

Research School of Physics

Return to Work Protocols

COVID-19 Stage 2

	Name	Position	Approval Date
Author	J Irwin	RSPHys School Manager	
Document Owner	T Senden	RSPHys Director	



Document Control

Revision

Version	Update / Revision Description
1.0	First Edition
1.1	Reviewed, Director, RSPHys, Tim Senden
1.2	Updated, School Manager, RSPHys, James Irwin
1.3	Updated, F&S Manager RSPHys, Graeme Cornish
1.4	Updated, Director RSPHys, Tim Senden
1.5	Updated, EO RSPHys, Sue Wigley
1.6	Updated, WHS Manager RSPHys, Craig Young
1.7	Updated, F&S Manager RSPHys, Graeme Cornish
1.8	Published Draft for Comms, School Manager, RSPHys, James Irwin

Source Location

/rspefs01/admin/WHs/_COVID-19/



Summary

- Whilst voluntary, Research School of Physics (RSPHys) personnel are encouraged to download the “Coronavirus Australia” app to understand and be aware of COVID-19 Symptoms.
- Whilst voluntary, RSPHys personnel are encouraged to download the “COVIDSafe” apps to assist with contact tracing if required.
- Adhere to Personal Hygiene and Physical Distancing measures at all times.
- Clean communal or shared spaces and devices before and after use.
- Know the current Emergency Procedures during back to work circumstances.
- Entry to the School will be restricted to approved staff only.
- The School will be open for approved personnel between the hours of 9am-5pm, Monday to Friday only.
- Limited School support functions are available during Stage 2.
- Only approved research/lab and workshop activities are permitted.
- All personnel must read, understand and commit to Safe Work Procedures (SWP) and Risk Assessments (RA) for entry to and any work performed on site.
- Order of Stages with notional dates (under revision) with observation of public health requirement:
 - Stage 3 (1/4/20 - 3/5/20) – campus closed, limited access by exception only
 - **Stage 2 (4/5/20 – 1/6/20) – Present stage - access to campus will require approval**
 - Stage 1b (2/6/20 – 26/6/20) – gradual increasing of teaching and research access
 - Stage 1a (27/6/20 - TBA) – all students permitted back
 - Stage 0 (TBA) – return to normal operations

Table of Contents

1. Immediate actions	6
1.1 Immediate Recommendations in supporting the Schools COVID response	6
2. What is COVID-19?	6
2.1 About	6
2.2 Symptoms.....	6
3. Preventative Measures	7
3.1 Hygiene	7
3.2 Physical (or Social) distancing	7
3.3 Cleaning.....	7
3.4 Personal Protective Equipment (PPE)	8
4. Emergency Procedures.....	8
4.1 Building Evacuations	8
4.2 First Aid	8
4.3 Wardens	9
4.4 Workplace Incidents	9
5. Building Related	9
5.1 Opening Hours.....	9
5.2 Building Access and Movement	9
5.3 Lift Use	9
5.4 Supporting Contact Tracing	9
5.5 Parking on Campus	9
6. School Functions	10
6.1 School Facilities and Maintenance	10
6.2 Stores and Purchasing.....	10
6.3 Workshops	10
6.4 IT	10
6.5 Administrative Support.....	10
6.6 Visitors	10
7. Approved Lab and Workshop Research Activities	11
7.1 Lab Access and Working in the School.....	11
7.2 Supervision	11



7.3 Access Approval Process	11
7.4 Access and Entry Procedure	11
<i>Appendix A: Hand Sanitiser and PPE Locations</i>	<i>12</i>
<i>Appendix B: Wardens nominated during stage 2 return to work.....</i>	<i>13</i>
<i>Appendix C: Administration Contacts</i>	<i>14</i>
<i>Appendix D: WHS Hazard and Risk Assessment for COVID-19 Exposure – SAMPLE</i>	<i>15</i>
<i>Appendix E: Safe Work Procedure for COVID-19 – SAMPLE</i>	<i>16</i>

DRAFT

1. Immediate actions

1.1 Immediate Recommendations in supporting the Schools COVID response

The following two app's supporting the COVID-19 response are voluntary. RSPHys personnel are encouraged to download the "Coronavirus Australia" and "COVIDSafe" apps if they feel it would be helpful, useful or supportive.

