





## 4. Policy

- 4.1 WESTIR Ltd will as far as possible plan for and make advance preparations for the possibility that its operations will be affected by an epidemic or pandemic.
- 4.2 In the event of an epidemic or pandemic, WESTIR Ltd will, as far as possible:
  - 4.2.1 Assist its clients, staff, volunteers and others, as relevant, to minimise their exposure to the illness concerned.
  - 4.2.2 Encourage and assist those who have reason to believe that they are at risk of contracting the epidemic or pandemic to obtain a diagnosis.
  - 4.2.3 Support employees, volunteers, contractors and clients to take reasonable precautions to prevent infection or contagion.
  - 4.2.4 Provide standard precautions such as personal protective equipment (e.g. masks, soap, and gloves), where possible and appropriate based on specific epidemic/pandemic circumstances.
  - 4.2.5 Maintain its services and operations throughout the period of concern.
- 4.2.6 Provide updates on directions from authorised public health officers and recognised medical authorities in relation to the epidemic or pandemic.
- 4.3 In the event of an infectious disease being declared an epidemic or pandemic, WESTIR Ltd requires people covered by this Policy to take the following precautions.
  - 4.3.1 Regularly and thoroughly wash hands with soap and water or clean your hands with an alcohol-based hand rub .
  - 4.3.2 Maintain at least 1.5 metre (5 feet) distance between yourself and anyone who is coughing or sneezing.
  - 4.3.3 Utilise teleconferencing, videoconferencing and other technology to undertake meetings and workshops.
  - 4.3.4 Avoid touching your eyes, nose and mouth, or shaking hands with others.
  - 4.3.5 Make sure you follow good hygiene and encourage others to do the same. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze and disposing of used tissues immediately.
  - 4.3.6 Stay home if you feel unwell. If you are well enough to work but would like to minimise the risk of infecting others, ask the Executive Officer whether you can temporarily work from home.
  - 4.3.7 Keep up to date on the latest hotspots (cities or local areas where the pandemic or epidemic is spreading widely). If possible, avoid traveling to places - especially if you are more at risk.
  - 4.3.8 If you are or are likely to be contagious, notify the Executive Officer as soon as possible. It may be possible or necessary for you to self-isolate by staying at home until you recover.
  - 4.3.9 Seek medical advice promptly and follow the directions of your local health authority.
  - 4.3.10 Update person management practices in accordance with any direction from authorised public health officers and recognised medical authorities in relation to the epidemic or pandemic.

## 5. Leave and Flexibility

- 5.1 WESTIR Ltd recognises that staff may request or require paid and unpaid leave when they are unwell, at risk of or vulnerable to infection, and at risk of infecting others.



- 5.2 Workers may make use of leave consistent with WESTIR Ltd leave policy, relevant industrial instruments and the National Employment Standards (including access to unpaid leave).
- 5.3 WESTIR Ltd may, at its discretion, direct those affected or reasonably at risk of being affected by the pandemic or epidemic, to remain away from the workplace or work remotely.

## 6. Notes

In carrying out the procedures listed below, WESTIR Ltd will be guided by the information and directions provided by local health authorities and the World Health Organisation, and its occupational health and safety obligations.

## 7. Other Provisions

- 7.1 Where possible during an epidemic or pandemic, WESTIR Ltd will aim to provide workers with flexibility to work remotely and to attend medical appointments.
- 7.2 Working remotely will be at the direction of the Board and appropriate protocols will be put into place and employees must co-operate with them. (See separate document)

## 8. Related Documents

- 8.1 Australian Health Management Plan for Pandemic Influenza ([AHMPPI](#))  
[ACT - Australian Capital Territory](#)  
[NSW - New South Wales](#)  
[NT - Northern Territory](#)  
[Qld - Queensland](#)  
[SA - South Australia](#)  
[Tas - Tasmania](#)  
[Vic - Victoria](#)  
[WA - Western Australia](#)
- 8.2 Trusted Information Sharing Network (TISN) for Critical Infrastructure Resilience: [Template Pandemic Emergency Management Plan](#)

## 9. Legislation & Industrial Instruments

*This policy & procedure is not intended to override any industrial instrument, contract, award or legislation.*

- *Biosecurity Act 2015 (Commonwealth)*
- *Fair Work Act 2009 (Cth)*
- *Fair Work Regulations 2009 (Cth)*
- *Social, Community, Home Care and Disability Services Industry Award 2010*



**WESTIR Ltd.**

## **POLICY & PROCEDURE MANUAL**

This Policy has been prepared by the following organisations and used to draft this policy by WESTIR Ltd:

# Policy Bank



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## Epidemic / Pandemic Procedure (attached to Policy)

Applies to: WESTIR Board Members	Version: 1.0
Date Approved:	Approved by: WESTIR Board
Reviewer: Executive Officer	Review Date: Ongoing and by 30/ /2023

### 1. Responsibilities

#### 1.1 The Executive Officer (EO) is responsible for:

- Nominating the Epidemic Officer. The normal expectation will be that the Workplace Health and Safety Officer shall be appointed as Epidemic Officer, but the EO may assume the Epidemic Officer role.
- Ensuring that the organisation's Leave and Workplace Health and Safety policies are consistent with the intention of the Epidemic Policy
- Assessing the organisation's vulnerabilities, in the light of the epidemic or pandemic, to:
  - WESTIR Ltd own human resources
  - WESTIR Ltd suppliers of goods and services
- In the event of an epidemic or pandemic,
  - Giving notice to staff, volunteers, clients, and any persons likely to be affected that epidemic or pandemic procedures are in effect
  - Bringing into operation the epidemic or pandemic management procedures specified below
  - Instituting any administrative measures necessary to reduce the impact of the vulnerabilities detailed above
- Balancing the needs of staff and community with the carrying out of work.

