



## COVID-19 Safety Plan

### Port Arthur Historic Sites

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Plan Details:

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Plan Title: Port Arthur Historic Site Management Authority COVID-19 Safety Plan

Approval:

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Approval Authority: Port Arthur Historic Site Management Authority  
Chief Executive Officer – Stephen Large

Signature:

Date: 3 JULY 2020

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# 1. BACKGROUND

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## 1.1. PURPOSE

The purpose of this plan is to describe the measures taken to protect the health and safety of workers and others at the Port Arthur Historic Sites from the COVID-19 virus.

## 1.2. SCOPE AND APPLICATION

This plan shall apply to all three sites managed by PAHSMA and to all PAHSMA workers and visitors at the sites during the COVID-19 pandemic. This plan will be adapted when required and/or instructed by Government authorities.

### Consultation

Consultation is a legal requirement and an essential part of managing health and safety risks, including those relating to COVID-19.

PAHSMA has, as far as reasonably practicable, consulted with workers, business units and departments directly or through their WHS Consultative Committee representatives, the Health and Safety Representative (HSR) and the CPSU workplace delegates in all hazard identification, risk management process, or measures taken to minimize the spread of COVID-19.

Sections 46-48 of the *Work Health and Safety Act 2012* requires that PAHSMA:

- Consults, so far as is reasonably practicable, with workers who carry out work for PAHSMA and who are (or are likely to be) directly affected
- If the workers are represented by a health and safety representative, consultation must involve that representative
- Consults, co-operates and co-ordinates activities with all other persons who have a health and safety duty in relation to the same matter, so far as is reasonably practicable.

### Relationship to Legislation

This plan has been developed to assist PAHSMA to comply with any relevant legislation, code of practice and other guidance information in relation to COVID-19. Therefore any legislation or code of practice should always be referenced in conjunction with reading this plan. [NB: the *Work Health and Safety Amendment Regulations 2020* remains in Draft at the time of writing and will put into effect specific COVID-19 responses.]

### Responsibilities

PAHSMA as the Person Conducting a Business or Undertaking (PCBU) must ensure, so as far as is reasonably practicable, the health and safety of its workers and other persons. (Sections 18 and 19 of the *Work Health and Safety Act 2012*).

Officers as defined in Section 4 of the *Work Health and Safety Act 2012* have a duty to exercise “due diligence” (Sections 27 of the *Work Health and Safety Act 2012*).

Workers as defined by Section 7 of the *Work Health and Safety Act 2012* have a duty to take reasonable care for their own health and safety and that their acts or omissions do not adversely affect the health and safety of other persons. Workers must comply with any reasonable instruction and cooperate with any reasonable notified policy or procedure relating

to health and safety at the workplace. (As defined by Section 28 of the *Work Health and Safety Act 2012*), which includes those relating to COVID-19.

All PAHSMA workers have a duty to ensure that this plan and any related legislative requirements are followed to the extent of that worker's capacity of influence and control. That duty cannot be transferred to another person. If more than one person has a duty in relation to this plan then each person must retain the responsibility for this duty and discharge it to their extent of influence or control.

Other persons who attend the workplace have a duty to take reasonable care of their own health and safety, take reasonable care that their acts or omissions do not affect the health and safety of others, and comply with any reasonable instruction given by the PCBU (Section 29 of the *Work Health and Safety Act 2012*).

### 1.3. CONTEXT STATEMENT

COVID-19 is a respiratory illness caused by a new virus. The current COVID-19 situation is changing rapidly. The Tasmanian Government has provided a [COVID-19 Safe Workplaces Framework](#) which supports workplaces as they re-open. Amending regulations will be issued under the *Work Health and Safety Act 2012* providing for a minimum standard. A COVID Safety Plan is required to comply with the new minimum standards that were introduced by 15 June 2020.

#### The Minimum Standards

- **Manage the risks** of a person contracting or spreading COVID-19 in the workplace
- Implement and maintain a **cleaning** schedule across the workplace.
- Have good **hygiene** procedures and practices (such as washing and/or sanitising of hands).
- Ensure workers who have been instructed to quarantine or self-isolate **don't come to the workplace.**
- Make sure **physical distancing** requirements are met by workers, contractors and other people entering, leaving or moving around the workplace.
- Provide **information, training and supervision** on how the risks of COVID-19 are to be managed and ensure all processes and procedures are applied by workers.
- Provide **information and instruction to other people** who attend the workplace about how they are to comply with our processes and procedures, and make sure they apply them.