- The "Coronavirus Australia" app provides excellent instruction on identifying signs of infection, as well as directions of what to do in the case of suspected infection. It will help you stay up to date with official information and advice about coronavirus (COVID-19)..
<https://www.health.gov.au/resources/apps-and-tools/coronavirus-australia-app>
- To support contact tracing personnel can download and register the Federal Government COVIDSafe App. The COVIDSafe app helps find close contacts of COVID-19 cases and also assists state and territory health officials to quickly contact people who may have been exposed to COVID-19.
<https://www.health.gov.au/resources/apps-and-tools/covidsafe-app>

2. What is COVID-19?

2.1 About

COVID-19 is a contagious viral infection that generally causes respiratory illness in humans. Presentation can range from no symptoms (asymptomatic) to severe illness with potentially life-threatening complications, including pneumonia. COVID-19 is spread by contact with respiratory secretions and fomites.

2.2 Symptoms

The most common signs and symptoms include:

- fever
- dry cough

Other symptoms can include:

- shortness of breath
- sputum production
- fatigue

Less common symptoms include:

- sore throat
- headache
- myalgia/arthralgia
- chills
- nausea or vomiting
- nasal congestion
- diarrhoea
- haemoptysis
- conjunctival congestion

Staff should know the signs and symptoms of COVID-19 in order to identify and respond quickly. Workers showing/experiencing symptoms of COVID-19 (e.g. fever, cold and/or cough) are not allowed on site and must call the National Coronavirus hotline ([1800 020 080](tel:1800020080))

3. Preventative Measures

3.1 Hygiene

- Washing your hands regularly for 20 to 30 seconds; and especially after touching communal surfaces, *eg.* door handles and taps.
- If soap and water is not available, use the hand sanitiser provided.
- Hand sanitiser is a convenient choice and can help you avoid getting sick and spreading germs to others <See appendix A for School locations>.
- Hand sanitiser does not replace washing your hands after using the bathroom.
- Always use soap and water if your hands are visibly soiled.
- Avoiding touching your eyes, nose and mouth.
- Covering your mouth and nose when coughing and sneezing with a tissue or coughing into your elbow.
- Dispose of used tissues into a bin immediately and wash your hands afterwards.

There is signage related to hygiene and distancing measures throughout the School.

3.2 Physical (or Social) distancing

Physical distancing means separating staff and students from each other and other people as much as possible in all places. **All work within the School must be able to meet the following conditions:**

- Do not enter the campus or School if you are sick or have COVID-19 symptoms (*eg.* a fever and/or cough). Do contact your supervisor to make them aware. Seek medical advice and clearance before attempting to return to campus and only after receiving approval from the Director and supervisor.
- Maintain physical distancing – 1.5m between each person or 1 person per 4m² (2m x 2m). This includes labs and workshops. Some rooms will have signage representing the maximum number of persons allowed.
- Kitchens are for preparation of food and drinks only.
- No gathering in communal spaces (*eg.* to consume food).
- In general, access to the School is granted for the minimum time required to undertake specific task.
- Face to face contact is limited to 2 people – providing social distancing is maintained and for <15 minutes.
- Meeting rooms are to remain closed and meetings are to be performed remotely (zoom, teams etc).

3.3 Cleaning

- Standard cleaning operations will continue as usual, provided by ANU Facilities and Services. This is restricted to communal spaces, kitchens, tea rooms, toilets, entries, corridors and office space. It does not normally include labs.
- Communal work spaces (*eg.* benches in labs) and shared equipment and instruments in labs should be wiped down after each use with provided alcohol spray or wipes where practicable. Take care not to damage equipment.
- This includes common area items such as space within computer labs, audio-visual equipment, chairs, tables, kettles, microwaves.

