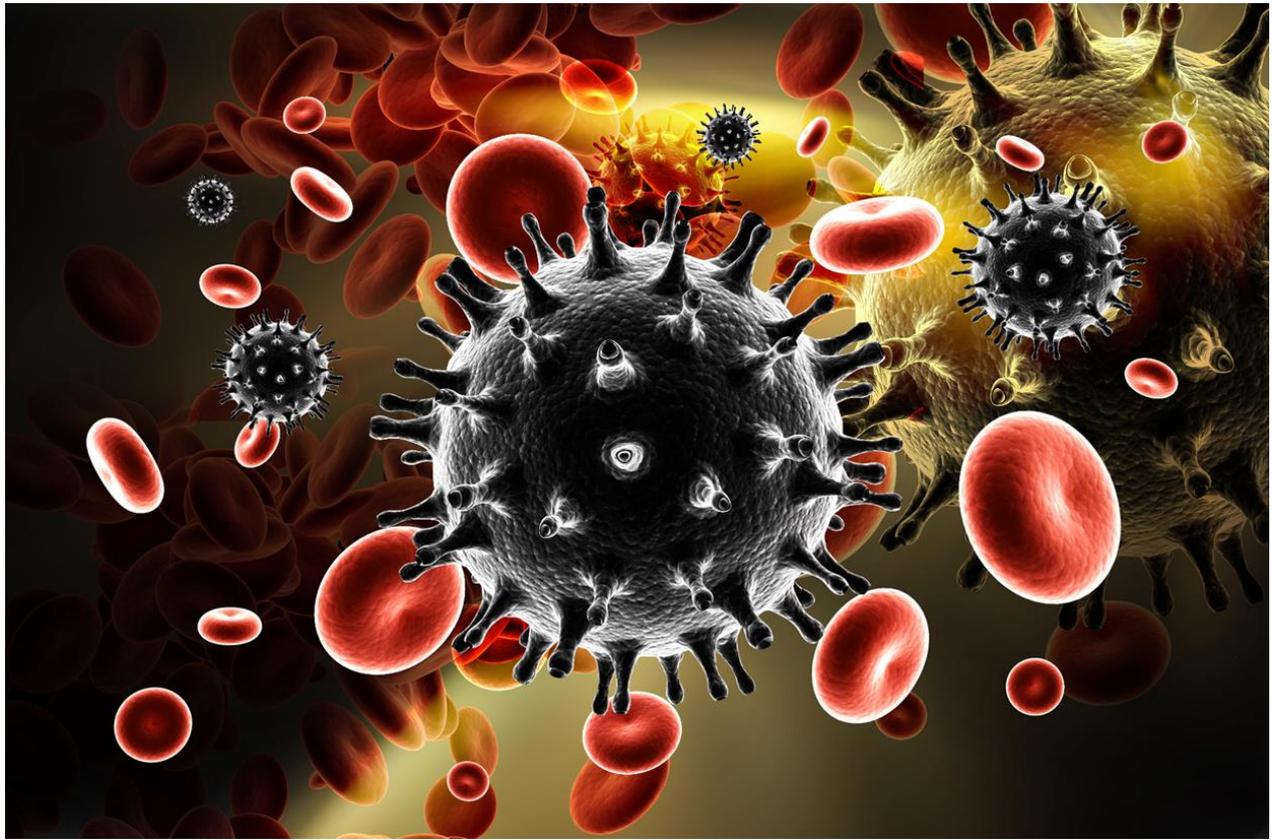
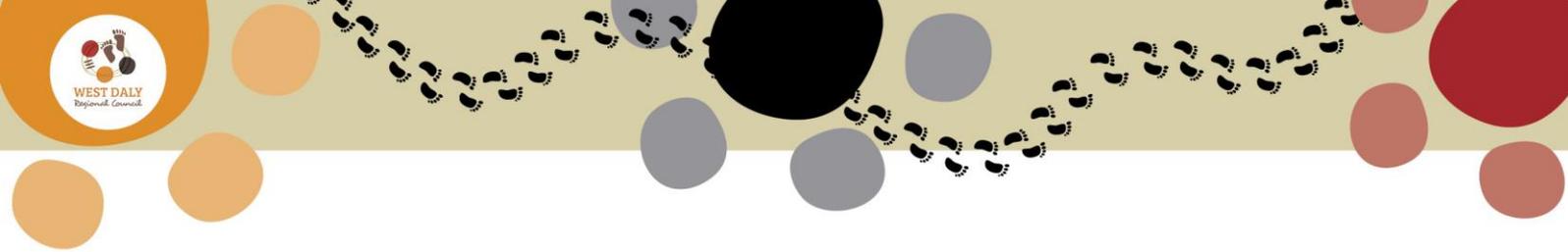




