



WORKING TOWARDS COVID NORMAL

WHEN A **WORKSAFE ACT** INSPECTOR CALLS





WORKSAFE ACT – WHO ARE WE AND WHAT DO WE DO

WORK HEALTH AND SAFETY COMMISSIONER IS THE REGULATOR UNDER THE WHS ACT 2011

WorkSafe ACT is an independent entity that supports the WHS Commissioner to administer the Territory's WHS laws by providing **information, advice and support** as well as **compliance and enforcement** activities to ensure **safe, fair, productive working lives for Canberrans**.

- WHS Act and Regulation
- Dangerous Substances Act
- Scaffolding and Lifts Act
- Machinery Act
- Dangerous Substances (explosives) Regulation
- Labour Hire Licensing Act
- Workers Compensation Act

WHS Commissioner Jacqueline Agius





SAFE SYSTEMS OF WORK – MANAGING COVID-19

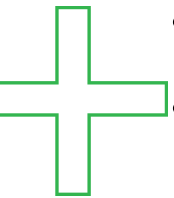
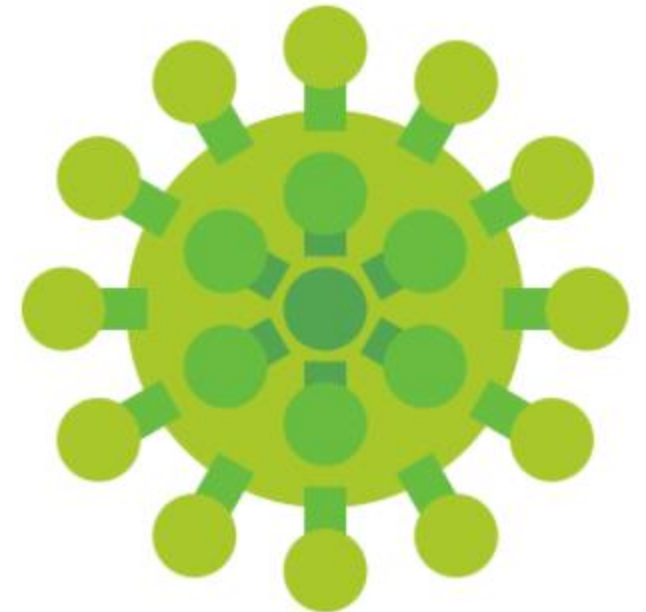
Under the WHS laws, duty holders are required to **eliminate the risks** of exposure to COVID-19 to both workers and others in the workplace, **so far as is reasonably practicable**.

Where this is not reasonably practicable, the risks **must be minimised.**

Includes staying up-to-date and complying with any federal or state Public Health Directions that apply to your industry.

- Vaccinations
- COVID Safety Plans
- Personal Protective Equipment
- Isolation/quarantine

COVID-19 is a biological hazard under the WHS laws





COVID SAFETY PLAN – A KEY SAFETY SYSTEM, BUT NOT THE ONE AND ONLY

Duty of care

Protecting workers and others at the workplace

Eliminating and managing risk

COVID-19 Safety Plan forms part of the combination of controls you have in place to protect against **all** risks

- Informed by a risk assessment, integrating advice/requirements provided by Departments of Health
- Specific to each workplace



EXAMPLES OF HIERARCHY OF CONTROL

- **Eliminate** – remove/restrict anyone with symptoms
- **Isolate** – quarantine, density & physical distancing
- **Substitute** – change procedures or processes
- **Engineering controls** – ventilation, cleaning procedures & vaccination
- Where a risk remains, **administrative controls** – QR sign ins, rosters, infection control policies & signs
- Where a risk still remains, **personal protective equipment** – masks, gloves, face shields & gowns