#### 1.2 **Employees/volunteers** are responsible for:

- Abiding by the epidemic procedures specified below, when informed by authorised staff that epidemic or pandemic procedures are in effect
- Self-reporting concerns about risk of personal exposure/symptoms

#### 1.3 The **Epidemic Officer** is responsible for:

- Working on the preparation of a comprehensive epidemic plan
- Advising the employees on when epidemic procedures should be activated
- Familiarising staff with recommended procedures regarding epidemic avoidance
- Working with all sectors of the organisation to identify mission-critical staff and functions (see Template #3, "Identification of Mission Critical Functions" from [Template Pandemic Emergency Management Plan](#))

### 2. Procedures

The following procedures apply in the event of the EO giving notice that epidemic or pandemic procedures are in effect.

#### 2.1 **Events**

- The EO will consider on a continuing basis whether any events involving the attendance of staff or members of the public should be changed, rescheduled or cancelled to minimise the risk or spread of infection.



## 2.2 Work procedures

- The EO will consider on a continuing basis whether:
  - it is necessary or appropriate for nominated staff/volunteers to work from home.
  - staff/volunteer travel, (or other activities that may cause them to come into contact with other people in Australia or overseas) should be modified or cancelled.
  - arrangements for staff/volunteers who work with clients or the public should be modified to minimise risks for all parties.
- The EO may require any member of staff to not attend the workplace, and/or to work from home, or, if this is not feasible or appropriate, to take Personal Leave/ Annual Leave.
- The EO may require any member of staff to provide satisfactory evidence that they are fit to return to work.

## 2.3 Contractors and suppliers

- The EO will consider on a continuing basis whether arrangements with existing contractors and suppliers need to be modified or supplemented to ensure uninterrupted service delivery (See Template 7, "Major suppliers to the organisation" from [Template Pandemic Emergency Management Plan](#)).

## 3. Health Messaging

- 3.1 The EO shall familiarise staff/volunteers and others, as relevant, with recommended procedures on epidemic avoidance guidelines (e.g. handwashing, soap, sneezing policy) as appropriate.

## 4. Related Documents

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## About this document

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### Important notes

- You can't (or shouldn't) rely on these sample policies and procedures alone. They're a starting point, but you will have to adapt them to suit your own language and requirements.
- Most samples include both policies and procedures (the policies provide guidance on standards, while procedures give instructions on implementing standards). We recommend adopting policies at a board level, while procedures can be developed/signed off by the organisation's CEO.
- We use the term 'board' to cover boards, committees of management, or anybody that has final authority in your organisation. And the term 'CEO' extends to executive directors, or your chief administrator. You should change the terms in these policies to match those used in your organisation.

### Other Policies

There are numerous policies available on the Community Directors website: [www.communitydirectors.com.au/icda/policybank](http://www.communitydirectors.com.au/icda/policybank). You can hunt for what you need with our site search function.

### Make a deposit

If you have some great policies that your organisation thinks would be of use to other groups, email them to [service@ourcommunity.com.au](mailto:service@ourcommunity.com.au). We'll review them, amend them so that they're applicable to the greatest number of not-for-profits possible, push them into our format, and load them up.

### Join us!

ICDA is a best-practice governance network for the directors serving on Australia's 600,000 not-for-profit boards, committees and councils, and the senior staff who support them.

ICDA members get access to a range of educational, capacity building and networking opportunities that build knowledge, connections and credentials.

If you appreciated this free policy, we would appreciate your ongoing support by joining ICDA from only \$65 p.a

[Join up now](#) to realise the benefits of membership:

1. **Receive 'responsible person' status** – ICDA members are recognised by the ATO under 'responsible person' rules
2. **Recognition** – three membership post-nominal options, providing community and professional recognition for educated and engaged not-for-profit members
3. **Capacity building publications** – current trends, issues and emerging areas of risk via member-only newsletters governance help sheets
4. **Policy alerts** – receive notification when changes are made to governance, human resources, financial management, values and communications policies you've downloaded through the Policy Bank
5. **Preferential member pricing** – members receive discounts for the Festival of Community Directors events and online Compact Courses
6. **Alumni events** – access to deep connections and a vibrant network of believers and doers. There's an online forum, as well as regular invitations to events like Communities in Control Conference
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T (03) 9843 2119 | E [NFPAssist@moores.com.au](mailto:NFPAssist@moores.com.au) | W [www.moores.com.au](http://www.moores.com.au)