# West Daly Regional Council

## COVID-19 Organisational Safety Plan

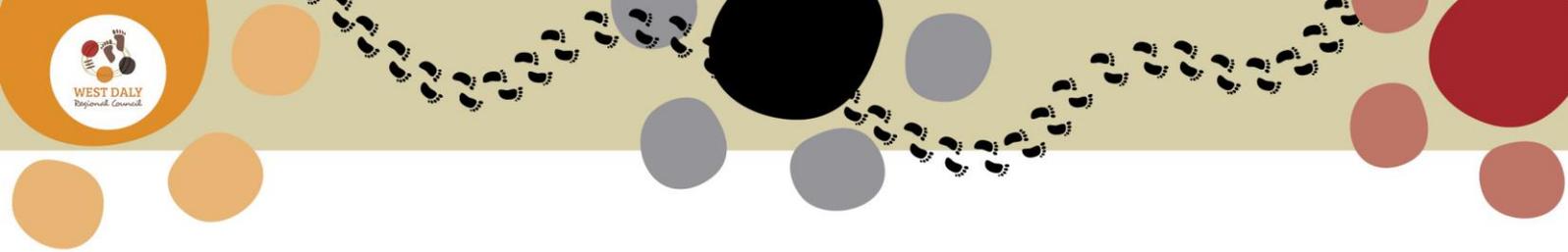




**West Daly Regional Council  
COVID-19 Organisational Safety Plan**

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<b>Document Author</b>	<b>V 1.0 - Shaun Hardy (Chief Executive Officer {former}) V 2.4 - Ian Wallis (Health, Safety &amp; Risk Officer)</b>
<b>Authorisation</b>	<b>This operational order is authorised by:</b> <ul style="list-style-type: none"> <li>▪ Chief Executive Officer – Matthew Eastham</li> </ul>



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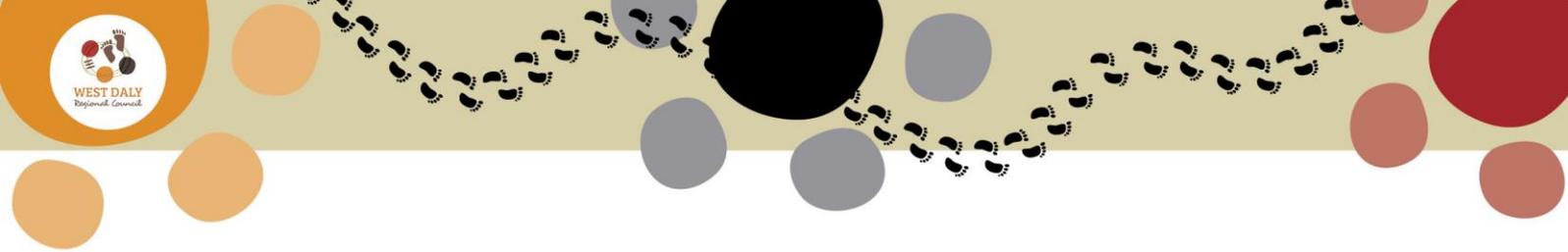
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## INTRODUCTION

The novel Coronavirus (Covid-19) outbreak represents a significant risk to Australia and the Northern Territory (NT). It has the potential to cause high levels of morbidity and mortality and to significantly disrupt our community socially and economically.

Aboriginal and Torres Strait Islander (ATSI) peoples represent approx. 30% of the Northern Territories population, many of whom reside in remote and very remote areas. ATSI peoples experience a health impact greater than other Australian's, particularly in relation to chronic and communicable diseases, infant health, mental health and life expectancy. West Daly Regional Council (Council) services a number of remote Aboriginal Communities, with ATSI peoples making up more than half of Council's workforce.

In response to the Covid-19 Pandemic the *Northern Territory Public and Environmental Health Act 2011, Safety Measures for Places, Businesses, Activities, Services and Premises (Covid-19 Directions (No. 35) 2021)* has been enacted and requires all organisations to plan for, and provide their resources and actions to prevent or minimise the spread and risks of Covid-19.

