

Communicable Disease Policy

Scope of this Policy

This policy applies to all Employees of CDI Group (CDI) Pty Ltd.

CDI Group Pty Ltd ('CDI') advises that Work Health and Safety (WHS) laws require a person conducting a business or undertaking to ensure, so far as is reasonably practicable, the health and safety of their workers and others at the workplace. This includes providing and maintaining a work environment that is without risk to health and safety.

To comply with the model WHS laws, CDI must identify hazards at the workplace and the associated risks, and do what is reasonably practicable to eliminate those risks, or where this is not reasonably practicable, to minimise those risks.

Exposure to any communicable disease is a potential hazard for workers at CDI. CDI has put measures in place to protect worker health and safety and manage these risks.

CDI will keep up to date with the latest communicable disease information and advice to ensure that any action taken is measured and appropriate. This includes closely monitoring the **Australian Government Department of Health**, the **Smartraveller website**, **WorkSafe WA** and any advice from state or territory government agencies.

Examples of these actions may include:

- Closely monitoring official Government sources for current information and advice
- Reviewing and promoting your organisation's policies and measures for infection control
- Ensuring workers are aware of the isolation/quarantine periods in accordance with advice from the **Australian Government Department of Health** and the **WA Department of Health**.
- This includes information on when staff should not attend work
- Providing clear advice to workers about actions they should take if they become unwell or think they may have the symptoms of a communicable disease, in accordance with advice from the **Australian Government Department of Health** and state or territory health department
- Eliminating or minimising work or personal travel, in line with the travel advice on the **Australian Government's Smartraveller website**
- Providing regular updates to workers about situations that may arise and any changes to organisational policies or procedures
- Contingency planning to manage staff absences
- Providing workers with information and links to relevant services should they require support.

Workers also have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of others. Workers should be reminded to always practice good hygiene and other measures to protect themselves and other against infection. This includes:

- Washing their hands often, with soap and water, or carrying hand sanitiser and using it as needed
- Covering their mouth when coughing or sneezing, but not using their hands to do so.
- Not shaking hands and keeping personal contact to a minimum.

Workers should also: -

- Not attend the workplace if they feel unwell
- See a health care professional if they start to feel unwell and follow professional health care advice given for any given situation.
- If unwell, avoiding contact with others (including shaking hands).

Pandemic Response Plan

CDI workers should reference the specific Pandemic Response Plan which is relevant to any current pandemic (*e.g. Pandemic Response Plan – March 2020 in relation to COVID-19*).

Communication:

All workers receive a copy of this policy during the induction process.

This policy is easily accessible by SharePoint.

Workers are informed via email or General Meeting when a particular activity aligns with this policy.

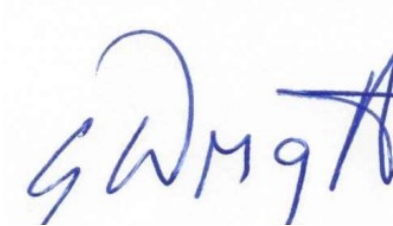
Workers are empowered to actively contribute and provide feedback to this policy.

Workers are notified of all changes to this policy

Review of the policy

This policy will be reviewed annually.

Staff members wishing to discuss any aspect of this policy are invited to contact the Human Resources Manager.

**MANAGING DIRECTOR**

12TH March 2020