

Serious Illness or Pandemic Policy

1. Purpose

Smartskill is committed to ensuring the health, safety and welfare of employees, contractors and third parties in day to day operations. As such, Smartskill will comply with Commonwealth and State directives and requirements in the event of serious illness or a pandemic with the country. If any person namely trainees/students, employees, contractors and third parties advise of an illness to themselves or another person to which they have a close relationship, Smartskill will take appropriate action to alert affected parties and enact either an isolation process or cessation of operations.

2. Policy Statement

Smartskill is committed to providing a healthy and safe environment for employees, contractors and third parties. So in the event of a serious illness or pandemic arising, Smartskill will ensure that:

- In the event of a serious illness of employees, contractors and/or third parties, the Directors of Smartskill will advise all other employees, contractors and third parties that may be affected
- In the event that the Australian and/or Queensland government directs the RTO to change or cease operations due to a serious illness or pandemic that will affect the operation, the Directors of Smartskill will advise all employees, contractors and third parties that will be impacted by the change to day to day operation
- the Directors of Smartskill will remain up to date with accurate information by sourcing Government websites, contact lines and emails to ensure the suitable and appropriate action is taken in the event of a serious illness or pandemic illness being identified

In the event that a serious illness or pandemic illness is identified/acknowledged/advised or declared by either employees, contractors, third parties, Directors of Smartskill or the Australian and/or Queensland government, Smartskill will ensure that:

- Australian and Queensland government health websites will be monitored and Smartskill will follow guidelines, best practice arrangements and action all directives or alerts where required by authorities
- employees, contractors and third parties will be directed to follow health and safety protocols to minimise the risks of contracting or spreading serious illness or a pandemic illness within the RTO and any workplace related environment where the RTO delivers their services
- it will update all employees, contractors and third parties of any changes to the day to day operations of the RTO, including change of work duties, work hours and locations (if applicable)
- if a directive is given to change or cease RTO operations due to direct or indirect serious illness or pandemic, the Directors of Smartskill will advise all employees, contractors and third parties of the commencement date and duration of the operational change/cease of operation
- If either a cease operation directive or a self-isolation period is imposed on Smartskill, employees will need to incorporate annual leave, entitled personal leave or leave without pay

dependant on circumstances, length of isolation, and balance of workplace entitlements (i.e. annual leave, personal leave) at time of enforced isolation.

- in the event that a student, trainee, employee, contractor or third party (including a member of their immediate or extended family) is diagnosed with a serious illness or has contracted an illness related to a pandemic, the Directors will advise all related parties of the diagnosis and required isolation process for affected parties
- employees, contractors and third parties who show signs or symptoms of a serious illness or illness related to a pandemic, will advise the Directors immediately and self-isolate away from other employees, contractors and third parties, and present to a GP for testing.
- all employees, contractors and third parties are advised about signs and symptoms of a serious illness or a pandemic illness, how to keep safe by protecting yourself and others, expected personal hygiene habits to be displayed, and techniques to minimise the spread of the illness such as social distancing.
- the office environment will be cleaned and sanitised regularly, and staff will be provided with the necessary essentials for to minimise the spread of an illness e.g. hand soap, sanitiser

3. Definitions

Nil

4. Policy Principles

4.1 Underpinning Principles

- i. World Health Organisation
- ii. Australian Government – Department of Health
- iii. Queensland Government – Health Department

5. Smartskill Responsibilities

The Directors of Smartskill is responsible for ensuring compliance with this policy.

6. Records Management

All documentation required to report a diagnosis, alert Federal or State authorities, update or report to employees, contractors and third parties, or the need arises to cease operations, this will be initiated by the Directors and will be in an electronic mail form.

7. Monitoring and Improvement

All practices relating to serious illness or a Pandemic, the Directors of Smartskill will identify areas for improvement and act upon these immediately. (See Continuous Improvement Policy)