As such, West Daly Regional Council (the Council) have adopted an Organisational Safety Plan for all employees of the Council, and for those who enter Communities, Homelands and work within other areas in the West Daly region.

This plan is a living document that will be updated and revised as the pandemic situation continues to evolve.

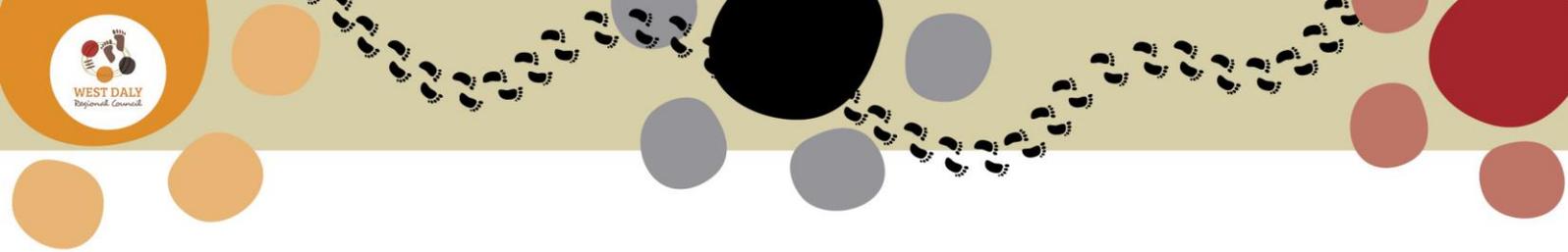
## PURPOSE

This internal Organisational Safety Plan ensures the Council's Covid – 19 Pandemic response is planned, organised and managed to avoid and minimise Covid risks, and to comply with NT Government pandemic response requirements.

It focuses on both ensuring the health and safety of all Council workers, contractors and visitors entering or working in Council's work sites, and/or travelling throughout the West Daly region is of utmost priority, and that Council continues to deliver its critical services to support the West Daly region.

This plan is to be actioned any time the NT and Commonwealth Government enacts Covid-19 Directions that involve Council locations and services, or where there is an outbreak of Covid-19 at any of the Council work sites.

The plan will then cease to be in effect once the NT and Commonwealth Government removes relevant Covid-19 related Directions and Determinations. Council's CEO or their delegate will communicate information accordingly.



## **Essential Workers**

The NT Government states that an Essential Worker is “an employee or contractor engaged by a Territory or local government, and provide services which are deemed essential by the relevant Agency Chief Executive Officer or CEO of a council. A letter from your employer is required to prove you are an essential worker. You must also have photo identification with your current address.

Only authorised Essential Workers and those with a Northern Land Council’s (NLC) permit can visit West Daly’s remote Communities. For current NLC permit requirements including Covid safe practices, please refer to:

<https://www.nlc.org.au/uploads/pdfs/Covid-safe-Conditions-v2.pdf>

Please note that Covid-19 Vaccination Certificates are now required to maintain a current NLC Permit.

For more details please refer to: <https://coronavirus.nt.gov.au/business-and-work/essential-workers>

As such, Councils CEO will advise who is deemed an Essential Worker, and what is deemed Essential Work.

Essential Workers are categorised as follows:

- are essential for the proper functioning of the Territory; or
- needs an exemption to avoid unusual, undeserved, disproportionate hardship; or
- are governed by a Covid-19 management plan, imposed by the employer of the person or class of persons, to prevent the transmission of Covid-19.

Where required and possible, the Council CEO or their delegate will facilitate Council employees to work from home, and will ensure employees are issued with the resources to enable them to effectively work from home.

The Council may also, if needed, make available its current unoccupied accommodation to self-isolate Council employees and Essential Workers who may test positive, are identified as a close contact or become unwell.

## **Essential Council Activities**

Essential Activities the Council may undertake under the under the NT Government definitions are defined as:

*“providing for essential, critical or urgent maintenance or repair of power, water, communications or other infrastructure critical to the Territory or to maintain other operations deemed essential, including trade assistants, trade stores and equipment hire for”;*

- related emergency services;



- providing support services to the residents of the lockdown area;
- a post office;
- air transport services or an airport;
- freight services for road, rail, sea and air, including postal and courier services;
- an accommodation provider;
- public transport, including taxis and other commercial passenger services, including Transit Safety Officers and interchange officers;
- the Territory or local government services which are deemed essential by the relevant Agency Chief Executive Officer or CEO of a Council;
- vehicle repair and mechanical services, including roadside assistance; and
- a person employed or engaged by any other business or undertaking to the extent that business or undertaking is permitted to remain operational under my [Covid-19 Directions](#) (No. 10) 2021.”