3.4 Personal Protective Equipment (PPE)

- In hazardous areas please follow standard PPE guidelines as normal. The PPE used to reduce COVID transfection should be used in conjunction with recommended PPE for hazardous areas.
- PPE provided specifically for COVID risk reduction is there largely to reduce the risk of you infecting others should you be asymptomatic.
- Follow official health advice based on the level of risk and adherence to site specific PPE procedures must be maintained. The School will make available gloves and face masks at locations shown within appendix A, although use of this PPE is currently a personal choice unless a local Safe Work Procedure prescribes their use.
- If you do wish to use PPE you will need to understand how and when to use PPE appropriately and effectively, including correct disposal.
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>
- hand sanitiser locations are available and also shown within appendix A. It is mandatory to clean hands with either soap and water or hand sanitiser.
- **You should not be using PPE at work if you are experiencing symptoms or feel ill. If you feel ill then you should not be at the workplace.**

4. Emergency Procedures

In the event of an emergency call 000 first and then ANU Security 6125 2249

4.1 Building Evacuations

- If there is a Fire Alarm, the standard protocols must be followed. Listen to announcements, follow signage and take direction from Wardens.
- Ensure physical distancing is maintained at evacuation sites.

4.2 First Aid

- There will be a required minimum level of First aiders on site.
- In the first instance, contact the First Aid co-ordinator Christian Notthoff – phone 612 53215 (call forwarded to 0481356137) who will direct the First Aid officer to the area.
- These officers should be:
 - Physics North
 - Ben Buchler – 0400169456
 - Rachael Hanrick - 0404289447
 - Saskia Morris – 0488 072 916
 - Physics South
 - Christian Notthoff - 048 1356 137
 - ANU Security Officers are all first aid qualified and can be contacted on 612 52249
- For emergencies, you should always contact an ambulance immediately (0 000 from internal phones or just 000 from mobiles).

4.3 Wardens

- There will be a required minimum level of Wardens on site. See details in Appendix B

4.4 Workplace Incidents

- In an emergency please call 000.
- During this staged back to work period, all incidents should be reported asap to ohs.physics@anu.edu.au and entered into The University incident reporting tool, *Figtree*.
<https://services.anu.edu.au/information-technology/software-systems/figtree-workplace-safety-incident-hazard-reporting-tool>

5. Building Related

5.1 Opening Hours

- The School will generally be open to approved personnel between the hours of 9 am-5 pm, Monday to Friday (excluding public holidays). During Stage 2 no access is permitted outside of these times without prior approval from the RSPHys Director. In general, no work should proceed after hours or in isolation during Stage 2. You should arrange experimental/workshop schedules around these operating times.

5.2 Building Access and Movement

- Entry to the School will be restricted to approved staff only.
- All external doors will remain as CARDAX entry only. Please report any freely open doors.
- Tailgating is not permitted during Stage 2. CARDAX records are one element of potential contact tracing.
- Please refrain from commuting within the buildings. Stay local to the building that you require access to (ie transit from nearest entries and exits to office and lab only).

5.3 Lift Use

- Due to distancing requirements, no more than one person is allowed to use a lift at one time. Hands should be sanitised immediately before and after entering and exiting the lifts.

5.4 Supporting Contact Tracing

- At a minimum, building entry records will be used to support contact tracing should an outbreak event occur. It is important not to tailgate when entering a building. Please enter one at a time to register you on the CARDAX system.

5.5 Parking on Campus

The parking arrangements put in place with the initial University closure are still active.

- Parking is the responsibility of the individual. The School does not manage parking and concerns or issues should be directed to parking@anu.edu.au
- Infringement notices won't be issued if you park in permit parking areas whilst the campus is closed.
- Infringement notices are still be issued for some offences e.g. disability bays, authorised bays, loading zones, time limited areas, residential zones, pay & display zones, yellow edge lines, No Stopping and No Parking.

