08 9418 8486
Email info@stes.com.au / kamal@stes.com.au

Purpose of the Plan

To enable STES, to plan, prepare, respond and recover in the event of a pandemic (eg: COVID-19).

Regulatory Guideline

The regulatory guideline in which STES operates is Australian Health Section Emergency Response Plan for Novel Coronavirus (COVID-19).

In the event of COVID-19 pandemic, the following actions will be taken to ensure compliance within this guideline.

Stakeholder/Clients Likely to be Affected

The Pandemic Manager would consider the plans and alternatives arrangements together with the stakeholders/clients affected by the loss of the organisations' essential services (eg: training and assessment).

Control Strategies

At STES, the following strategies are adopted from the Department of Mines, Industry Regulation and Safety and Western Australia government websites:

- Not accepting students who has symptoms, has received oral/written notice from a responsible officer that the person has close contact, is awaiting for a test result after being tested or received a positive test and has not receive a certificate from a medical practitioner.
- Minimise or eliminate the need for work travel, particularly to known risk areas.
- Remind staff about the need to ensure good personal hygiene and encourage regular hand washing.
- Provide clear advice about self-isolation periods following at-risk travel or contact with at-risk or unwell people, in accordance with advice from the Department of Health.
- Instructions on actions staff should take if they have symptoms consistent with a virus, such as fever, cough, sore throat, fatigue and shortness of breath. These procedures can include medical clearance for return to work where appropriate.
- Regular communication with staff/clients should the situation or organisational policies or procedures change
- Advising staff to be appropriately vaccinated according to guidelines

27 Sphinx Way, Bibra Lake, Western Australia 6163
Phone 08 9418 8555 / 08 9418 8486
Email info@stes.com.au / kamal@stes.com.au

Response by STES

STES Training Facility

- All staff/students arriving at STES are required to sign in at the reception in the morning.
- Provide proof of double vaccination.
- In event where a staff or student does contract COVID-19, everyone that is present in STES on that particular day will be contacted.
- In event where a staff or student is not feeling well, they will be asked to leave the premise and come back when they are medically certified well.
- The employer of the student (if applicable) will be notified.
- Follow the guidelines from Safe Work Australia.

STES Training and Assessment

- Student enrolled to training courses at STES is able to request for a copy of the training material to study at home.
- Arriving on the day to do the revision (approximately an hour) with the trainer/assessor and to take the theory and practical assessments.
- Once completed, student is able to leave STES premises immediately and STES will post out all certificates and cards (if applicable).

Travel

Overseas and Interstate

As Western Australia opened its border on 3 March 2022, STES staff will be informed to reconsider their personal travel plans, reschedule or cancel it if necessary, follow the recommended directives, and travel guidelines issued by the respective states or countries.

Intrastate

Travel is now permitted throughout WA although there are still several restrictions when travelling to remote Aboriginal Communities.

Should STES staff be required to travel to and from Perth metropolitan to regional WA, they will be issued with a STES letter of employment in addition to the other necessary documentations required to facilitate smooth access across the regions.

27 Sphinx Way, Bibra Lake, Western Australia 6163
Phone 08 9418 8555 / 08 9418 8486
Email info@stes.com.au / kamal@stes.com.au

Employment Flexibilities

STES endeavours to assist any affected staff during this period. The following will be discussed with the CEO.

- Staff absent from work due to reasonable concern about exposure
- Staff in isolation because they are in an officially identified at-risk group
- Staff who have contracted COVID-19
- Casual employees
- Declaration of an emergency

Medical

In the event of any suspected cases of COVID-19*, staff/student will be informed to go to one of the WA COVID clinics in Western Australia. **The closest WA COVID clinic from STES is Fiona Stanley Hospital (10am to 6pm daily).**

- **Fiona Stanley Hospital**
  Address: Bedbrook Row, North-eastern end of hospital, Murdoch
  PARK AT GROUND FLOOR OF CAR PARK 5, located on the western side of the hospital campus

Alternatively, contact the Coronavirus Health Information Line on 1800 020 080.