## 2. MANAGING RISKS TO HEALTH & SAFETY

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PAHSMA is committed to providing a safe and healthy workplace for all employees, visitors, volunteers and contractors. As a business operating in the COVID-19 Pandemic, PAHSMA has a duty of care to implement measures, as reasonably practicable, to manage and reduce the risk of COVID-19 entering and spreading in our workplaces.

### 2.1. RISK ASSESSMENT

In order to identify the hazards and risks to workers and customers, contractors and other persons that come onto the sites, a COVID-19 specific risk assessment was undertaken in May and June 2020, under the direction of the *PAHSMA Hazard Identification and Risk Management Procedures*.

The risk assessment covered all work areas under the management of PAHSMA, as well as key functions, such as tours, use of site vehicles and transport assistance by buggies.

The key risks to our workers, visitors and contractors were:

- The exposure to, contraction or spread of COVID-19 directly from other workers, visitors or contractors.
- The exposure to, contraction or spread of COVID-19 from surface transfer.
- The risks to mental health of our workers due to COVID-19 environment.
- The risks associated with new procedures and products.

### 2.2. MEASURES & ACTIONS

The COVID-19 risk assessment also identified possible actions and measures needed to reduce the risk of contracting COVID-19 in the workplace for workers, contractors and visitors to the sites.

The measures, processes and procedures that have been adopted are outlined below under each section of this plan:

- Cleaning & Hygiene
- Physical Distancing
- Restrictions to the workplace
- Responding to an incident

Additional actions and strategies to support these measures are outlined in the following sections of this plan:

- Instruction, Training & Supervision

### 2.3. REVIEW PROCESS

The restrictions and risks associated with the COVID-19 pandemic are not all known at the time of implementation of this plan, and will change over time. As such, the risks associated with COVID-19 and the measures will be reviewed regularly and as necessary. Any further risk assessment processes will be conducted as outlined in the *PAHSMA Hazard Identification and Risk Management Procedures*.

The review process includes, but is not limited to:

- WHS Officer to consider any new COVID-19 direction and regulations provided by State and Federal Governments, and any relevant authority.
- Consultative processes with supervisors seeking feedback from workers.
- Regular discussion at Executive meetings.

### 3. CLEANING & HYGIENE

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#### 3.1. CLEANING

COVID-19 spreads through respiratory droplets produced when an infected person coughs or sneezes. A person can also acquire the virus by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes. Regular cleaning regimes are essential to minimise the risk of transmission and protect PAHSMA workers and visitors from coming into contact with the virus.

#### Schedules & Checklists

##### Inside Areas

Cleaning schedules are in place for Port Arthur Historic Sites areas that are frequently used by workers and visitors. Where required, amendments have been made to existing cleaning procedures to ensure the risk of surface transfer of COVID-19 is reduced. In addition, PAHSMA has developed an additional COVID-19 cleaning schedule to close any gaps in the current processes or schedules.

PAHSMA cleaning regimes are broken into several categories:

- **Existing individual site specific-area cleaning schedules**  
These are cleaning schedules or procedures that are already in place for certain functional areas and are administrated by area Managers/Supervisors. Areas with specific cleaning regimes include, but not limited to:
  - 1830 Restaurant and cafe's kitchens
  - 1830 Restaurant and cafe's front of house
  - Courtesy vehicle cleaning schedules
  - Visitor Centre regular cleaning by dedicated janitor
- **PAHS Grounds & Gardens Cleaning Schedules**  
PAHSMA has a team of dedicated cleaners that undertake routine cleaning of the site, including daily cleaning of the toilets and the site grounds
- **Contract Cleaning Schedules for Visitor Centre**  
PAHSMA contracts outside cleaners for the daily or regular cleaning of infrequently touched surfaces, such as bathrooms, carpets and windows
- **Additional cleaning schedule for areas in response to the COVID-19 pandemic.**  
An overarching cleaning schedule has been developed to guide all areas on additional cleaning requirements. This cleaning schedule sets out what needs cleaning and this will be undertaken by a dedicated COVID cleaning person for each building during the COVID-19 pandemic.

The application of these cleaning regimes and associated checklists ensure that the following has been met:

- Infrequently touched surfaces that are inside are cleaned **daily** or **twice daily** depending on levels of visitation.
- Frequently touched surfaces and shared contact points are cleaned as required, noting that surfaces touched frequently will vary for each area and function, but can include door handles, switches, hand rails, taps, eftpos machines, keyboards, counter tops and display cases. Visitor numbers fluctuate on a daily/hourly basis. Flexibility is required

to ensure risks are adequately reduced. Supervisors are to consider the number of visitors, and the frequency of contact with the surfaces, and adjust cleaning regimes accordingly.