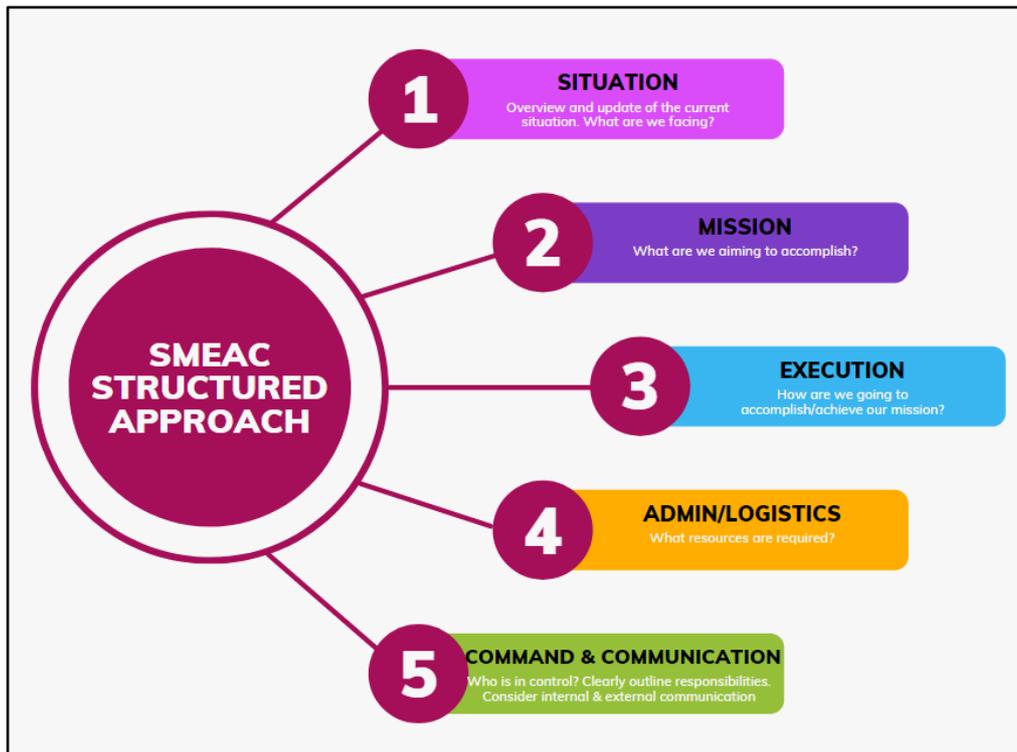
**Travel to and from Council Managed Communities**

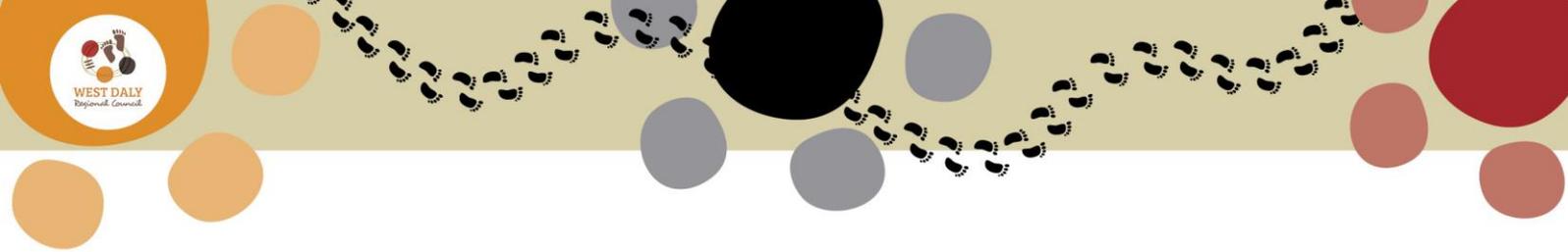
The Council will maintain a travel log of all approved essential workers who need to travel to and from Council communities. Any Council staff who wish to travel to communities must seek approval from the CEO and then ensure their travel details are logged with the CEO’s Executive Assistant prior to travelling.