COMMON WORKPLACE PSYCHOSOCIAL HAZARDS AND THEIR EFFECTS

Common hazards

Increased occurrences of

Leading to

Resulting in



Low job control
little say on: what, how, when & where work's done

Role overload
excessive workloads & deadlines, complexity

Role conflict,
competing instructions & requests

Poor organisation justice
Decision bias, inconsistent application of practices

Low recognition & reward
effort/reward imbalance, poor career advancement

Low role clarity,
Uncertainty of work activity & responsibilities

Poor practical & emotional support
(From supervisors & managers)

High/low emotional & cognitive demands

Isolated & remote work

Poor workplace relationships & conflict

Poor organisational change management
(including consultation)

Physically hazardous working environment, layout, equipment, noise

Workplace Bullying

Work-related & sexual harassment

Work-related violence & aggression

Exposure to threatening, distressing & traumatic events

Increased
Stress
Fatigue
Burnout

Reduced
Engagement
Motivation

Psychological injuries and illness

Incidents, errors & business losses

Physical injuries and disorders

CONSULTATION

CONSULTATION

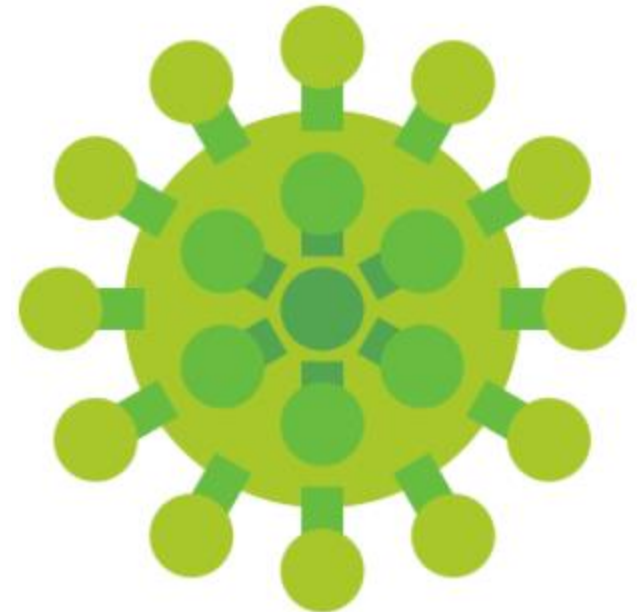
CONSULTATION

Develop, implement and review/revise your safety plans using the expertise and on-the-ground observations of your workers and Health & Safety Representatives (HSRs)

- Where are the trigger points?
- Where is risk management failing or need improvement?
- Is your plan appropriate for the size of the workplace and the specific workers, others and tasks?
- Is the PPE suitable?

Don't forget:

- **refer to most recent public health guidance**
 - **induction, training and supervision**



WHEN A **WORKSAFE ACT** INSPECTOR VISITS

Primary reasons for an inspection:

- **Reactive:** initiated from a notification, enquiry or complaint
- **Proactive:** initiated as part of a scheduled campaign

Who the inspector will talk with:

- PCBU(s)
- Health & Safety Representative(s)
- Workers

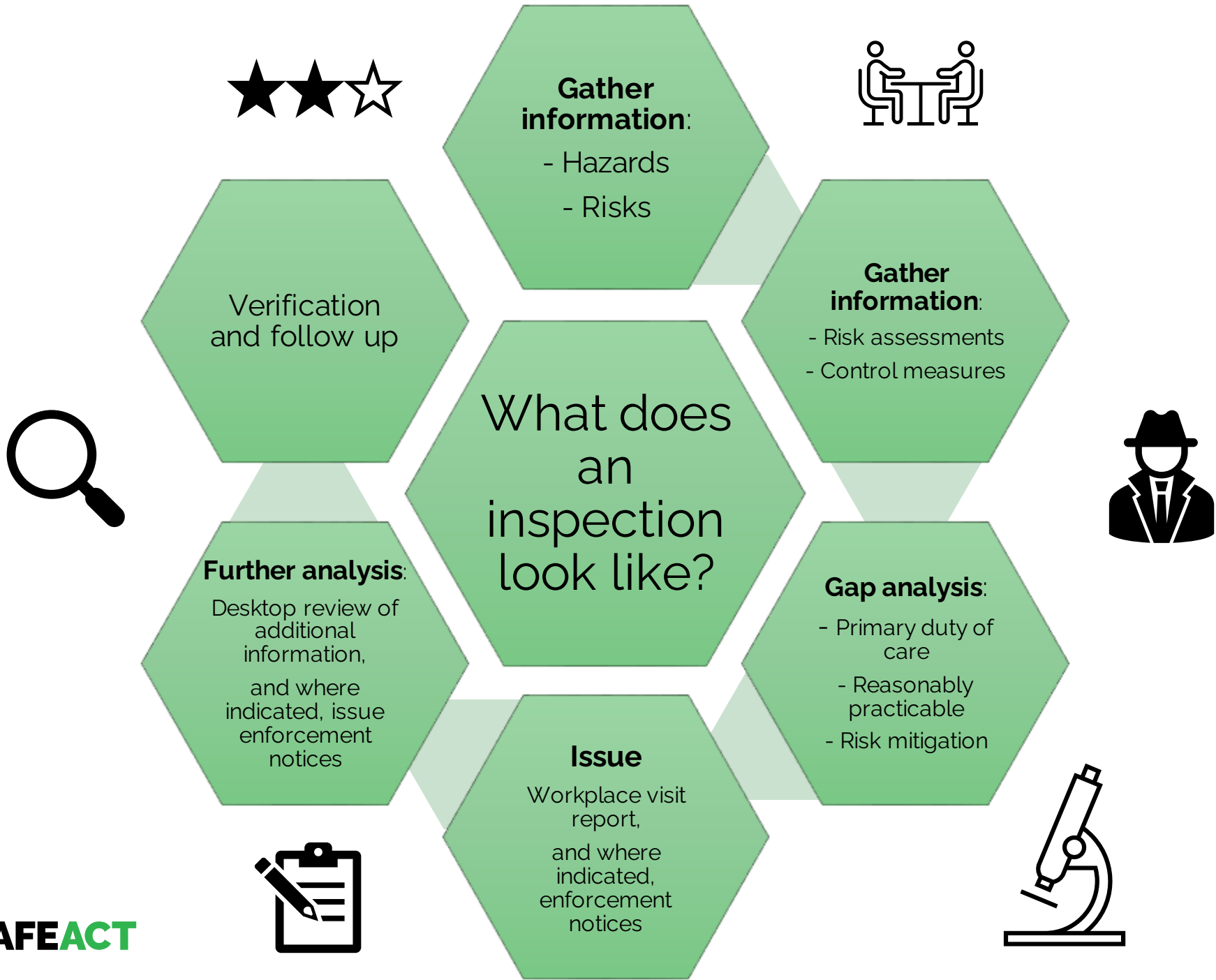


What the inspector may ask for:

- Details of Workers' Compensation and labour hire licensing
- Documentation such as risk assessments, policies, training records, maintenance schedules, hazardous chemicals register

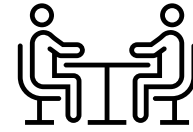
What the inspector may do:

- Take notes and photographs
- Request further information
- Issue on the spot notice
- Schedule a follow up visit



Gather information:

- Hazards
- Risks



Gather information:

- Risk assessments
- Control measures

Verification and follow up

What does an inspection look like?



Further analysis:

Desktop review of additional information, and where indicated, issue enforcement notices

Gap analysis:

- Primary duty of care
- Reasonably practicable
- Risk mitigation

Issue

Workplace visit report, and where indicated, enforcement notices





WORKSAFE
ACT SAFE +
HEALTHY
WORKPLACES



Contact us:

- **Phone:** 13 22 81 Monday to Friday 7am-8pm and on weekends from 8am-5pm
0419 120 028 after hours
- **Email:** worksafe@worksafe.act.gov.au
- **Report a concern or notify us of an incident:** online on our [Notify WorkSafe](#) webpage