For other COVID-19 enquiries, dial 13COVID (132 68 43) hotline (7am to 10pm daily) for the latest information regarding the impact of the virus in Western Australia.

**Showing symptoms AND meet the criteria specified in the Department of Health website.*

Routine Environmental Cleaning

Cleaning and Disinfection

Cleaning is an essential part of disinfection. Organic matter can inactivate many disinfectants. Cleaning reduces the soil load, allowing the disinfectant to work.

Although cleaning itself does not kill germs, by removing them, it lowers their numbers and the risk of spreading infection and allows disinfection to work effectively.

Disposable gloves should be worn when cleaning and disinfecting surface. After every cleaning, the gloves should be discarded safely and appropriately. By using reusable gloves, these gloves should be devoted to COVID-19 surface cleaning and disinfection and should not be used for other purposes. Consult the manufacturer's instructions for the items used for cleaning and disinfection. Clean hands immediately after removal of gloves.

Regular cleaning of frequently touched surfaces (e.g. tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks) should be performed frequently with industrial cleaners and surface-appropriate EPA-registered disinfectants, following label instructions. Labels provide directions to

27 Sphinx Way, Bibra Lake, Western Australia 6163
Phone 08 9418 8555 / 08 9418 8486
Email info@stes.com.au / kamal@stes.com.au

use the cleaning product safely and efficiently, including precautions you should take when applying the product.

STES will engage a specialist cleaner to thoroughly clean the building should there be suspected case of COVID-19.

Prevention Strategies

Hand Hygiene

Practicing good hand and sneeze/cough hygiene is the best defence against most viruses.

Soap and water should be used for hand hygiene when hands are visibly soiled and alcohol-based hand rub at other times (eg: when hands have been contaminated from contact with environmental surfaces).

Liquid soap and hand towels are available in the toilets and at the training workshop. Hand sanitisers (alcohol-based hand rub) are available at the reception area, training workshop, kitchen and classrooms.

Staff/Student

- Staff/student are advised to avoid close contact with anyone who has cold or flu-like symptoms and will be asked to stay home if they are unwell
- During training, trainers and students will be seated at least 1.5m apart
- The door to all training rooms will be opened (if possible)
- Air-conditioning/heating system will not be switched on
- Students will be asked not to share their stationeries
- Students will be asked to bring their own PPE (hard hat/safety helmet, safety boot, safety glasses and gloves)
- Lunch time will be staggered and everyone is encouraged to have their meals outside the lunch room (if weather permits)
- Maintain a distance of 1.5m from others whenever possible.

Affected students will be allowed to reschedule at a later date at no cost, subject to trainer availability.

STES Response Plan authorised by:

Name: Kamal Haddad

Position: CEO

Signature:

27 Sphinx Way, Bibra Lake, Western Australia 6163
Phone 08 9418 8555 / 08 9418 8486
Email info@stes.com.au / kamal@stes.com.au

Reference

Australian Government, 2020, *Coronavirus (COVID-19) News and Updates* [online], Accessed on 04 Mar 2022, <https://www.australia.gov.au/>

Australian Government, 2020, Department of Education, Skills and Employment, *COVID-19 – information for VET providers* [online]. Accessed on 04 Mar 2022, <https://www.dese.gov.au/covid-19/vet>

Australian Government, Department of Health, *Australian Health Sector Emergency Response Plan for Novel Coronavirus (COVID-19)* [online]. Accessed on 04 Mar 2022. <https://www.health.gov.au/sites/default/files/documents/2020/02/australian-health-sector-emergency-response-plan-for-novel-coronavirus-covid-19_2.pdf>

Australian Government, 2020, Department of Health, *Environmental cleaning and disinfection principles for COVID-19* [online]. Accessed on 04 Mar 2022. <https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf>