6. School Functions

6.1 School Facilities and Maintenance

- Breakdowns or emergency repairs to School facilities will be managed on an as needed basis. Jobs will be triaged as such. Facilities staff will attend site as needed but may not reside on site at all times.

6.2 Stores and Purchasing

- Stores and purchasing will operate in a reduced capacity with limited on-site attendance.
- Orders will require approval and are to be related to current critical projects depending on the current or expected ANU phase of return to work. Items requiring a long lead time in delivery (>8 weeks) will be considered.
- All transactions are to be non-contact and ensuring physical distancing.

6.3 Workshops

- Workshop will have reduced personnel numbers. All work requests should be entered into the Workshop management system. The workshops will have their own procedures in relation social distancing and contactless equipment access. Workshop managers should be contacted directly in emergencies, but will still require a job to be logged.
<https://services.anu.edu.au/information-technology/software-systems/technical-workshop-work-management-system>

6.4 IT

- The majority of IT issues will be managed remotely and should be logged through the service desk or by emailing it.physics@anu.edu.au. Where there is no alternative (*ie* a piece of IT equipment is preventing critical research from continuing), the IT team will discuss options with you. Some requests will be required to wait until campus reopens.
<https://servicedesk.anu.edu.au>

6.5 Administrative Support

- The majority of administrative support will remain as a remote service. Personnel should utilise the functional emails and phone numbers listed in Appendix C.

6.6 Visitors

- Campus visitors, VAHA and non-ANU personnel will not be permitted entry to the School unless approved by the Director in advance. Only staff identified in support of formally approved research projects under Stage 2 will be granted access.

7. Approved Lab and Workshop Research Activities

7.1 Lab Access and Working in the School

- Only essential work should be performed within the School during this period. Consider if work can be performed from home as on campus work should be kept to a minimum.
- All experimental work must have an approved (see below point) COVID-19 Risk Assessment and Safe Work Procedure. An example Hazard and Risk Assessment is at Appendix D.
- Approval is at the discretion of the Director under advisement from the WHS team and executive.
- Personnel have to read and conform to the requirements of the SWP relevant to the lab. Personnel to sign the document before authorised entry to lab.
- Physical distancing outlined in Section 3 must be observed within labs.
- Cleaning procedures outlined in Section 3 must be observed within labs.

7.2 Supervision

- All work carried out at the School must be in line with safe work procedures and risk assessments for each lab. This should include what supervision if any is required. At a minimum, a supervisor/group leader/ lab manager should know when a person enters or leaves a laboratory or workshop space.

7.3 Access Approval Process

- The University is staging back to work access. Current access (Stage 2 commences from 4th May) is restricted to critical maintenance staff and Critical Research program personnel.
- Further stages of back to work will be notified as they are approved by University Executive. Announcements may be made via the Event Horizon, email, website, and through delegation channels (SEG, HoDs, Departmental contacts etc).
- Access at the different stages will be arranged via the School Executive Group and the Heads of Department.
- Any approved access will require Risk Assessments and Safe Work Procedures to be completed.
- Any access outside of these channels is restricted and only critical exemptions should be made to the Director for consideration. These will need to be approved via the College Dean.

7.4 Access and Entry Procedure

- Staff are to have read all documents (this document, School wide Safe Work procedure and Risk Assessment).
- Read their relevant Risk Assessment and Safe Work Procedure for their activity.
- Review which doors and rooms they will be using.
- Review their scheduled work times.
- Email details and agreement to ohs.physics@anu.edu.au.
- Approval granted by return email.
- Personnel must follow the Safe work procedure document when entering the building. This outlines expectations around hygiene and etiquette.
- Before entering a lab or workshop environment personnel must have been inducted concerning any COVID-19 requirements. This includes understanding, agreeing and signing any localised.
- Lab/workshop safe work procedures.