**OPERATING PROCEDURES**

**West Daly Regional Council’s Covid Incident Management Team (CIMT)**

Council’s CEO will, when required, activate Council’s CIMT in order to effectively monitor and manage Covid-19 within the West Daly region. Chaired by the CEO, the membership of the CIMT is inclusive of Executive members, Community Services Managers and other specialised positions as needed, and follows the SMEAC incident response approach.





The CMIT will meet at time and frequency that suits the situational requirements.

### **Mandatory Vaccination Requirements**

The NT Government Chief Health Officers (CHO) *Covid-19 Directions (No. 55) 2021: Directions for mandatory vaccinations of workers to attend the workplace*, states that workers are required to be fully vaccinated by 25<sup>th</sup> December 2021, if in the course of your work:

- you come into contact with vulnerable people
- your workplace poses a high risk of infection, or
- you perform work that is necessary for the operation or maintenance of essential infrastructure or logistics in the Territory.

All Council employees, contractors and visitors fit the abovementioned criteria, and therefore must adhere to the CHO Direction.

Not being vaccinated not only poses significant health risks to ourselves, families and the wider community of the West Daly region, but is also going to impact the ability for critical work to be undertaken by Council.

### **Booster Vaccinations**

All workers under the mandatory vaccination Direction are required to have a booster dose of the Covid-19 vaccine by Friday 22 April 2022.

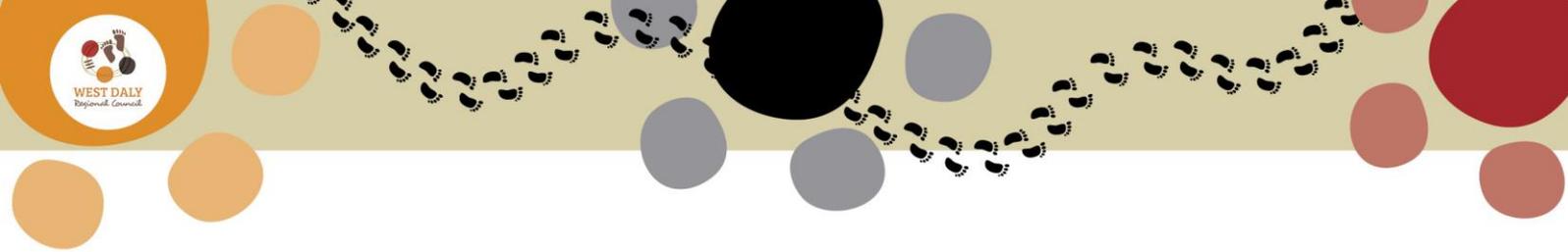
For more information please refer <https://coronavirus.nt.gov.au/business-and-work/mandatory-vaccinations>

Employees who do not comply with the CHO Direction by the relevant dates and attend a work site, face a fine of \$5000. As per the above CHO Direction, the only way a worker can attend a Council work site is with a vaccination exemption that complies with Parts 8 & 9 (a & b) of the above Direction.

Council maintain a Covid-19 Vaccination Register of dates of vaccination, and vaccination certificate numbers, however do not keep copies of certificates.

### **Contractors and Vaccinations**

Council have sent letters to all contractors requiring that they provide written assurance to Council that all their workers and sub-contractors have the required vaccination status. If they have not responded, they cannot visit or work in Council controlled work sites. No Contractors will be engaged unless they comply with all the relevant CHO Directives.



### **West Daly Regional Council Employee Responsibilities**

The Council CEO will advise when Council employees are permitted/not permitted to travel between Wadeye, Palumpa, Peppimenarti and Homelands during work hours. This will be determined consistent with NT Government Directions at the time.

Employees are to follow the below practices to minimise the risk of infection. These include but are not limited to:

- maintaining a distance of 1.5m where practicable;
- do not come to work if feeling unwell or have any Covid-19 symptoms;
- isolate and complete a Covid-19 test if you are symptomatic of Covid-19;
- wear a face mask as required by the NT CHO;
- wear gloves if touching members of the Community;
- cover your nose and mouth with a tissue or flexed elbow when you cough or sneeze;
- wash your hands often with soap and water, or hand sanitiser for at least 30 seconds:
  - after coughing or sneezing
  - before preparing food or eating
  - after toilet use
- avoid touching your eyes, nose or mouth and
- avoid face-to-face gatherings.