Government of Western Australia, 2020, Covid-19 c*oronavirus: Community Advice* [online], Accessed on 04 Mar 2022, <https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/coronavirus-covid-19-community-advice>

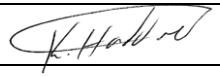
Government of Western Australia, 2020, *COVID-19 coronavirus: Travel to WA* [online]. Accessed on 04 Mar 2022, <https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-advice-travelling-and-within-western-australia>

Government of Western Australia, 2020, Department of Health, *COVID testing clinics* [online]. Assessed on 04 Mar 2022. <https://www.healthywa.wa.gov.au/Articles/A_E/COVID-clinics>

Government of Western Australia, 2020, Department of Mines, Industry Regulation and Safety, Public Sector Labour Relations, *Circulars 6 & 7/2020 – COVID-19* [online]. Accessed on 04 Mar 2022. <https://www.commerce.wa.gov.au/labour-relations/circulars-departments-and-organisations>

Government of Western Australia, 2020, Department of Mines, Industry Regulation and Safety, What to do if a worker has COVID-19 [online]. Accessed on 04 Mar 2022. <https://www.commerce.wa.gov.au/worksafe/what-do-if-worker-has-covid-19>

Skills Training & Engineering Services Pty Ltd	**RISK ASSESSMENT**	Title **COVID-19 RISK ASSESSMENT FOR RTO**

Date:	30 Mar 2020	**Prepared By:**	Jazel Low
Reviewed Date:	04 Mar 2022	**Reviewed By:**	Jazel Low
Approved By:	Kamal Haddad	**CEO Signature:**	

Hazard Identification				**Risk Evaluation**				**Risk Control**	
No.	**Work Activity**	**Hazard**	**Possible Risk/ Persons-at-Risk**	**Existing Risk Control (if any)**	**Likelihood**	**Consequence**	**Risk Level**	**Control Measures**	**Follow-up Actions By**
1	Administration – students signing in prior training	Direct contact with student	Admin staff	Frequent cleaning of the reception desk with anti-bacterial wipes and/or aerosol spray	Likely	Moderate	Extreme	Ensure individual students sign in on attendance sheet Sign in with SafeWA app OR ServiceWA app Provide proof of vaccination Wear face mask Provide any prior travel information (if required) Provide hand sanitiser at Reception area	CEO Admin staff
2	Administration – handing out certificates	Direct contact with students	Admin staff	Lay out certificates (with name labelled on it) out on desk for student to collect	Likely	Moderate	High	Lay certificates out on desk for students to collect themselves Maintain a minimum distance of 1.5m between staff and student	CEO Admin staff

Hazard Identification				**Risk Evaluation**				**Risk Control**	
No.	**Work Activity**	**Hazard**	**Possible Risk/ Persons-at-Risk**	**Existing Risk Control (if any)**	**Likelihood**	**Consequence**	**Risk Level**	**Control Measures**	**Follow-up Actions By**
3	Administration – collecting payment	Direct contact with students	Admin staff	Informed students the options of payment via purchase order, EFTPOS and payment by bank transfer	Likely	Moderate	Extreme	Encourage payment by purchase order or EFTPOS or bank transfer Inform student to wash their hands before handing cash to Admin Admin to wash their hands after handling the cash Wear face mask Provide hand sanitiser at Reception area	CEO Admin staff
4	Routine walkabouts	Direct contact with students	CEO	-	Unlikely	Minor	Moderate	Minimise walking around Maintain a minimum of 1.5m distance between staff and student Wear face mask	CEO
5	Staff interaction	Direct contact with staff	Staff	-	Likely	Negligible	Moderate	Keep a distance of 1.5m between staff Wear face mask	CEO Staff

