# Assessment of Reasonable Adjustments for Employees at Greater Risk of Severe Illness from COVID-19

This assessment tool aims to assist managers and supervisors who have people who identify as being at greater risk of severe illness from COVID-19 in the current public health emergency environment, due to personal underlying medical needs or because they are living with or caring for someone who is at higher risk per the [Australian Government Department of Health advice for groups at greater risk](https://www.health.gov.au/health-alerts/covid-19/advice-for-groups-at-risk).

Supervisors and managers, please use this tool to identify and record reasonable adjustments that are agreed in consultation with the affected employee and are specific to the work area. Please refer to the [ECU COVID-19 Safety Plan](https://intranet.ecu.edu.au/__data/assets/pdf_file/0005/873419/ECU_COVID-19_Safety_Plan_Final.pdf) for further information about the University wide approach to mitigating the risks associated with COVID-19.

Controls should be reassessed whenever there is a change to:

* the ECU or Government COVID-19 settings
* the employee’s medical treatment, illness/condition or other risk factor, or
* the risk factors or circumstances of the person being cared for or who they live with
* after 3 months from the date of the last assessment

Completed assessments are to be retained on an employee’s personal file and any copies are to be stored securely, to maintain confidentiality. Please return completed form to Payroll Services (payroll@ecu.edu.au).

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| **Employee Details** |
| **Employee Name:** | Click or tap to enter text. | **Role Title:** | Click or tap here to enter text. |
| **Work Area** | Click or tap here to enter text. |
| **Manager / Supervisor Name:** | Click or tap to enter text. | **Role Title:** | Click or tap here to enter text. |
| **WHS Representative *(if applicable)*** | Click or tap here to enter text. |
| **Assessment Reason** | [ ]  The employee is [at greater risk of severe illness from COVID-19](https://www.health.gov.au/health-alerts/covid-19/advice-for-groups-at-risk).[ ]  The employee lives with or provides care for a person [at greater risk of severe illness from COVID-19](https://www.health.gov.au/health-alerts/covid-19/advice-for-groups-at-risk). |
| **Medical Certificate & COVID Action Plan**  | *Employees may not need to provide supporting documentation. If reasonable, supporting medical information may be requested to assist with assessing risk factors and appropriate Control Measures.* |
| Has supporting medical information been provided? | [ ]  **Yes -** Date of supporting medical information: Click or tap to enter a date.[ ]  **No** |
| Has their doctor provided a COVID Action Plan? | [ ]  **Yes** - Please attach a copy of the [COVID Action Plan](https://www.health.gov.au/resources/publications/coronavirus-covid-19-action-plan) [ ]  **No**  |

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| Considerations |  |
| Consider the current COVID-19 restriction level as identified in [ECU’s Enterprise COVID Contingency Planning](https://intranet.ecu.edu.au/__data/assets/pdf_file/0006/970719/Enterprise-COVID-19-Contingency-Planning_FinalMar2022.pdf)  |
| Review the specific nature of the employee’s role, work requirements and work location.Consider whether work location is within an open plan, laboratory, teaching space. | * Please outline the specific requirements of the role.
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| Consider the environmental factors applicable to the employee’s role and attendance at the workplace | Consider the organisational factors that apply to the employee’s working arrangements |
| * Is it possible to increase physical distancing to maintain 1.5m distance from others to reduce the environmental risk?
* If required to share items or equipment document record how this will be managed, noting that avoiding shared items or equipment is preferred
* Avoidance of face to face and less exposure to multiple people is preferred.
* Implementation of team wide hybrid work principles that are inclusive of people working remotely eg. online option always provided for meetings, agreed meeting etiquette
* Can the employee avoid the need for hot desking
* Relocation of workstation (eg is a private workspace/office/meeting room available)
* Use of physical barriers if appropriate for space
 | Organisational factors include whether flexible work arrangements can be implemented such as:* Staggered start and finish times to allow for density shifting
* Work attendance via an agreed schedule
* Remote work capability
* Reduction in days/hours worked
* Change or avoid increased risk activities such as prolonged indoor activities or high contact roles. Only allocating low-risk tasks to an at risk employee
* Providing awareness training regarding COVID-19 controls
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| The controls set out above are not exhaustive, and all parties are to consider unique control measures that may arise from the circumstances of the workplace, including how work is performed and (or) the physical characteristics of the employee's work area.Please add agreed controls in the risk assessment table below. |

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**Staff member name:** Click or tap here to enter text. **Date of Assessment:** Click or tap to enter a date. **Date of Review (max 3 mths)**: Click or tap to enter a date.

**Current COVID-19 restriction level** as identified in [ECU’s Enterprise COVID Contingency Planning](https://intranet.ecu.edu.au/__data/assets/pdf_file/0006/970719/Enterprise-COVID-19-Contingency-Planning_FinalMar2022.pdf) is: Choose an item.

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| Assessment for Employees at Greater Risk of Severe Illness from COVID-19 |
| Current Controls | Current Risk | Additional Controls | Residual Risk |
| ECU's COVID-19 Safety Plan established minimum control measures that are in effect for all COVID-19 risk environments and include: * Get vaccinated, including your booster dose when eligible
* Stay at home if you have a cold or flu-like symptoms
* Maintain physical distancing
* Mask wear as required
* Wash your hands regularly
* Please add any additional controls already in place
 | The manager/supervisor and staff member will decide on the level of risk, with current controls in place, using the consequence and likelihood descriptors outlined in the [ECU Risk Matrix](https://intranet.ecu.edu.au/__data/assets/pdf_file/0007/694177/ECU-Risk-Matrix.pdf) Please select current risk level. | To be completed by line manager and staff member following discussion of additional controls. Agreed adjustments are as follows: ***(list agreed adjustments)**** Please add additional agreed controls
 | Using the same process for assessing current risk, what is the residual risk after introducing the additional controls as outlined in the [ECU Risk Matrix](https://intranet.ecu.edu.au/__data/assets/pdf_file/0007/694177/ECU-Risk-Matrix.pdf).Please select current risk level. |
| Assessment of the risk to the employee of attending the workplace (considering all factors relating to the employee’s role, work environment, personal circumstances and environmental factors) and recommendations is: | Choose an item. |
| Signed |  |  |  |
| **Manager/Supervisor** | **Staff member** | **WHS Rep (if applicable)** |