### **Workplace Cleaning**

Work sites are to maintain frequent cleaning programs of work stations and all other work areas where staff congregate. This is to be with disinfectant or antibacterial wipes, or antibacterial cleaning solutions and the waste then bagged separately before being disposed of.

### **Territory Check-In App**

Furthermore, all employees must, if possible, download the Territory Check-In App (if unable, use manual sign in procedures) and check in to all Council work sites. Administration Officers in each Council work site are responsible for ensuring all visitors check in.

For more info: <https://coronavirus.nt.gov.au/stay-safe/check-in-app#section1>

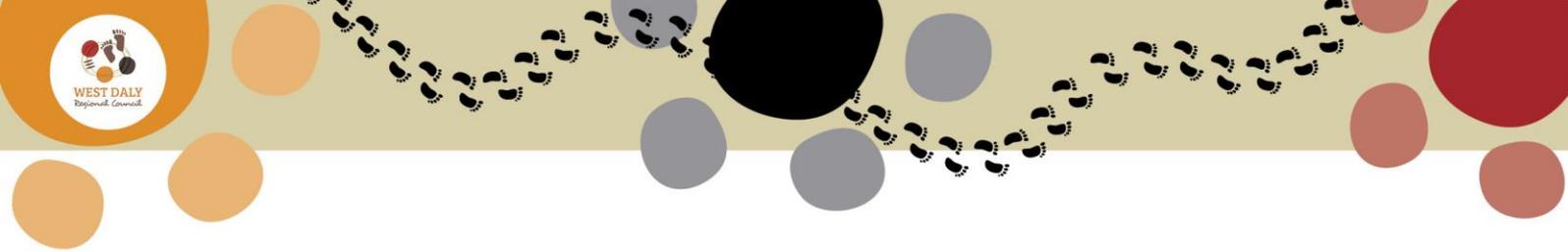
Employees are required to self-manage in accordance with this Plan, and employees when unwell may access leave provisions in accordance with Council's Enterprise Agreement.

All employees are to follow NT and Commonwealth Directions and Determinations at all times, and those directions given by Council's CEO or their delegate.

### **Covid-19 Safety Supervisor/s**

The role of the Covid-19 Safety Supervisor is to implement this Covid-19 Organisational Safety Plan and is to be carried out by the:

- HS&R Officer – Darwin Office



- Community Services Managers at Wadeye, Peppimenarti and Palumpa.

A person appointed to the role of Covid-19 Safety Supervisor should:

- Supervise and guide staff in Covid-19 safety principles;
- Assist in increasing knowledge about Council policies and procedures consistent with the Covid-19 safety principles;
- Remind all of their obligations to adhere to the Covid-19 safety principles and items within this Plan;
- Assist in identifying and eliminating potential Covid-19 hazards or non-compliance; and
- Ensure Council's Covid-19 Organisational Safety Plan is reviewed every 6 months, is submitted to the NT Government as per requirements, and remains fit for purpose.

Covid-19 Safety Supervisors should communicate with employees about their safety responsibilities in daily Toolbox briefings, employee communication notice boards, signage, email, etc. The NT WorkSafe website provides further guidance on how businesses can manage risks arising from Covid-19.

### **Personal Protective Equipment (PPE)**

Council will provide PPE for employees. PPE items include:

- Surgical Face Masks
- N95/P2 Face Masks
- Disposable Nitrile Gloves
- Antibacterial Hand Sanitiser
- Antibacterial/Disinfectant Wipes

Employees are responsible for maintaining a high level of cleanliness of Council work sites and vehicles, and used PPE is to be disposed of appropriately (placed inside sealed bags and placed in rubbish bins).

Council will also maintain a stock of Rapid Antigen Tests (RAT) to be utilised in accordance with the requirements in place by NT and Commonwealth Governments Directions and Determination.

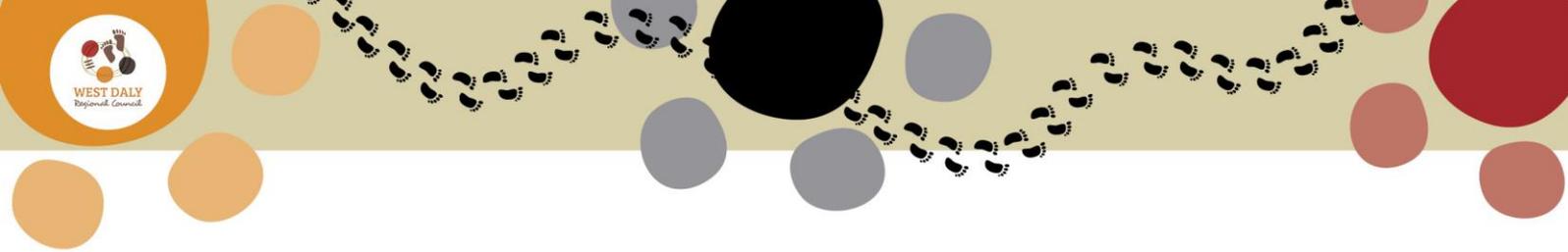
The goal is to maintain stocks of RATs for each location as per the following:

