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RTO Policies and Procedures	
Document Title	<b>COVID-19 Policy</b>
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Responsible Division	Compliance

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	Title	Name	Date	Effective Date:
Prepared by	Training Coordinator / RTO Compliance Officer	Aliesha Arbuthnot	13/03/2020	March 2020
Approved by	CEO of the RTO	Tim Hansen	13/03/2020	Next Review Date:
Reviewed by	Training Coordinator / RTO Compliance Officer	Aliesha Arbuthnot	09/07/2020	August 2020

## COVID-19 Policy

**1.0 Purpose** The purpose of this policy is to ensure that FWSR Group continue to provide safe and quality training services throughout the COVID-19 pandemic in alignment with advice provided by the State and Federal governments. In cases where courses are scheduled to be delivered on a customer facility, our administration team will be liaising with the customer in relation to any further site-specific requirements.

**2.0 Scope** This policy applies to all staff employees, contractors, third party vendors and volunteer workers.

**3.0 References** **Forms**  
FO042 COVID19 Declaration Form

**External Information**

[Coronavirus COVID-19 safety alert](#)

[Coronavirus \(COVID-19\) information for employers](#)

[Coronavirus \(COVID-19\) information for universities, higher education and vocational education facilities, their students and staff](#)

[COVID-19 Infection Control Training Module](#)

[RTO Regulator Update](#)

**4.0 Policy** In addition to monitoring the [Coronavirus COVID-19 safety alert](#), we have implemented the requirements of the [Coronavirus \(COVID-19\) information for employers](#) and [Coronavirus \(COVID-19\) information for universities, higher education and vocational education facilities, their students and staff](#) documents.

The table below will be updated to outline the precautions taken by FWSR Group and its team in order to minimise the risk of COVID-19 transmission.

*Table 1 - Precautions taken to minimise the risk of COVID-19 transmission*

AREA	ADVICE	ACTIONED
Cleaning	The training facility undergoes a deep clean every Friday evening. All unnecessary items have been removed from the classrooms and common areas. Tea/Coffee stations have been packed up. Disinfectant aerosol sprays have been placed in all bathrooms and disinfectant wipes have been situated at key locations throughout the facility. We have increased and made available additional supplies for cleaning.	Weekly
Course Modifications	<p><b>Breathing Apparatus</b> – Our breathing apparatus masks are thoroughly cleaned with medical grade disinfectant after each student and allowed to dry completely between uses.</p> <p><b>First Aid and CPR</b> – All First Aid and CPR courses were tentatively on hold from 21<sup>st</sup> March 2020 until 30<sup>th</sup> June 2020 following advice received from the Australian Resuscitation Council (ARC) Guidelines. Courses are now resumed with restrictions.</p>	21/03/2020

*Table 1 (Continued) - Precautions taken to minimise the risk of COVID-19 transmission*

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AREA	ADVICE	ACTIONED
Staff Packs	All staff provided with COVID-19 packs consisting of disposable gloves, disinfectant wipes, paper towel, P2 masks and hand sanitiser which are encouraged to wear.	11/03/2020
Working Remotely	All administrative staff are working from home where possible in order to decrease foot traffic in the offices.	12/03/2020
Coughing and Sneezing	All individuals are to cough/sneeze into their elbows. If an individual is seen to cough or sneeze into their hands, they are to be directed to the bathroom to wash their hands thoroughly.	13/03/2020
Reporting of Symptoms	Staff have been advised to report all personal symptoms immediately. If participants are identified as having symptoms, these are to be notified to the Training Manager who will question the participants travel and contact history with a view to request the participant depart the training facility.	13/03/2020
Tissues	Used tissues are not to be placed on surfaces and must be immediately disposed of in a bin after use. The lids have been removed from all bins to allow disposal of rubbish without the need to touch the bin.	13/03/2020
Social Distancing	Classrooms have been organised to allow for greater distances between trainees. Trainers have been issued with individual sets of whiteboard markers and whiteboard erasers, and trainees will be issued with a pen which they are required to take home so that no unnecessary sharing occurs.	13/03/2020
	Classrooms and common areas are organised to ensure that the minimum recommendations of 4 square metres per person is allowed for.	15/03/2020
	Mildura and Shepparton public course training has a maximum of 4 participants per course and Melbourne public course training has a maximum of 8 participants per course to ensure the social distancing guidelines are being adhered to.	15/03/2020
	Onsite/corporate training has maximum 10 participants per course. <i>Note – if the room size made available sits less with the physical distancing measures, the participant numbers will decrease to enforce the physical distancing guidelines.</i>	20/03/2020
Gloves	Disposable gloves are available to any person who chooses to wear them whilst handling equipment or performing practical activities.	15/03/2020
Information	Federal Government posters ‘Know the Signs’ and ‘Stop the Spread’ have been situated in all classrooms, common areas, OHS board and bathrooms.	15/03/2020
	A PP slide has been added which is displayed and discussed at the commencement of each class, explaining social distancing and disinfection requirements.	15/05/2020
Onsite Training	FWSR Group has contacted all organisers of onsite training scheduled within 60 days and asked them to declare that they have measures in place to manage COVID-19 transmission in their workplaces as required by the Federal Government.	20/03/2020

Table 1 (Continued) - Precautions taken to minimise the risk of COVID-19 transmission

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AREA	ADVICE	ACTIONED
Training	All staff to complete the <a href="#">COVID-19 Infection Control Training Module</a> published by the Federal Government.	23/03/2020
Flu Vaccine	All staff to get the flu vaccine.	27/04/2020
COVIDSafe App	All staff have downloaded and activated the COVIDSafe App which the Australian Government is recommending as per Australian Department of Health.	27/04/2020
Declaration	Each person who attends our public training facilities are required to sign a declaration upon arrival making a series of declarations regarding their current state of health, travel and potential exposure to the virus.	13/05/2020

## PARTICIPANT INFORMATION

Full Name:

Company:

Phone:

Email:

DESCRIPTION	YES	NO	INFORMATION
<b>01</b> Have you been in contact with any person suffering or suspected to be suffering from COVID-19 in the last fourteen (14) days?  <i>(i.e. visited, carer for, lived with, or possibility of having contacted with respiratory secretions or body fluids of a person with the novel coronavirus)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>02</b> Have you been in contact with any person returning from overseas or interstate in the last fourteen (14) days?  <i>(i.e. visited, carer for, lived with, or possibility of having contacted with respiratory secretions or body fluids of a person with the novel coronavirus)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>03</b> Have you had any fever (37.5C or above) in the last fourteen (14) days?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>04</b> Have you had any respiratory symptoms (i.e. cough, runny nose, sore throat or breathing difficulty) in the last fourteen (14) days?	<input type="checkbox"/>	<input type="checkbox"/>	

*This form needs to be completed and returned to the training administration or trainer for review and approval prior to completing your training. Individuals are not to attend a training course until this document has been returned and approved by FWSR Group. If your answer is 'YES' to any of the above questions, individuals must immediately contact their company and FWSR Group to advise and discuss further.*

## DECLARATION

I declare the above responses to be true and accurate to the best of my knowledge.

Signed:

Dated:

To return the completed COVID-19 Declaration Form to FWSR Group, please return via email to [training@fwsr.com.au](mailto:training@fwsr.com.au).

For further information, please contact us on 03 9394 1288 or visit our website [fwsr.com.au/training/resources/](https://www.fwsr.com.au/training/resources/)