

Coronavirus (COVID-19) Training Policy

Introduction

The COVID-19 pandemic is a declared public health emergency and has had an unprecedented impact on the way people live and work.

Workplace Industry Training (WIT) is committed to ensuring the health and safety of all those in the workplace.

This policy relates specifically to the measures WIT is taking to eliminate or manage the risks associated with COVID-19 in order to protect the health and safety of students, staff, clients and the wider community as a whole.

Background

COVID-19 is a respiratory virus that is spread easily from person to person through close contact with infected persons. While some people may display no symptoms or recover easily, others may require intensive care, potentially leading to death in the elderly, vulnerable and immune-compromised.

Good hygiene prevents infection and vaccination has been evidenced to reduce the effects of infection.

Risk Management Approach

WIT will comply with all site rules imposed by clients regarding COVID-19.

In addition to client policies and procedures, WIT also takes steps to promote a COVID safe training environment through the following precautions:

- Students and trainers are to check into the training venue through the NSW government COVID Safe check in app – using either the client’s QR code or our own (for WIT venues)
- Min 1.5m distance to be maintained between all students where practical. Where the 1.5m separation is not possible, students are to be wearing face masks, disposable gloves, and safety glasses at all times – subject to risk assessment and client approval
- Face masks to be worn at all times when on site. Masks may be removed for strenuous activities or where they interfere with critical tasks, providing 1.5m separation from other persons (2 arms lengths) can be maintained and the mask is replaced as soon as is practicable.

- Hand sanitiser, cleaning wipes and cleaning solutions are to be used before and after handling training materials
- Training venue to be sanitised before and after use with no sharing of pens between students

WIT Staff Requirements

Given the significant risk COVID-19 presents to the health and safety of people at the workplace, and to meet their WHS duties, WIT have committed to the following:

- Trainers will wear masks at all times when training or conducting Verification of Competency (VOC) assessments.
- All trainers, and any staff dealing face to face with the public, are to be vaccinated or show proof of booking by 01 Sept 2021 except where medical reasons prevent this
- Any other WIT staff are actively encouraged to be vaccinated
- Trainers are to be tested every 3 days – these results will be made available on request. Due to delays in processing tests, trainers may provide evidence of testing where results are not available
- Flexible and work at home arrangements are available for those who require them
- Staff are to minimise non-essential movements in general and comply with stay at home orders. When conducting site-based training, trainers are to travel direct between site and accommodation or residence.

Application

For the safety of yourself and others, this policy must be followed at all times.

Where this policy conflicts with a client policy, the higher level of protection will be observed.

Due to the changing nature of the public health orders, this policy will be under constant review and updated to reflect new requirements or preventative measures as they arise.