

# REDUCING THE RISK OF COVID-19 PROCEDURE

## Introduction

**Pica Electrical** understands the creation and maintenance of a safe and healthy working environment is a major part of our overall responsibilities to all employees, contractors and visitors in the workplace.

With the new challenges presented by COVID-19 (Coronavirus) **Pica Electrical** has created this procedure in consultation with all employees, to implement current measures advised by government departments to reduce the risk of COVID-19 and ensure good hygiene practises are followed to protect against infection and prevent the virus spreading.

## Purpose

The purpose of this procedure is to provide guidelines and information (via Government Departments) to effectively reduce the risk of transmitting COVID-19.

## Procedure

### Isolation guidance

If you have returned to Australia from overseas or been in close contact with a confirmed case of coronavirus, special restrictions apply. This information sheet should be read in conjunction with the 'What you need to know' and 'Isolation guidance' information sheets at [health.gov.au/covid19-resources](https://www.health.gov.au/covid19-resources)

### Who needs to isolate?

All people who arrive in Australia from midnight 15 March 2020 or think may they have been in close contact with a confirmed case of coronavirus, are required to self-isolate for 14 days.

### Stay at home

When travelling home to start the isolation process, use personal transport, such as a car, to minimise exposure to others. If you need to use public transport (e.g. taxis, ride-hail services, trains, buses and trams), follow the precautions outlined in the public transport guide at [health.gov.au/covid19-resources](https://www.health.gov.au/covid19-resources)

During the 14 days of isolation, you must stay at home and don't go to public places including work, school, childcare, university or public gatherings. Only people who usually live with you should be in the home. Do not see visitors.

If you are well, there is no need to wear surgical masks at home. Ask others who are not in isolation to get food and necessities for you. If you must leave home, such as to seek medical care, wear a surgical mask. If you don't have a mask, take care to not cough or sneeze on others. For more information about when to wear a mask, visit:

[health.gov.au/covid19-resources](https://www.health.gov.au/covid19-resources)

### Monitor symptoms

When in isolation, monitor yourself for symptoms including fever, cough, sore throat, tiredness or shortness of breath. Other possible symptoms include chills, body aches, runny nose and muscle pain.

### What do I do if I get sick?

If you develop symptoms (fever, a cough, sore throat, tiredness or shortness of breath) within 14 days of returning to Australia, or within 14 days of last contact of a confirmed case, you should arrange to see your doctor for urgent assessment.

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You should telephone the health clinic or hospital before you arrive and tell them your travel history or that you have been in contact with a confirmed case of coronavirus.

You must remain isolated either in your home, hotel or a healthcare setting until public health authorities inform you it is safe for you to return to your usual activities.

## Advice for others living with you

Others that live with you are not required to be isolated unless they meet one of the isolation criteria outlined above. If you develop symptoms and are suspected to have coronavirus, they will be classified as close contacts and will need to be isolated.

## Hygiene and Required Work Practises

### Spread of Infectious agents

Infectious agents can be spread in a variety of ways, including: breathing in airborne germs. Coughs and/or sneezes release airborne pathogens, which are then inhaled by others.

### Touching contaminated objects or eating contaminated food.

The pathogens in a person's faeces may be spread to food or other objects, if their hands are dirty.

Skin-to-skin contact – the transfer of some pathogens can occur through touch, or by sharing personal items such as clothing or other objects.

Contact with body fluids – pathogens in saliva, urine, faeces or blood can be passed to another person's body via cuts or abrasions, or through the mucus membranes of the mouth and eyes.

### Assumption of risk

The basis of good infection control in the workplace is to assume that everyone is potentially infectious. Procedures have to be followed at all times.

## Preventing the Spread of Coronavirus

### Customer/client visits and checklist

Prior to any visits to customers/clients **Pica Electrical** will ensure that the Checklist will be completed with the customers/clients prior to attending site.

This is to ascertain if the premises are safe to enter and complete the work/task. This is to prevent employees and subcontractors entering premises where someone is in isolation or may have the coronavirus.

### Hygiene

Everyone in the workplace should use good hygiene practices by:

- Washing hands with soap and water (minimum 20 seconds) or an alcohol-based hand rub, before commencing and on completion of work. If hands are visibly dirty wash them with soap and water
- Always washing hands with soap and water before eating and after visiting the toilet
- Covering their nose and mouth when coughing and sneezing, and disposing of used tissues immediately
- Avoiding close contact with anyone with cold or flu-like symptoms (stay more than 1.5 metres from people)

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- Consulting a health care professional if they are unwell, and staying away from the workplace and public places
- Using additional supplied PPE when in customer premises. Depending on a site specific risk assessment, this may include P2 Respirator, clear safety glasses and/or disposable gloves
- Disposing of waste (paper towels, used respirators, disposable gloves etc.) in appropriate waste containers

## PPE

**Pica Electrical** will supply the following additional PPE to protect against infection and prevent the virus spreading.

- P2 Respirators (reusable or disposable)
- Safety Glasses
- Disposable Gloves
- Alcohol based hand sanitiser
- Alcohol based disposable wipes

## Management of PPE

All workers have a responsibility to care for their PPE, the employee is responsible for the maintenance of their PPE so that its effective life is maximised.

Reusable respirators shall be fully cleaned after each use

PPE should be stored in accordance with manufacturer's instructions. Store PPE in a clean and fully operational condition.

All equipment is to be maintained in accordance with manufactures instructions.

Repair or discard damaged or defective PPE. PPE that is damaged or lost is to be reported to management as soon as practicable (the equipment will be replaced immediately if required).

## Related Documents and Resources

**Pica Electrical** Health & Safety Policy

Procedure - Fitness for Work

Procedure – Injury and Incident Reporting

Procedure – PPE

COVID-19 Procedure Customer/Client Checklist prior to attending site

COVID-19 Advice to Customer

[COVID-19 Resources](#)

[Coronavirus Health Alert](#)

[What you need to know about COVID-19](#)

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