- Equipment that is used for a period of time and is shared is cleaned between each user, such as: vehicles, tools, food processors, dining tables, cleaning equipment, cash registers, coffee machine handles, desktop/laptop computers.

#### Outside areas

In addition to the inside areas, routine cleaning of non-porous surfaces is also in place for some key outside areas. These include:

- BBQ benchtops
- Departure forecourt railings, taps etc.
- Mason Cove Jetty rails
- Rails for key open historical ruins such as Guard Tower, Law Courts, Paupers, Hospital, Church, Government Cottage and Penitentiary

#### Checklists and record keeping

General cleaning checklists and specific area checklists have been developed to record the cleaning that is undertaken. These checklists are collected by relevant supervisors and managers at the end of each shift and filed for accurate record keeping.

#### **Dining Tableware and Tea towels**

All crockery, cutlery, glassware and tableware are cleaned between users in a commercial dishwasher. Cutlery is placed in hot water to soak prior to washing in a commercial dishwasher. Dining tables and other dining equipment is cleaned between each diner.

All tea towels, restaurant napkins and re-useable dishcloths are washed on site using the highest heat setting on the washing machine.

#### **Uniforms**

PAHSMA has implemented a *Workplace Dress Standards*. As appropriate, workers are issued their own uniform. Under the standards, and where compulsory, the uniform must always be worn when on duty and should be well maintained. Workers are responsible to maintain and clean their own uniforms. Workers must return uniform items on leaving PAHSMA and they must be in a clean and hygienic condition.

#### **Personal Protective Equipment (PPE)**

Personal Protective Equipment will be provided and used in accordance with the cleaning schedules and procedures. Workers will be instructed on the correct use and any safety measures that are required in accordance with the relevant WHS policies and *Safe Work Method Statements*.

#### **Management of other risks**

Additional resources have been provided to ensure workloads of our workers are reasonable.

All cleaning products and substances are assessed for risk, registered and used in line with current PAHSMA policies and procedures, including:

- *Hazardous Chemicals and Substances Procedures*
- *Hazardous Chemicals and Substances – Risk Assessment Form*

- Checklist – Handling and use of Hazardous Chemicals and Substances Procedures
- PAHSMA Chemicals Register.

A Safety Data Sheet (SDS) must be obtained for all chemicals used and users are to be made aware of the requirements of the SDS.

### **3.2. HYGIENE**

A high standard of hygiene by PAHSMA workers and visitors is essential to minimise the risk of exposure to COVID-19. As a business that operates in direct contact with the public, there is a requirement of all workers to present themselves to a high standard, including personal hygiene.

#### **Personal hygiene for workers**

- Under the *Workplace Dress Standards*, PAHSMA requires a high standard of personal presentation, which includes personal grooming, from all its employees. All workers are provided with a staff handbook at induction, setting out the expectation of this high personal hygiene standard.
- All staff have been informed of good personal hygiene in the workplace including washing hands procedures, coughing and sneezing procedures and how to limit the spread of germs.
- Individual key work areas also provide additional instruction to new workers on personal hygiene practices and expectations including, but not limited to:
  - 1830 Restaurant & cafe's protocols for front of house
  - 1830 Restaurant & cafe's protocols for back of house
  - Day Guides Standards

#### **Hand washing stations**

Handwashing stations are available at several locations at PAHSMA sites including:

- Touch free handwashing sinks, with soap and drying facilities are located in 1830 restaurant kitchen and Café
- Hand washing sinks, soap and drying facilities available in food trucks and other food preparation areas
- Hand washing sinks, soaps and drying facilities available in all staff toilets, public toilets, first aid room and baby change rooms
- Hand washing facilities are checked and cleaned regularly, as per cleaning schedules to maintain cleanliness and good working order
- Automatic soap dispensers are provided in some handwashing stations. The option of replacing manual dispensers with automatic touch-free dispensers is currently being reviewed for suitability

#### **Hand sanitising stations**

- Hand sanitising stations have been set up at entry points in key buildings ensuring that they are at a height to prevent accidental ingestion
- Hand sanitisers have been placed in all shared vehicles
- Hand sanitisers have been placed at all point of sale terminals

### **Signage & Instruction**

- Signs providing information have been placed in all public and staff entry points, toilets and high traffic spaces on:
  - How to properly wash hands
  - When to wash or sanitise hands
  - If unwell or having flu-like symptoms please go home
  - Maintain social distancing
  - How to limit the spread of germs
- Signs requesting 'not to touch' unless purchasing in various locations, such as:
  - Gift shop
  - Entry to Grab and Go
- All workers, contractors and visitors reminded of their obligations to maintain a high standard of hygiene and are directed to stay home if feeling unwell or having flu-like symptoms, through:
  - regular 'all staff' emails
  - conversations with supervisors on returning to the workplace, and
  - Signage on entry to site

