



Communicable Diseases Policy

1. Background

- 1.1 This Policy sets out information for workers, consultants, contractors, and volunteers (**Employee**) of Workforce International Group Pty Ltd and its related bodies (**Workforce**) with respect to managing a communicable disease within the workplace.

2. Scope

- 2.1 This Policy applies to all employees or persons who attend a Workforce worksite. The Policy is subject to review from time to time, in line with changing occupational health and safety risks in relation to communicable diseases (including COVID 19) .
- 2.2 By implementing this Policy, Workforce aims to reduce the risk of exposure to outbreaks, epidemics or pandemics such as COVID-19, Influenza and other human to human transferrable illnesses and to limit transmission amongst Workforce Employees, clients, suppliers and anyone affected by our business undertakings.
- 2.3 On 11 March 2020 the World Health Organisation declared COVID-19 a world-wide pandemic virus (1 in a 100-year pandemic illness event). This Policy will stand ready to be used in the event of a reoccurrence of such an illness.
- 2.4 In the event a pandemic, epidemic or outbreak of serious illness requires the widespread use of vaccination, Workforce will work with and comply to any lawful combination of Federal or Statutory Public Health Orders and individual measures to reduce disease spread and severe outcomes.

3. Vaccination

- 3.1 Previous experience and evidence demonstrated that a complete series of an Australian Federal Government approved vaccine provided substantial protection.
- 3.2 Workforce strongly recommends that vaccination against communicable illnesses in accordance with Australian Technical Advisory Group Immunisation (ATAGI) guidance, where available, is critical for our ongoing operations and is the best possible protection against the adverse impacts of illness.
- 3.3 Vaccination is a reasonably practicable measure that assists in controlling the risks posed by viruses such as encountered during a pandemic to the health of employees and Workplace Participants, including the risk of transmission in the work environment and the health consequences of contracting pandemic, epidemic or outbreaks of illnesses. It serves as a further reasonably practicable measure to reduce the risk posed to employees of hospitalisation or serious illness.
- 3.4 Any existing vaccination requirements for current communicable diseases will be in line with the clients' requirements. In most cases it is a minimum requirement to have had at least two COVID-19 vaccinations this will be on the advice received from the client.

3.5 WIG will continue to apply additional risk controls to prevent transmission of communicable diseases such as:

- Having employees maintain physical distancing where possible and encouraging to wear a fitted face mask where you can't physically distance
- Provide face masks and hand sanitiser at work locations
- Encourage the practice of good hygiene
- Advise employees to keep records and stay home if unwell
- Ensure appropriate ventilation is maintained
- Communicate and support employees with the above-mentioned principles and Worksite details.

4. Roles and Responsibilities

4.1 **Senior Management, Group Management, Depot / Branch Managers and Recruitment / Rostering staff are responsible for:**

- (a) consulting with Workforce's Injury Management, Work Health and Safety and other relevant departments to assist in effectively and efficiently implementing any required controls or adherence to introduced Public Health Orders lawfully directed by the Federal or State Health Departments.
- (b) ensuring information associated with a Workforce Employee's health or wellbeing is handled sensitively and in accordance with the Workforce Privacy Policy.

4.2 **Workforce Employees are responsible for:**

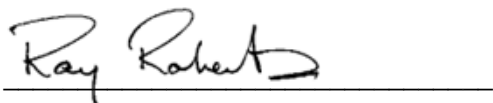
- (a) notifying their manager if they are otherwise unwilling or unable to comply with this Policy by the Compliance Dates or at all.
- (b) they are unwell and will not be attending work due to illness that is communicable and the nature of the illness.

5. Administration

5.1 The Policy will be reviewed and updated as required. Additional procedures may be produced when required to further address the operational needs of WIG commitment.

6. Related documents

6.1 Workforce's Privacy Policy – to view or download a copy of our Privacy Policy, please refer to our website www.workforce.com.au/policies



Chief Executive Officer – July 2024

Ray Roberts