

HRD - COVID-19 Precautions Statement

Compliance

Standards for RTOs 2015

Legislation and regulations

- *Occupational Health and Safety Act 2004* (Vic)
- *Occupational Health and Safety Regulations 2007* (Vic)
- WorkSafe Victoria Codes of Practice

Purpose/explanation

This statement explains how HRD Integrated Services seeks to fulfil its health and safety obligations to staff, learners, clients and the wider community through a systematic process of identification, assessment and control of COVID-19 risks as part of the planning and conduct of HRD activities.

Related policies

- [HRD-OHS Policy and Procedures v1.2 140917](#)
- [HRD-OHS Policy and Procedure-COVID-19 Supplement v1.0 190320](#)

Related documents

- Rail Academy Newport (RAN) Workplace health and safety policy and procedures
- RAN site induction checklist
- HRD forms:
 - [Hazard, accident and incident form](#)
 - [Job safety and environment analysis \(JSEA\)](#)

Reference

- Coronavirus (COVID-19) information for employers (<https://www.health.gov.au/resources/publications/coronavirus-COVID-19-information-for-employers>)

Scope

This procedure applies to all HRD staff, learners, contractors, clients and visitors, and to all HRD activities.

Where training and assessment occurs at a hired training venue (for example, the Rail Academy-Newport) or worksite, this statement should be read in conjunction with relevant site documents.

Responsible parties

The Director and the Training Manager are responsible for the implementation and conduct of this policy.

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For the health and safety of HRD staff (trainers and administration) and learners/trainees attending classes, HRD will promote and implement recommended procedures and practices to minimise the likelihood of infection or the spread of the virus. Our objective is to maintain a safe workplace and to ensure that HRD can continue to meet its expected training commitments.

1. What is HRD doing to minimise the risk of COVID-19 infection?

- a) We're maintaining information flow:
 - keeping our staff up-to-date and as informed as much as possible. Access to current information released by Government authorities is available to assist in risk management or preventing contact with COVID-19.
 - complying with appropriate jurisdictional and employer WHS requirements.
 - Including specific reference to COVID-19 risk management in HRD inductions.
- b) We've reduced exposure to risk by:
 - restricting access to the HRD Administration Offices (Williamstown North-Akuna Drive and Melton-Norton Drive). Only one person will be present at any time, unless authorised by the Director.
 - increasing the frequency and intensity of cleaning in our offices.
 - minimising or stopping all non-essential travel for staff, including no interstate travel, and offered options closer to home base (where practicable) or work at home.
 - promoting social distancing.
- c) We are managing training schedules and delivery to minimise learner/trainee exposure to risk by:
 - confirming that Rail Academy Newport (RAN) staff share the same risk-minimisation standards, including sanitising high frequency touch-points regularly and supplying hand sanitiser. (Note that the RAN is a hired facility; HRD does not have influence over whether that facility shuts or restricts access.)
 - cancelling group training if potential exposure to a virus source is identified.
 - respecting personal choice to not attend group sessions.
 - stopping all non-essential group sessions. Face-to-face REVIEW sessions will now be held using remote access (webcams or phone calls). HRD will coordinate with each group in advance of the scheduled date.
 - implementing distance learning (using webcam-type conferencing) and ensuring that reading material is available via Dropbox to enable continued study.
 - using social distancing when coming together as a group and/or in written theory tests, maximising the opportunity for outdoor activities.
 - on-the-job competency assessments to be conducted under strict guidelines and only in well ventilated areas.
 - stopping all deliveries of catering into the group, including fruit and lunches.

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2. Responsibilities of learners/trainees

Learners/trainees share equal responsibility with HRD to minimise the likelihood of exposure to the COVID-19 VIRUS. This includes:

- Alert HRD staff and your employer if you have any symptoms or contact with COVID-19 (as per Australian Government guidelines).
- Apply social-distancing with other people (1.5 metres distance) while at HRD training.
- Avoid handshakes or any direct contact with others.
- Avoid touching your face, eyes, nose and mouth.
- Practice good personal hygiene – bring own hand-sanitiser (as back up).
- Wash your hands hourly with soap & water or sanitiser.
- Maintain clean contact points on all personal phones and laptop keyboards – by using sanitiser wipes.
- Sneeze or cough into the crease of your arm.
- Use paper towel or air dryers rather than cloth hand towels to dry your hands.
- Wear a mask and gloves at your discretion.

3. Access to Distance mode technologies

HRD will work with you and your employer to ensure you can access quality training via a distance mode option. Discuss with your employer how to access employer-provided remote video conferencing facilities and check how and when you can have access.

HRD uses a commercially available application to allow learners to join in with Trainers using distance learning software.

4. Reporting of COVID-19 instances

HRD has in place a mechanism to report known instances of infected persons and virus hot spots where we hire or visit. Please discuss any known instances with your HRD trainer-assessor.