- Wadeye = 80
- Palumpa = 40
- Peppimenarti = 40
- Darwin = 20

Council's PPE Register is maintained weekly, with the Health, Safety & Risk Officer responsible for ensuring stock levels are maintained in all Council work sites.

### **Contractors for Council**

Works required to maintain essential infrastructure or to ensure properties are safe, secure and habitable are considered essential works. Travel to Communities and Homelands will be limited to



the completion of housing maintenance that is already underway, and immediate and urgent repair works from tenant and government housing such as:

- Burst water pipe or major leak
- Broken or blocked toilets or drains
- Exposed electrical wiring (or no electricity to the premises)
- Security issues
- A fault or damage that makes premises unsafe, insecure or is likely to cause injury.

Contractors who provide Essential Workers are to ensure they:

- Stay home or self-isolate in accommodation if feeling unwell;
- Wear a face masks as directed by the NT CHO;
- Only have direct contact with Community residents of the relevant property, and limit this contact where possible;
- Confirm with residents before travelling, and before entering any property, that occupants are not in self-quarantine, self-isolation or unwell;
- Do not have face-to-face meetings, gatherings or mixing with other Community, Homelands, Territory employees and exempt employees from outside the West Daly region;
- Advise residents that they are taking all precautions regarding hygiene and infection as directed by the NT Department of Health (DoH) and the NT CHO;
- Bring their own food and supplies to avoid having to go to Community stores;
- Employ appropriate cleaning practices before and after visiting Communities and Homelands as part of good hygiene practice – wipe down and sanitise surfaces of vehicles and any equipment used after use; and
- Practice good personal and hand hygiene.

## DEVELOPING COVID-19 SYMPTOMS

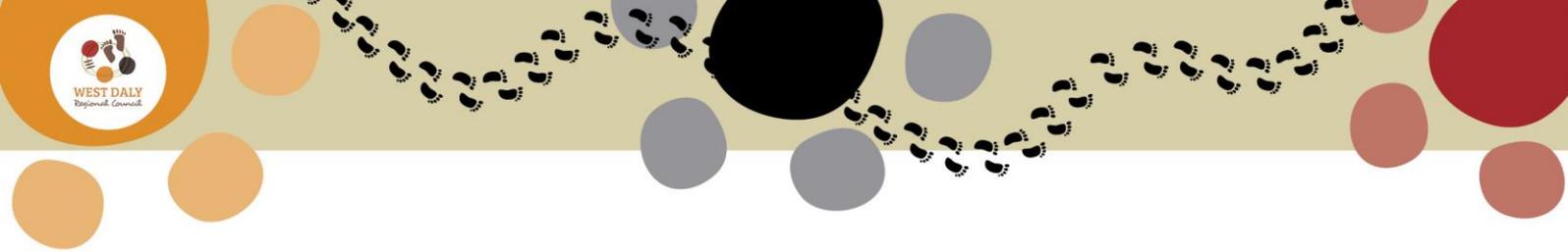
If you develop symptoms (fever {37.5 or higher}, chills or night sweats, cough, sore throat, fatigue, difficulty breathing, headache, muscle pain, joint pain, loss of sense of smell, distortion of sense of taste, nausea and vomiting and loss of appetite) you should:

- Isolate yourself immediately;
- Ensure you are wearing a face mask;
- Attend your local Clinic (East Arm Testing Facility if in Darwin) to obtain and undertake a RAT test;
- If test returns a positive result, remain isolated, and follow directions as per: <https://coronavirus.nt.gov.au/stay-safe/living-with-covid-19/covid-19-positive>.

## RECORDS MANAGEMENT AND PRIVACY

At all times an individual's information regarding their personal health and wellbeing must remain private and confidential in compliance with Council's Records Management and Privacy and Confidentiality policies.