### **Other measures**

- Touch free or foot pedal bins available in all public and staff toilets
- Touch free bins are located at various sites including public carpark
- Protective Perspex screens will be in place at all point of sale workstations
- Protective Perspex screens will be installed behind seats on courtesy vehicles
- Workers are issued personal gloves to use when:
  - Cleaning dining tables or frequently touched areas
  - Washing used crockery and other tableware
  - Using shared tools in the Works Yard
  - Handling cash and point of sale hardware

## **4. PHYSICAL DISTANCING**

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All steps have been taken to ensure, as far as is reasonably practicable, that physical distancing requirements in the workplace are understood, adhered to and enforced.

### **4.1. OVERARCHING MEASURES**

The following overarching measures have been included to ensure physical and social distancing requirements are adhered to:

- All workers and contractors are informed of the physical distancing measures and their obligation to follow the measures
- Visitors are provided with information to inform them of their obligations to follow the physical distancing measures
- A person is nominated in key areas to monitor and ensure physical distancing requirements are complied with, including:
  - Visitor Centre Foyer
  - Visitor Centre Café
  - Key historical buildings (Junior Medical Officer's House, Separate Prison, Commandant's House)

### **4.2. MINIMUM DISTANCING**

(At date of writing is 1.5 metres between each other)

- Signs have been placed in key locations to maintain 1.5 metres
- Dining tables have been spaced to 1.5m apart, limited seating arrangements and staff assistance with seat allocation as required
- Workers are informed to spread out at start of briefings or meetings
- Floor markings have been placed in some key work-spaces to indicate individual work areas, such as
  - Kitchen work stations
  - Behind counters
  - In front of counters
- Floor markings and ropes have been placed to direct traffic and indicate appropriate spacing in queuing areas
- Equipment has been moved to ensure workstations are at least 1.5m apart where possible. If not possible, alternative arrangements will be made.

### **4.3. MAXIMUM NUMBER OF PEOPLE PER SPACE**

(Currently one person for each 2 square metres)

- Signs are displayed at the entry to all indoor spaces indicating:
  - the maximum number of persons per space
  - a request to not loiter and move on when finished
- Areas are roped off in key buildings to ensure line of sight of current numbers in a space, or buildings are closed
- The number of visitors are restricted to enter the Visitor Centre at any one time by a nominated worker
- The tour-group numbers are limited and booking ahead is recommended
- Diners to 1830 Restaurant and the Café are:
  - limited in numbers at any one sitting time

- staff to encourage social distancing in café
- schedule dining times in restaurant
- encourage bookings for restaurant
- walk-ins are only considered if maximum numbers are not reached
- to be assigned seating in restaurant by staff
- Vehicles are assigned with number of occupants, and appropriate seating distances are to be maintained

#### **4.4. REDUCED CONTACT**

##### Workers

- Workers are encouraged and supported to work from home where possible and practical
- Workers are encouraged by Managers or rostered to take breaks at different times
- Front of house workers are rostered to only work in one dining room per shift
- Workers are rostered to dedicated teams for same shifts as much as possible
- Appointments are required for Resource Centre use
- Systems are in place for online meetings and online meetings are encouraged where possible
- Radio communication systems are set up for communication between staff where practical, such as guides
- Desks are arranged so workers face back to back or partitions placed between desks

##### Visitors

- Directional flow and entry and exit points are established where possible
- Take-away meal collection from 1830 Restaurant is staggered with timed bookings required to pick up
- Visitors are encouraged to use cashless payment

#### **4.5. OTHER MEASURES**

- Signs on open historical buildings indicating maximum numbers and directional flow
- BBQ tables are spaced and marked for use by one group only
- BBQ plates are signed for one in use at any one time

#### **4.6. EXCEPTIONS**

The general rule is no exceptions. However it is recognised that people will already be travelling as family or extended groups where social distancing (for example) is not required.

## 5. RESTRICTIONS ON ENTRY TO THE WORKPLACE

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All reasonable steps to ensure workers do not enter or attend the workplace if they are required to isolate, or quarantine, have been taken. There is an expectation that all workers and contractors attending the sites will be fit for work. All workers and contractors are informed of this duty during induction.

In line with the PAHSMA *WHS Induction Procedures* all workers are informed:

- That they have a duty to take reasonable care for their own health and safety, and that their acts or omissions do not adversely affect the health and safety of other persons. Coming to work when directed to isolate or quarantine would be a breach of this duty.
- That all workers must also comply with any reasonable instruction and cooperate with any reasonably notified policy or procedure relating to health and safety at the workplace.