Appendix A: Hand Sanitiser and PPE Locations

*(Italics are the **preferred entry points** – gloves and masks available)*

<i>Building 38</i>	<i>Physics</i>	<i>Adjacent MakerSpace</i>
<i>Building 57</i>	<i>Nuclear Physics</i>	<i>Main foyer</i>
<i>Building 58</i>	<i>Cockcroft –</i>	<i>Level 3 foyer Eastern adjacent lift</i>
		<i>Level 3 Eastern entry (off Mills Road)</i>
		<i>Level 3 Receiving store</i>
		<i>Level 4 Adjacent Eastern Lift</i>
<i>Building 58A</i>	<i>Accelerator</i>	<i>14UD Control Room</i>
<i>Building 58B</i>	<i>Weigold</i>	<i>Level 3 entry near bike racks</i>
<i>Building 58C</i>	<i>Carver</i>	<i>Level 3 Northern entry (external stairs)</i>
<i>Building 60</i>	<i>Oliphant</i>	<i>Level 3 Adjacent Reception</i>

Appendix B: Wardens nominated during stage 2 return to work

Physics North

Neil Devlin	Deputy Chief
Jordan Haddrick	Yes
Sam Legge	Yes
Bram Slagmolen	Yes
Tom Cave	Yes

Physics South

Clarence Yow	Yes
Greg Lane	Yes
Sean Hodgman	Yes
Andrew Truscott	Yes
Mykhaylo Lysevych	Yes
Chris Kafer	Yes
Nikolai Lobanov	Yes
Thomas Tunningley	Yes
Brent Graham	Yes
Steve Tims	Yes
John Bottega	Yes
Tim Sawkins	Yes
Ron Cruikshank	Yes
Graeme Cornish	Chief
Lee Philip	Deputy Chief
Goran Radovanovic	Yes
Patricio Romero	Yes
Simon Foxcroft	Yes
Wasantha Ramasundra	Yes

Nuclear Physics

Nikolai Lobanov	Yes
Peter Linardakis	Chief
Thomas Tunningley	Yes
Brent Graham	Yes



Appendix C: Administration Contacts

NLPC – team leader	Kath Hicks	npc.physics@anu.edu.au
AM	Roger Buckley AM	am.physics@anu.edu.au
CPF	Nikki Azzopardi	reception.physics@anu.edu.au
DQS	Belinda Barbour	admin.physics@anu.edu.au
EME	Julie Arnold	eme.physics@anu.edu.au
LPC	Nikki Azzopardi	reception.physics@anu.edu.au
NP	Petra Rickman	np.physics@anu.edu.au
TP	Gaye Carney	admin.physics@anu.edu.au
Director	Tim Senden	Director.Physics@anu.edu.au
School Manager	James Irwin	SM.Physics@anu.edu.au
Director EA	Sue Wigley	EA.Physics@anu.edu.au
Purchasing/Stores	Uyen Nguyen	Purchasing.Physics@anu.edu.au
IT	Martin Conway	it.physics@anu.edu.au
Student Services	Liudmila Mangos	hdr.physics@anu.edu.au
Electronics Unit	Wasantha Ramasundra	Wasantha.Ramasundra@anu.edu.au
Mech Workshop	Alex Shanahan	Alex.Shanahan@anu.edu.au
Facilities & Maint	Lee Philip	maintenance.physics@anu.edu.au
First Aid	Christian Notthoff	Christian.Notthoff@anu.edu.au (612 53215)
WHS	Craig Young	ohs.physics@anu.edu.au



Appendix D: WHS Hazard and Risk Assessment for COVID-19 Exposure – SAMPLE



Work Health and Safety Management System (WHSMS) Handbook

Appendix B.1 WHS Hazard and Risk Assessment Template – COVID-19

- This form is to be used for assessing COVID-19 related hazards and risks associated with return to ANU Campus.
- This risk assessment must be completed by managers and supervisors, requesting return to work, in consultation with their workers/HDR students. Students are not allowed to conduct this risk assessment.**
- Once successfully returned to Campus, Directors, managers, supervisors and workers must
 - Fully implement the controls identified in this risk assessment, and
 - Continue to implement WHSMS Handbook requirements for their activities in addition to the COVID-19 measures.

