|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WHS Procedure Title:** | | WHS COVID SAFETY MEASURES | | |
| **WHS Procedure No.** | |  | **Authorised Date** | 03 March 2024 |
| **Review:** | Annual General Meeting Executive & Management Committee Meeting- March each year | | | |

# Purpose & Scope

This procedure outlines requirements for ensuring the protection from COVID – 19 to all Sub Branch Patrons on all Sub Branch Sites

## Sub Branch sites

Sub Branch Sites include:

* Main Sub Branch Office located in Club Ltd premises;
* Gardens and Park Office;
* Ingleburn RSL Sub Branch Memorial Gardens;
* Sister Helen FJC Haultain Memorial Park;
* Sub Branch Bus;

Offsite areas e.g. Service Members/Auxiliary homes, Hospitals, Nursing homes

# Context

Under WHS law, all employers or businesses must manage the risk of COVID-19 to people in the workplace. Further under WHS Act 2011 s.19 ss.3g - that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

# Reporting

Ingleburn RSL sub Branch has a legal duty to report all COVID Incidents to SafeWork NSW. All records on Health Surveillance must be kept on site for 30 years.

**MANDATORY SIGN IN**

* QR CODE and follow GAPs staff and instructions

**OBSERVE SOCIAL DISTANCING**

* Local rules – 1.5m social distancing
* Maintain chair layout

**VACCINATION REQUIREMENT** – encourage vaccinations, advise if unwell stay at home, not vaccinated MUST wear a mask.

**CAPACITY LIMITS** – enforced accordingly as mandated by Health NSW

**INGLEBURN RSL SUB BRANCH COVID SAFETY MEASURES**

**PRACTICE GOOD HYGIENE**

* Hand sanitisers are available throughout the venue.
* Wash your hands thoroughly and cough/sneeze into your elbow or a tissue. Dispose of tissues properly
* Encouraged to wear a mask

**NO SHARED EQUIPMENT**

* Due to public health restrictions, there will be no shared pens/handouts on the tables.
* Any handouts provided are single-use and will be disposed of after every event.

**IF YOU ARE FEELING UNWELL ….**

* Do Not Attend,
* See your Doctor get tested and self isolate
* .

**Encourage COVID-safe behaviour through communications**

* Display and communicate conditions of entry. For example, ask people to stay away if they're unwell. Communicate this on entryways, your website and social channels.
* Communicate occupancy or density limits, physical distancing and hygiene measures. Do this with posters, floor markings and other signs in key areas.

**PROVIDE COVID-19 TRAINING & INFORMATION**

* Provide staff with information and training on COVID-19 and on how to minimise risk of COVID-19 transmission.
* Encourage workers to get vaccinated.