Contractors are informed during induction (*WHS Induction Information for Contract Workers*):

- That their obligations include that they must comply with reasonable instructions, minimise risks and take reasonable care, and follow relevant WHS procedures.
- That they must advise their PAHSMA supervisor if their current medical condition could affect work.

### 5.1. WORKERS ABSENCE DUE TO COVID-19

#### Workers

PAHSMA is a Government Business Enterprise and operates under the provisions of several principle acts of the Tasmanian State Parliament. Guided by the State Service Management Office, absences in the workplace that have resulted from the COVID-19 pandemic and the associated leave arrangements are considered on a case-by-case basis.

In addition:

- Workers are encouraged to work from home wherever possible under the PAHSMA Work from Home Policy. Those that are approved:
  - Are provided with *Working from Home Tips* and *Ergonomic Setup- Self Assessment & Tips*.
  - Undertake an ergonomic set-up self-assessment.
- All workers are provided information outlining:
  - What to do if they have been directed by a relevant national or state authority, their GP or PAHSMA to remain in quarantine or isolate for a period of time;
  - What they need to do or provide before they can return to work;
  - What are the exceptions to return to work.
- All workers have been provided information about:
  - COVID-19 Symptoms, to stay at home, and to contact their GP or the Tasmanian Public Health helpline (1800 671 738) to arrange testing;
  - How to undertake a self-assessment for risk of COVID-19;
  - The need to inform their manager if experiencing COVID-19 like symptoms at work and to go home;
  - To stay at home if sick, inform their manager/supervisor and to complete an Application for Leave form.

- Supervisors and managers regularly consult with workers and will direct workers to go home if feeling unwell or presenting with flu-like symptoms.
- Signs are displayed in staffrooms, key work areas and staff toilets informing workers:
  - on what are the symptoms of COVID-19
  - to not enter if unwell or have COVID-19 symptoms

### Contractors

- Contractors are asked by the PAHSMA supervisor when signing in to the site if they are unwell or experiencing COVID-19 symptoms.

### Visitors

- Visitors to PAHSMA sites, including guests of workers, on entry to the site are provided with information outlining their obligations, including not to enter if unwell.
- Signs are displayed in highly visible key public locations informing people:
  - to not enter if they are unwell or have COVID-19 symptoms
  - to go home and seek medical advice if they start feeling unwell or have COVID-19 symptoms
  - what are the symptoms of COVID-19

More information on the actions to be taken if presented with a suspected or confirmed COVID-19 case at PAHSMA sites can be found in Section 8.

## **5.2. VULNERABLE WORKERS**

PAHSMA follows recommendations by the State Service Management Office and relevant health authorities to ensure the risks associated with COVID-19 are minimised for all workers, including vulnerable employees, as described by the State Service Management Office.

### Workers

Workers who are categorised as vulnerable relating to COVID-19 are encouraged to work from home where possible. Those vulnerable workers who cannot work from home, and have provided reasonable evidence of this constraint, are assessed on a case-by-case basis. Possible alternative duties can be considered in each case.

## **5.3. LIMITING ACCESS**

In order to minimise or eliminate risk of spreading COVID-19, several work areas and functions have been closed or require appointment to access for a period of time. These arrangements may change over time. The restrictions in place on 30 June 2020 include:

- Limited access:
  - Accessing the Resource Centre by appointment
  - Suppliers are informed to only deliver at one point of the TOP's Warehouse
  - Contactless deliveries around the site
- Several buildings or functions are closed until further notice. Relevant Managers and supervisors will take into consideration COVID-19 related risks, required measures to mitigate these risks and any direction provided by State and Federal Governments before reopening.
- Decommissioned until further notice:
  - Public Water bubblers
  - Binoculars

- Post office display telephone
- Leg-irons in the Port Arthur Gallery
- Individual laminated signs (e.g. Penitentiary, Government Gardens, Dockyards).

#### **5.4. CONTACT TRACING**

Contact tracing is a core disease control-measure and a key strategy for preventing further spread of COVID-19. PAHSMA has existing measures in place to collect and store contact information of PAHSMA workers, visitors and contractors, as well as identify the key areas or services that were used. Information is collected and stored in line with the *PAHSMA Personal Information Protection Policy*.

Contact details are collected at several locations to assist with any contact tracing that may be required if a worker, visitor or contractor contracts COVID-19.

##### Workers

- Workers' attendance to the workplace is known by:
  - Known fixed work hours for some workers, rosters for work from home, and leave applications
  - Rosters and sign-in sheets for permanent, fixed-term and casual workers
- Workers have also been provided information on and encouraged to download the COVIDSafe app to assist in contact tracing.