Name and description of the Task/Activity/Work requiring return to campus	Assessment Date	Review By Date	Version
Description of the physical work environment (e.g. floor size etc)			
School/Service Division			
Location and Supervisor	Location	Supervisor	Ph
Risk Assessment Team	Name	Email	Ph
Have you completed ANU WHS Risk Management Training? <input type="checkbox"/> Y <input type="checkbox"/> N	Name	Email	Ph
IF NO, DO NOT PROCEED	Name	Email	Ph
Type of RA	<input type="checkbox"/> Static RA (long term and > 6 months) - Send a copy (electronic) to WHS Officer/Manager and keep original locally near the activity/location, accessible to all people affected. <input type="checkbox"/> Dynamic RA (short term and < 6 months or once off) - Keep the original locally (electronically or physically) near the activity/location, accessible to all people affected.		

Step 1. Identify the Hazards (tick as applicable) associated with COVID-19 Exposure at your workplace or during work activities	
<input type="checkbox"/> Exposure to COVID-19 due to co-workers in the 14-day incubation period <input type="checkbox"/> Exposure to COVID-19 due to presence of asymptomatic co-workers <input type="checkbox"/> Work site may not satisfy social distancing requirements <input type="checkbox"/> Intended and unintended public gathering <input type="checkbox"/> Limited lunch spots/arrangements to satisfy social distancing <input type="checkbox"/> At-risk group workers return to campus <input type="checkbox"/> Limited emergency networks (wardens, first aiders, radiation safety officers etc) <input type="checkbox"/> Work involves interviewing public <input type="checkbox"/> Work involves dealing with students physically <input type="checkbox"/> Work alone, in isolation or afterhours <input type="checkbox"/> Other, specify: <input type="checkbox"/> Other, specify:	<input type="checkbox"/> Exposure to a virus due to co-workers having symptoms such as fever, runny nose, sore throat or cough <input type="checkbox"/> Face-to-face with someone longer than 15 minutes <input type="checkbox"/> In an enclosed environment with someone more than 2 hrs <input type="checkbox"/> Lack of cleaning products/aids to maintain hand hygiene or other regulatory requirements <input type="checkbox"/> Share common facilities/amenities <input type="checkbox"/> The work is studying/research on infectious COVID-19 virus SARS-Cov-2 (If this one is ticked, a full risk assessment using Appendix B must be conducted on the detailed COVID-19 work to ensure safe systems of work). <input type="checkbox"/> Work requiring additional staff to provide support services <input type="checkbox"/> Work requiring use/share additional rooms/facilities/equipment <input type="checkbox"/> Other, specify: <input type="checkbox"/> Other, specify:

Step 2. Assess the inherent risk associated with COVID-19 Exposure hazards at your workplace or during work activities					
Likelihood of exposure	Consequences of exposure				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Consequences for these risk categories DO NOT apply to COVID-19.		<input type="checkbox"/> Extreme (21)	<input type="checkbox"/> Extreme (22)	<input type="checkbox"/> Extreme (25)
Likely			<input type="checkbox"/> High (16)	<input type="checkbox"/> Extreme (20)	<input type="checkbox"/> Extreme (24)
Possible			<input type="checkbox"/> High (15)	<input type="checkbox"/> High (18)	<input type="checkbox"/> Extreme (23)
Unlikely			<input type="checkbox"/> Medium (8)	<input type="checkbox"/> High (17)	<input type="checkbox"/> High (19)
Rare			<input type="checkbox"/> Low (5)	<input type="checkbox"/> Medium (11)	<input type="checkbox"/> Medium (12)

