Insert Your Logo

Insert business name 2020

**CAPABILITY FOR WORK POLICY**

**POLICY STATEMENT**

This business is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all staff, employees, contractors, volunteers, customers and visitors to our workplaces. This commitment extends to ensuring, so far as is reasonably practicable, that workers, employees, and contractors engaged by the company are free from COVID-19 and capable for work before commencing work in a workplace owned, managed or otherwise attended in the course of business.

**AIMS AND OBJECTIVES**

We recognise our moral and legal responsibility to provide a safe and healthy work environment in our workplaces for all persons, and that the health and safety and well-being of persons includes minimising the risk of infection by Pandemic viruses, including the Novel Coronavirus COVID-19. To achieve this, we will, so far as is reasonably practicable:

* identify and assess risks of COVID-19 to our workers, employees, contractors, clients, customers and other persons
* assess likely impacts of COVID-19 on business operations and activities in the event of an outbreak
* inform workers, employees and other persons of risks of COVID-19 and control measures to be followed
* provide adequate facilities and provisions necessary to maintain personal hygiene practices in the workplace
* minimise the risk of spread of COVID-19 by ensuring that potentially infected persons do not attend work
* requiring persons showing symptoms of COVID-19 to vacate the workplace immediately and seek urgent medical advice
* ensure that persons who have been in close contact with a confirmed case self-isolate until they are assessed as free from Coronavirus, and
* provide support and assistance to workers and employees who may be impacted by COVID-19.

**IMPLEMENTATION**

We will ensure that robust reporting and recording systems are implemented to monitor the health of workers and employees, and to ensure, so far as is reasonably practicable, that no persons attends work unless they are healthy and capable of working. Contractors will be required to have policies and procedures in place to ensure that they take all precautions to prevent any transmission of COVID-19 to persons within the business.

We will, so far as is reasonably practicable, minimise exposure of workers, employees and contractors to risk of contracting COVID-19 while working in areas and locations where they may interface with the public at large. Workers, employees and contractors will be instructed to maintain a distance of at least 1.5 m from the public at all times where reasonably practicable.

Workers and employees who are suspected of having contracted COVID-19, or have been in close contact with a confirmed case of COVID-19, will be directed to not attend work until the recommended isolation period has elapsed and/or clearance to attend work is provided by a registered medical practitioner. Persons who are ill or are caring for a person who has (or is suspected of having) COVID-19 must not attend work until verified as healthy and capable for work by a registered medical practitioner.

**AUTHORISED BY**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_