Health or personal information:



- Should only be used for the purpose for which it was collected;
- Must not be disclosed to any other person (except with the consent of that person); and
- Must be held securely for the prescribed requisite period of time.

Council will at all times take steps to protect the privacy of individuals and not disclose the name of the employee, only the nature of the exposure.

### USEFUL INFORMATION

Northern Territory Government – Coronavirus (Covid-19): <https://coronavirus.nt.gov.au/>

Northern Territory Covid-19 Check In App: <https://coronavirus.nt.gov.au/stay-safe/check-in-app>

Northern Territory Chief Minister – Michael Gunner Facebook Page:  
<https://www.facebook.com/TerritoryChief>

Australian Government – Department of Health – <https://www.health.gov.au/health-alerts/covid-19>

Safe Work Australia: <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>

Centre For Disease Control: <https://www.cdc.gov/>

### AUTHORISATION

This West Daly Regional Council Covid-19 Organisational Safety Plan is authorised by:

Matthew Eastham – Chief Executive Officer

# Let's **BE** **COVIDSAFE** together



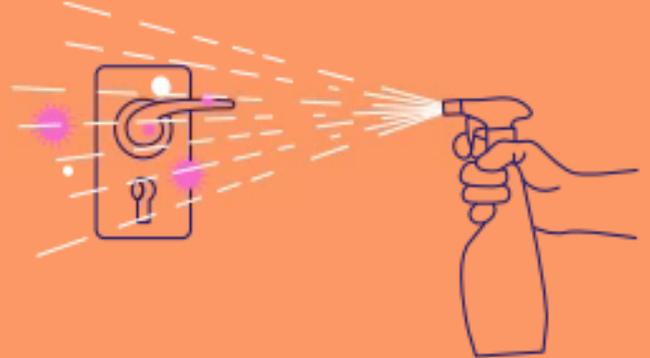
**We need to all keep making COVIDSafe choices to help stop the spread.**

- Keep physical distancing in public spaces.
- Wear a mask when needed.
- Practise good hygiene.
- Protect others and stay at home if you're unwell. If you're experiencing cold or flu-like symptoms get tested for COVID-19.
- Have the COVIDSafe app.

Together let's keep going and stay safe.

Visit **health.gov.au** for more information, or call the National Coronavirus Helpline on **1800 020 080**.

For translating and interpreting services call **131 450**.



Australian Government

# Putting on a face mask

It is important face masks are worn correctly and cover your nose to ensure the best protection



Wash your hands  
or use sanitiser



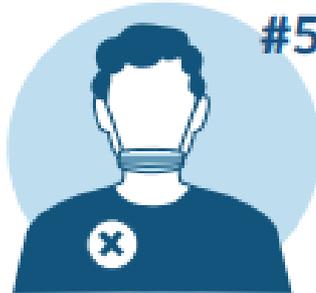
Bring mask to face  
to make sure it covers  
your nose and mouth



Loop the elastic  
behind your ears



Your mask should  
fit securely around  
your face



Don't wear your mask  
under your chin



Don't touch your  
mask while wearing it

It's important to wash your hands before and after putting on your mask

If you're experiencing COVID-19 symptoms,  
stay home and speak to your doctor about getting tested

# Coronavirus [COVID-19]

## LOOK AFTER YOURSELF AND YOUR FAMILY

### Wash your hands a lot



Wash your hands  
with soap and water



Rub your hands  
together



Wash between  
your fingers



Wash the back of your  
hands and your wrists



Wash all the soap  
off with water



Dry your hands  
properly

If you want to know more, call the  
NT COVID-19 hotline on 1800 490 484

[coronavirus.nt.gov.au](https://coronavirus.nt.gov.au)

 SecureNT

 NORTHERN  
TERRITORY  
GOVERNMENT

# Coronavirus [COVID-19]

## Got symptoms? **GET TESTED FOR COVID-19**

Contact a GP, nearest respiratory  
clinic or call the hotline



Runny nose



Cough



Fever



Shortness  
of breath



Loss of taste  
and smell



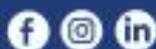
Sore throat

**NT COVID-19 hotline: 1800 490 484**

Monday - Friday 8am - 4.30pm  
Weekends and public holidays 9am - 1pm

**National COVID-19 hotline: 1800 020 080**

24 hours 7 days a week



[health.nt.gov.au](http://health.nt.gov.au)