##### Contractors, consultants & administration visitors

- Contractors and consultants' contract details are required to sign in and provide basic contact details at four locations – Conservation & Infrastructure reception, Visitor Centre, Works Yard reception and Cascades Female Factory Visitor Centre.
- Contact details are collected for all other visitors to the Administration Building at reception.

##### Visitors

- Contact details are collected when visitors book or purchase online or over the phone for site entry, tours and dining.
- Contact details of one person per group are collected when booking or before dining in the Cafes or 1830 Restaurant.
- Contact details of one person per group are collected at ticketing for each group when entering the site.
- Workers are to ensure any expected guests provide contact details at the closest reception area.

#### **5.5. MANAGING HIGH LEVELS OF ABSENTEEISM**

Where possible, personnel in key administrative functions, such as Payroll, have been rostered to work from home at different times to reduce the likelihood of all key personnel being exposed to COVID-19 at the same time. This, along with rostering in teams, reduces the risk of high levels of absenteeism as a result of contracting COVID-19.

As a tourism site, flexibility in responding to visitor numbers is essential in our workplace. Existing processes are in place to increase or decrease staff as demand requires. As such,

PAHSMA currently employs sufficient numbers of workers to replace low to medium levels of absenteeism in the majority of work areas.

It is also expected in the initial stages of re-opening that visitor numbers will be low, particularly if restrictions still exist for interstate and international travel. The services and functions offered at PAHSMA sites will be reduced while demand is low, resulting in an increase in workers' availability. This is supported by the high proportion of workers that are employed under arrangements that allow for flexibility in the number of hours worked and days available to work.

PAHSMA sites are also flexible in reducing or ceasing services if workers are not available due to high absenteeism. Executives and Managers meet on a regular basis, which provides opportunity for such decisions to be made.

## **6. RESPONSE TO COVID-19 INCIDENT**

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PAHSMA, through the implementation of the measures outlined in this plan, have taken all reasonably practicable steps to minimise the risk of exposure to COVID-19 to all workers, contractors and visitors. However, there is always a possibility that a COVID-19 incident may occur at one of the PAHSMA sites. The following section outlines the steps to be taken if an incident does occur, or if a worker reasonably suspects that someone has been exposed to COVID-19.

Any workers involved in any COVID-19 incident must follow the advice of health officials at all times.

### **6.1. SUSPECTED CASE IN THE WORKPLACE**

#### **Initial respondent**

1. Isolate and limit further contact
  - a. All assisting to put on gloves and face mask as soon as possible
  - b. Isolate the suspected person from others
  - c. Provide facemask to suspected person to wear as soon as possible
  - d. Try to ascertain the areas and people the person has been in contact with
2. Inform
  - a. The manager of the area of the situation.

#### **Manager/Supervisor**

- b. Manager to inform the Site Emergency Manager and Human Resources of the situation

#### **Human Resources / Site Emergency Manager**

3. Seek advice
  - a. Call Tasmanian Public Health helpline 1800 671 738
  - b. Follow advice of public health official
  - c. Inform relevant Manager and workers of the advice
4. Send the person home or to a Medical Facility
  - a. Advise to go home or to a medical facility
  - b. Advise to call doctor or Hotline
  - c. Ensure they have transport
  - d. If travelling with driver, provide mask and gloves for driver
5. Clean
  - a. Allocate area-specific cleaners to clean all locale the person has entered
  - b. Provide and wear PPE when cleaning including gloves, eye protection and mask
  - c. Close and isolate area/s where the person and close contacts have been
  - d. Clean and disinfect surfaces
  - e. Only open area once fully cleaned and disinfected
6. Identify and inform
  - a. Identify any workers who the person has been in close contact with
  - b. If instructed by public health officials inform other people that
    - i. they may have exposed, and
    - ii. they may need to isolate and to follow advice on quarantining requirements

7. Review
  - a. Review risk management controls to identify if they need amending
  - b. Consult workers on WHS issues, remind them of the measures in place and give them the opportunity to raise any concerns