Hazard Identification				**Risk Evaluation**				**Risk Control**	
No.	**Work Activity**	**Hazard**	**Possible Risk/ Persons-at-Risk**	**Existing Risk Control (if any)**	**Likelihood**	**Consequence**	**Risk Level**	**Control Measures**	**Follow-up Actions By**
6	Client visit	Direct contact with staff	Staff	-	Likely	Minor	High	Encourage making voice call Reschedule/postpone any face to face meeting Regular cleaning of the table/stationeries Sign in with SafeWA app OR ServiceWA app Provide proof of vaccination Wear face mask Provide hand sanitiser at Reception area Keep a distance of 1.5m between staff and client	CEO Staff
7	Meeting clients	Face to face contact with clients	CEO Business coordinator	Voice call clients	Likely	Moderate	High	Reschedule/postpone any face to face meeting Facetime clients Voice call clients	CEO Business coordinator

Hazard Identification				**Risk Evaluation**				**Risk Control**	
No.	**Work Activity**	**Hazard**	**Possible Risk/ Persons-at-Risk**	**Existing Risk Control (if any)**	**Likelihood**	**Consequence**	**Risk Level**	**Control Measures**	**Follow-up Actions By**
8	Training & assessment – training in classroom	Direct contact with students	Training staff	-	Likely	Moderate	High	Keep a distance of 1.5m from and between students Inform students not to share stationeries Wear face mask Clean and disinfect classrooms and doors	CEO Staff
9	Training & assessment – practical in the training workshop	Direct contact with students	Training staff	-	Likely	Moderate	High	Keep a distance of 1.5m from and between students Wear face mask (when maintaining a distance of 1.5m is not possible) Clean and disinfect furniture/equipment Inform students to bring their own PPE (safety boots, hard hat/safety helmet, safety glasses and gloves) Clean and disinfect training equipment after use	CEO Staff
10	Training & assessment - assessment	Direct contact with students	Training staff	-	Likely	Moderate	High	Keep a distance of 1.5m from and between students	CEO Staff

Hazard Identification				**Risk Evaluation**				**Risk Control**	
No.	**Work Activity**	**Hazard**	**Possible Risk/ Persons-at-Risk**	**Existing Risk Control (if any)**	**Likelihood**	**Consequence**	**Risk Level**	**Control Measures**	**Follow-up Actions By**
								Inform students not to share stationeries Wear face mask Clean and disinfect classrooms and doors Clean and disinfect training equipment after use	
11	Lunch	Direct contact with staff and students	STES staff Students	Tables and chairs are available outside the lunch room Staggered lunch times	Likely	Major	Extreme	Encourage staff and students to have their meals outside the lunch room Keep a distance of 1.5m from and between students Stagger lunch times Clean and disinfect lunch room	CEO Training staff
12	Toilet	Direct contact with staff and students	STES staff Students	Toilets clean by professional cleaners Frequent cleaning and disinfecting of hot spots areas such as toilet lid and flush button	Likely	Major	Extreme	Toilets clean by professional cleaners Clean and disinfect toilet daily	CEO Staff

Skills Training & Engineering Services Pty Ltd

27 Sphinx Way, Bibra Lake, Western Australia 6163
Phone 08 9418 8555 / 08 9418 8486
Email info@stes.com.au / kamal@stes.com.au

Risk Assessment Matrix

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5

Government of **Western Australia**
South Metropolitan Health Service
Fiona Stanley Fremantle Hospitals Group

FIONA STANLEY hospital

MAP KEY

- Ambulance bay
- Bike storage (lower ground floor)
- Bus stop
- Café and dining
- Childcare centre
- Emergency Department entry
- End of trip facilities (lower ground floor)
- Entry
- Information/ reception desk
- Loading bay
- Motorbike parking
- Patient set down
- Pedestrian access from public transport
- Sculpture - 'Fold'
- Sculpture - 'Sound of an Orchid Flower Opening'
- Sculpture - 'Wardan-Noorn'
- Taxi rank

If you are attending the COVID Clinic, please park on the ground floor of car park 5, located on the eastern side of the hospital campus.

- - - - Pedestrian access carpark to COVID Clinic

*Perkins denotes Harry Perkins Institute of Medical Research