Step 3. Controls – 3.1 Mandatory Controls – WHS Legal and Other Requirements These must be implemented.	
Elimination	
<input checked="" type="checkbox"/> Workers showing/experiencing symptoms of COVID-19 (e.g. fever, cold and/or cough) are not allowed on site and must call the National Coronavirus hotline (1800 020 080) (all contacts must isolate until case proven negative)	<input checked="" type="checkbox"/> Staff in high-risk groups to COVID-19 will not be allowed on campus <input checked="" type="checkbox"/> No work/public gathering to eat food/drink and no sharing of food/drink <input checked="" type="checkbox"/> No afterhours work are allowed until the University advises so
Substitution	
<input checked="" type="checkbox"/> Work from home if possible and where possible	<input checked="" type="checkbox"/> Only work that absolutely cannot be performed from home is allowed.
Isolation	
<input checked="" type="checkbox"/> Physical distancing – 1.5m between each person or 1 person per 4m ² (2m x 2m)	<input checked="" type="checkbox"/> Face to face contact is limited to 2 people – providing physical distancing is maintained and for <15 minutes
Engineering	
<input checked="" type="checkbox"/> Separation of workstations in open plan office spaces to adhere to social distancing conditions	
Administrative Control	
<input checked="" type="checkbox"/> Limit numbers of people in a lab at one time (depend on size of lab and whether conditions can be met) <input checked="" type="checkbox"/> Only access campus for the minimum time required to undertake specific task <input checked="" type="checkbox"/> Clean/decontaminate workstation before, during and after use in office with hospital grade or suitable disinfectant <input checked="" type="checkbox"/> If a staff member working on campus is diagnosed with COVID-19 – return to previous restrictions and ANU procedures followed for disinfection of workspace. <input checked="" type="checkbox"/> Deep cleaning of facilities should a COVID-19 confirmed case worked on Campus in accordance with ACT Health guideline	<input checked="" type="checkbox"/> Maintain hygiene practices: handwashing, including washing/sanitising hands on entering and leaving buildings; coughing and sneezing etiquette (cough/sneeze into elbow and away from people) <input checked="" type="checkbox"/> Implement a roster system to minimise staff interaction at work, in office or in labs <input checked="" type="checkbox"/> Inspection on COVID-19 control measure adherence <input checked="" type="checkbox"/> Clean lab/workshop bench/equipment before, during and after use with hospital grade disinfectant
Step 3. Controls – 3.2 Additional Local Specific Controls – Must select appropriate additional controls to ensure safe systems of work	
Elimination	





Appendix E: Safe Work Procedure for COVID-19 – SAMPLE



Australian
National
University

Work Health and Safety Management System (WHSMS) Handbook

Appendix E. RSPHys COVID-19

Safe Work Procedure			
Title (Name of the task/activity/plant)	Staff and students re-entering Research School of Physics with COVID-19 restrictions.	Date	3/05/2020
		Version	1
Associated Risk Assessment (RA) Name & Number	RSPHys Appendix B.1 WHS Hazard and Risk Assessment – COVID-19	Top Residual Risk identified by RA	
		Medium (12)	
Hazards identified by the RA	<ul style="list-style-type: none"> Exposure to COVID-19 due to presence of asymptomatic co-workers Limited emergency networks (wardens, first aiders, radiation safety officers etc) Work alone, in isolation or afterhours Exposure to a virus due to co-workers having symptoms such as fever, runny nose, sore throat or cough In an enclosed environment with someone more than 2 hrs Lack of cleaning products/aids to maintain hand hygiene or other regulatory requirements Share common facilities/amenities (eg Kitchens, toilets, tea rooms) Work requiring additional staff to provide support services Work requiring use/share additional rooms/facilities/equipment 		
SWP Authors	Craig Young	Ph:0409656273	Insert photo (optional)
	Tim Senden	Ph:0417254539	
	James Irwin	Ph:61255185	
	Graeme Cornish	Ph:0404857302	
		Ph:	
Personal Protective Equipment. In addition to regular operating environment PPE	 		
Hazards (Choose from Table 1 – GHS Pictograms)	 		
Identify Energy Source of Plant Equipment,			

WHSMS Handbook Chapter 3.1 Hazard Management – Appendix E. RSPHys COVID-19 Safe Work Procedure

Approved by: RSPHys Director

Version: 1.1

Release Date: 4/05/2020

Review Date: 04/11/2020

Page i

This process is uncontrolled after printing.