

Guideline Title: Managing Risks for Employees at Greater Risk of Complications from Contracting COVID-19

Guideline Owner: Director Human Resources Services Centre

This guideline must be followed to ensure the University complies with its obligations under the *Work Health and Safety Act 2020 (WA)*

- [Intent](#)
- [Organisational Scope](#)
- [Definitions](#)
- [Guideline Content](#)
- [Accountabilities and Responsibilities](#)
- [Related Documents](#)
- [Contact Information](#)
- [Approval History](#)

1. INTENT

The purpose of this guideline is to detail the process to be followed by line managers and other supervisory staff to establish, implement and review effective controls for employees at greater risk of health complications after contracting COVID-19.

2. ORGANISATIONAL SCOPE

This guideline applies to all ECU employees.

3. DEFINITIONS

This section must commence with one of the two following sentences:

The [University Glossary](#) and the following definitions apply to this guideline:

Term:	Definition:
At-risk employee	ECU employees who are classified as at greater risk of complications from contracting COVID-19, as per Department of Health (Cth) advice ¹ .
Control measures	Health and safety measures that reduce the risk of infection for At-risk employees.
HRBP	Human Resource Business Partner.
Line Manager or Supervisor	Is the person appointed to supervise the employee in question or such other person deemed by ECU as appropriate in the circumstances.

¹<https://www.health.gov.au/health-alerts/covid-19/advice-for-groups-at-risk>

Term:	Definition:
Guidelines or Procedures	Means these Guidelines, including attachments to these Guidelines and any subsequent amendments.
Vulnerable person	Has the same meaning as an at-risk employee (as defined above).

4. GUIDELINE CONTENT

Risk Assessment requirements

- 4.1 It is expected that At-risk employees will take reasonable precautions in the workplace and advise their Supervisor or Line Manager if, according to Department of Health advice, they are considered at greater risk of complications from contracting COVID-19.
- 4.1. In order to review whether further Control Measures can be implemented at work to mitigate the risks of contracting COVID-19 in the workplace, at-risk employees need to provide timely and accurate information to assist with undertaking an individual risk assessment.
- 4.2. Supporting medical information may be requested to assist with assessing risk factors and appropriate Control Measures.
- 4.3. Where Line Managers or Supervisors have reasonable grounds to believe employees may be at greater risk, they are required to seek clarification of the employee's circumstances to determine whether a risk assessment is required if this has not already been initiated by the employee.
- 4.4. Work Health and Safety representatives and/or HRBPs may be consulted as part of the risk assessment process if requested by either the employee or their line manager.

Assessing and managing risk

- 4.5. Employees and their Line Managers and/or Supervisors are to document their risk assessment using the COVID-19 Risk Assessment tool for at risk employees in order to:
 - (a) Identify the proposed work areas and tasks required within each work area;
 - (b) Assess risks of COVID-19 exposure within each work area and for each task
 - (c) Identify current and additional Control Measures; and
 - (d) Assess the risk with Control Measures in place.
- 4.6. Where an At-risk employee is required to attend the workplace, the Line Manager and/or Supervisor must as a minimum, ensure compliance with the Control Measures established by the ECU COVID-19 Safety Plan.
- 4.7. Where flexible work arrangements and/ or remote working arrangements are an agreed Control Measure, they are to be documented and assessed in accordance with ECU's flexible work guidelines and remote working resources.

Monitor and Review

4.8 In consultation with the At-risk employee, the control measures in place shall be reviewed regularly and in response to any new Health Directives that may impact the level of risk that has been determined.

Provided however, the length between the review of control measures should be no longer than every three months while such measures are in place.

Documentation and Record-Keeping

4.9 An agreed risk assessment is to be retained on an employee's personal file. If copies of the documentation are retained by the line manager they are to be treated confidentially as per ECU's Document and Records Management Procedures.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

The Guideline Owner is the Director Human Resource Services Centre and has overall responsibility for the content of these guidelines and their operation.

The Manager Safety and Employment Relations is responsible for currency of information and provision of advice relating to these guidelines.

6. RELATED DOCUMENTS

Legislation

Work Health and Safety Act 2020 (WA)

Operational documents and resources

- [ECU COVID-19 Safety Plan](#)
- [Risk Assessment Form for Staff at High Risk](#)
- [Work Health and Safety Hazard Identification and Risk Management Guideline](#)
- [ECU Risk Matrix](#)
- [Remote working resources](#)
- [Flexible Working Arrangement Guidelines.](#)
- [Staff complaints](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Guideline Owner	Director Human Resource Services Centre
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8. APPROVAL HISTORY

Guideline approved by:	Director Human Resources Services
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