## **6.2. COVID-19 POSITIVE CASE RECENTLY IN THE WORKPLACE**

### **Human Resources**

1. Inform
  - a. Call Tasmanian Public Health Hotline on 1800 671 738. [Noting the Department of Health may have called PAHSMA to advise of the case. If this occurs we will be guided by their instructions from that point.]
2. Identify and inform others
  - a. With the assistance of relevant area managers, identify those workers who had close contact with the affected person
  - c. If instructed by public health officials inform other workers that
    - i. they may have exposed, and
    - ii. they may need to isolate and to follow advice on quarantining requirements
3. Clean
  - a. Allocate area-specific cleaners to clean all locale the person has entered
  - a. Wear PPE when cleaning including gloves, masks and eye protection
  - b. Close and isolate area/s where the person and close contacts have been.
  - c. Clean and disinfect surfaces
  - d. Only open area once fully cleaned and disinfected
4. Review
  - a. Review risk management controls to identify if they need amending
  - b. Consult workers on WHS issues, remind them of the measures in place and give them opportunity to raise any concerns
5. Notify WorkSafe Tasmania
  - a. Via phone on 1300 366 322 or by submitting Incident Notification form
6. Provide information to worker and other workers about the incident and on mental health support

Any response to a COVID-19 positive case should be undertaken in conjunction with PAHSMA's existing policies and procedures for incident and injury management and emergency management. These include:

- Work Health and Safety Policy
- Injury Management Policy
- Incident and Injury Reporting Procedures
- Emergency Management Plan.

## 7. INSTRUCTION, TRAINING & SUPERVISION

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PAHSMA has a dedicated communication team to inform our workers, the public and visitors on events and happenings at the Sites. To ensure effective communication to relevant stakeholders a specific COVID-19 Communication Plan was developed that outlined who, how and what information was to be provided. In addition, information and training is provided by managers and supervisors directly to the workers in their area.

### 7.1. INSTRUCTION & TRAINING

Throughout the COVID-19 pandemic PAHSMA has provided updates and information to all workers on the current COVID environment, as well as providing information on mental health, staying connected and what is happening in the workplace. PAHSMA recognises that maintaining clear lines of communication and supporting workers in these challenging times is essential to ensuring a safe and healthy workplace.

#### Workers

- Regular emails ('COVID Comms' and 'This Week') are sent to all employees on current Government announcements and news; links to COVID-19 resources and information; updates on site projects and workers; and how to access support
- All workers provided with information on:
  - How to manage COVID-19 risks
  - What are the new control measures and why
  - How to apply the control measure
  - What their WHS obligations are
  - How and where to access resources and information
  - What support is available
- In addition, supervisors or managers train workers on their return to the workplace on specific risks to their work area, the measure to be taken and safe use of any new products, PPE or processes
- Records of participation of staff in training will be maintained
- Supervisors are informed by WHS Officer of:
  - Specific measures in their work area, including use of new products and equipment
  - What to do if there is a worker with COVID19 and the COVID-19 Response Plan
  - How to assess the effectiveness of the measures and report any worker's concern
- Specific training is provided by relevant supervisors to workers on how to communicate PAHSMA's requirements to visitors
- Signs and posters are placed in highly visible locations to advise workers and contractors on the measures in place, including but not limited to:
  - Social distancing requirement
  - Good hygiene and how to wash hands
  - Staying home when sick
  - Where to get information and support

### Contractors, Suppliers and Key Stakeholders

- Contractors and suppliers are contacted directly to inform them of the relevant COVID-19 measures
- Key stakeholders are informed directly by phone or email of actions, updates, and where to get more information
- Contractors' managers are provided with information on:
  - How to manage COVID-19 risks
  - What are our new control measures and how to apply the control measures
  - Their obligations while on site

### Visitors

Visitors are provided with information in a range of methods:

- Website is updated with key information:
  - What actions and measures PAHSMA is taking
  - How they can help us to all stay safe
  - Changes to the site such as opening times and services
- Social media – information is updated on Facebook, Twitter and Instagram
- Media releases
- Signage and posters displayed in highly visible locations about:
  - Good hygiene practices, washing hands, limiting touching
  - Physical distancing measures and what to do
  - If unwell do not enter the site
  - Following instructions from PAHSMA staff

## **7.2. SUPERVISION**

PAHSMA is committed to creating a healthy and safe work-culture. Workplace health and safety is the responsibility of all workers, so as to ensure the measures outlined in this plan are adhered to the extent of their capacity. It is also the responsibility of all staff to ensure that our communications with our colleagues reflect our values and show respect.

In addition to the duty of all workers, supervisors and managers, additional measures under this plan include:

- It is expected that all workers will monitor and remind all other workers of their obligations to apply any measures put in place to minimise the spread of COVID-19. Everyone is responsible for their own health and safety as well as the safety of their work colleagues.
- Supervisors will monitor or nominate a person to monitor visitors in key areas to ensure social distancing and COVID-19 measures are met.
- Trained managers and supervisors will supervise workers while using specialist PPE when required.

