

# COVID Safety Plan

Please use the following form to document your plan for how your staff and patrons will be kept safe.

Premises name: **University of Western Australia**

Agrees to the following safety requirements:

- |                                                                                                   |                                                                                                                      |
|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> <b>Encourage COVID-19 vaccination</b>                         | <input checked="" type="checkbox"/> <b>Take steps to improve indoor ventilation</b>                                  |
| <input checked="" type="checkbox"/> <b>Maintain mandatory contact registration where required</b> | <input checked="" type="checkbox"/> <b>Maintain hygiene standards and conduct frequent cleaning and disinfection</b> |
| <input checked="" type="checkbox"/> <b>Encourage physical distancing</b>                          | <input checked="" type="checkbox"/> <b>Advise staff to stay home if unwell and get tested</b>                        |

- 1** Refer to the COVID Safety Guidelines for information on the expectations for COVID Safety Plans and to assist you in completing this plan. These are available at [wa.gov.au](https://www.wa.gov.au)
- 2** Discuss and share relevant details of your plan with staff, contractors and suppliers so everyone is aware of what to do and what to expect.
- 3** The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.
- 4** Print and display the COVID Safety Plan Certificate available at the end of this form.

## Premises details

Premises name:	University of Western Australia	Prepared by:	Lyall Munslow-Davies
Type of premises:	University	Position title:	Senior Physicist, S&H
Street address:	35 Stirling Highway, Crawley 6009	Completion date:	24 March 2022
Contact no:	61 8 6488 3783	Revision date:	24 June 2022
Email:	safety@uwa.edu.au		

\* For the sections below, please complete the form and attach additional pages or information as required.

## 1. COVID-19 vaccination

- What will be done to comply with any mandatory vaccination requirements and encourage staff to access vaccines?

**Consider:** any legal requirements regarding mandatory vaccination for staff, patrons and premises, staff education, mechanisms to encourage and promote access.

From 7 February 2022 all persons entering UWA premises are required to be fully vaccinated (triple dose where eligible) unless they have a vaccination exemption, are under 16 years old, enter university premises for a law enforcement function or enter university premises for medical or emergency purposes.

Currently, the following premises are exempt from this direction: accommodation and residential property within UWA premises including Crawley Village, University Hall and Forrest Hall; facilities operated by UWA Sport. Note that State Government mandates still apply.

All persons are encouraged to obtain vaccination at UWA Health and Medical Services on the Crawley Campus as well as at General Medical Practitioners, chemists and WA Government vaccination centres.

## 2. Contact registration

- What will be done to implement contact registration requirements as relevant to the premises?

**Consider:** legal requirements to manage, store and dispose of contact registration records; ensuring SafeWA QR codes are easily accessible, ensuring option of hard copy register is available.

SafeWA QR codes have been placed at access points for UWA Buildings. Hard copy attendance registers are available at public-facing venues.

Staff and student secure "Covid-19 positive case registers" have been established and widely publicised through all-staff and all-student emails from the Vice-Chancellor.

UWA will liaise with the WA Government Public Health Unit to assist in contact tracing for cases confirmed on UWA premises.

Records will be retained in accordance with the State Records Act 2000 (WA) and the Ad Hoc Disposal Authority – COVID-19 Health and Vaccination Information (DA 2021-010).

### 3. Physical distancing

- What will be done to implement physical distancing principles?

**Consider:** physical distancing for staff and patrons; management of waiting areas etc.

Means to calculate the number of persons permitted to be in UWA rooms and venues to comply with WA Government advice or directions has been provided and the person in charge of each room or venue is responsible for ensuring compliance.

As far as reasonably achievable academic teaching is online to minimise the number of persons on campus.

As far as reasonably achievable meetings are being held by Microsoft Teams online rather than in face-to-face venues.

### 4. Ventilation

- What will be done to improve ventilation?

**Consider:** measures to improve air flow and quality in indoor settings, adequate cleaning and maintenance of ventilation systems

Ventilation risk assessments have been carried out for areas with poor mechanical ventilation to determine additional transmission prevention measures and these have been communicated to affected stakeholders.

Where possible, air dilution rates and fresh air intake has been increased to further reduce aerosol transmission risks within buildings.

All university building mechanical ventilation plants are maintained to Australian Standards requirements.

### 5. Hygiene

- How will you ensure required hygiene, cleaning and disinfection standards are maintained?

**Consider:** hygiene protocols and practices; supply of cleaning, sanitiser, and disinfection products etc.

Posters advising personal hygiene are in UWA washrooms and in public-facing areas.

Hand sanitiser dispensers with appropriate posters have been placed widely throughout UWA buildings.

Frequently touched surface cleaning and disinfection has been implemented for Tier 1, 2 & 3 healthcare facilities across campus.

## 6. Training and education

- How will you ensure all your workers know how to keep themselves and others safe from exposure to COVID-19?

**Consider:** staff training; records of training; additional education; signage; guidance material etc.

Posters advising how to minimise exposure to Covid-19 are widely distributed throughout UWA.

Multiple FAQ's on major COVID-19 subjects are on the staff intranet.

Staff and students are encouraged by all-staff and all-student emails to access the UWA "Covid-19 latest information site" and "Managing Covid-19 cases" on the UWA intranet.

## 7. Compliance

- I am aware of and comply with all relevant legal obligations arising from the *Emergency Management Act 2005* and the Directions made under that Act. I am also aware of and continue to comply with all other relevant existing legislation and regulation, including Worksafe legislation.

Yes  No

**Comments:**

All WA Government and WA Health Department Directives and requirements are in place.

## 6. Response planning

- How will you respond to an exposure or suspected exposure to COVID-19 within your premises?
- What are your plans in the event a worker returns a positive RAT or PCR test?

**Consider:** records of patrons; cleaning procedures; referrals to relevant authorities; regular review of procedures; process to identify and advise all workplace close contacts etc.

The UWA Covid-19 Management Group manages UWA's Covid-19 responses and actions. UWA intranet page "Managing Covid-19 cases" provides detailed information on managing confirmed cases (by PCR or by RAT tests) and this covers:-

Reporting positive cases - staff, students and visitors;

Management techniques for positive staff, students, contractors and visitors;

Identifying close contacts;

Identifying exposure sites; and

Cleaning requirements.



Premises name:

The University of Western Australia

## COVID Safety Plan Certificate

**Welcome. We are a business implementing COVID-safe principles.**



**COVID-19  
vaccination**



**Frequent cleaning  
and disinfection**



**Contact registers**



**Physical distancing**



**Ventilation**



**Staying home when  
unwell and get tested**

Prepared by:

**Head, S&H**

Date

**24 March 2022**

**We're doing our part to help keep you safe.  
Please respect the rules and our staff.**