## 8. LIST OF RELEVANT POLICIES, PROCEDURES AND DOCUMENTS

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### 8.1. PAHSMA

Work Health and Safety:

- PAHSMA Work Health and Safety Policy
- WHS Induction Procedures
- WHS Induction Information for Contract Workers

Emergency Response Plans:

- PAHSMA Emergency Management Plan 2018
- CMHS Emergency Management Plan 2018
- CFFHS Emergency Management Plan 2018

Hazardous Chemicals and Substances Procedures:

- 4.1.2 PAHSMA Hazard Identification and Risk Management Procedures
- 4.1.1 Hazardous Chemicals and Substances Procedures
- Hazardous Chemicals and Substances – Risk Assessment Form
- Checklist – Handling and use of Hazardous Chemicals and Substances Procedures
- PAHSMA Chemicals Register

Accident and Injury Policies and Procedures:

- Injury Management Policy
- Incident & Injury Reporting Procedures

Work from Home:

- Working From Home Policy
- Working from home tips
- Ergonomic Setup – Self Assessment and Tips

Other Standards & Procedures

- Workplace Dress Standards
- Day Guide Standards
- 1830 Back of House procedures
- 1830 Front of House procedures
- PAHSMA Personal Information Protection Policy
- Visitor Services procedures including Courtesy Vehicle Operations

### 8.2. LEGISLATIVE REFERENCES

*Work Health and Safety Act 2012*

*Public Health Act 1997*

*Emergency Management Act 2007*

*COVID-19 Disease Emergency (Miscellaneous Provision) Act 2020*

### **8.3. RELEVANT DEPARTMENTS AND AUTHORITIES**

Department of Health and Human Services

Department of Premier and Cabinet

- State Service Management Office
- Coronavirus Tasmania Information Site ([coronavirus.tas.gov.au](https://coronavirus.tas.gov.au))

State Emergency Service

WorkSafe Tasmania

Safework Australia

## 9. GLOSSARY

The following terms that are used in this plan are particular to PAHSMA in the context of a COVID-19 pandemic. All terms are consistent with WorkSafe Australia.

<b>Term</b>	<b>In the context of this plan, this means:</b>
<b>Cleaning</b>	Means physically remove germs, dirt and grime from surfaces using detergent and water solution
<b>Detergent</b>	Means a surfactant that is designed to break up oil and grease with the use of water
<b>Disinfecting</b>	Means the using of chemicals to kill germs on surfaces. The products considered suitable are labelled as household disinfectant, and containing alcohol ( $\geq 70\%$ ), chlorine bleach, oxygen bleach, or wipes or sprays that contain quaternary ammonium compounds
<b>Hazard</b>	From the <i>Emergency Management Act 2006</i> : hazard means a place, structure, source or situation that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment.
<b>Indoor Space</b>	Any area, room or premises that is substantially enclosed by a roof and walls (this also applies to temporary structures, for example a marquee)
<b>Outdoor Space</b>	Spaces that are not enclosed by a roof or walls
<b>Reasonably practicable</b>	Whatever is, or was at a particular time, reasonably able to be done in relation to ensuring health or safety. This takes into account and weighs up all relevant matters including: <ul style="list-style-type: none"><li>• the likelihood of a hazard or risk occurring</li><li>• the degree of harm that might result from the hazard or risk</li><li>• what the person concerned knows, or ought reasonably to know, about the hazard or risk, and ways of eliminating or minimising the risk</li><li>• the availability and suitability of ways to eliminate or minimise the risk</li><li>• whether the cost is grossly disproportionate to the risk</li></ul>
<b>Worker</b>	A generic term used to describe people who perform defined functions for an organisation or system, including staff, volunteers, contractors and consultants. The <i>Emergency Management Act 2006</i> defines emergency management worker specifically for emergency management protection and coordination purposes.
<b>Vulnerable Employee</b>	The following people are defined as vulnerable due to the higher level of risk of serious illness if they are infected with COVID-19: <ul style="list-style-type: none"><li>• Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions</li><li>• People 65 years and older with chronic medical conditions. Conditions included in the definition of 'chronic medical conditions' will be refined as more evidence emerges. The</li></ul>

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most current list can be accessed on the Department of Health website

- People 70 years and older
  - People with compromised immune systems
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## 10. ACRONYMS

Acronym	Stands for...
CFFHS	Cascades Female Factory Historic Site
CMHS	Coal Mines Historic Site
COVID-19	Severe acute respiratory syndrome coronavirus 2 (SARS-CoV2)
PAHSMA	Port Arthur Historic Site Management Authority
PAHS	Port Arthur Historic Site
PCBU	Person Conducting a Business or Undertaking
PPE	Personal Protective Equipment
SDF	Safety Data Sheet
WHS	Workplace Health & Safety