

COVID-19 OIR triaging matrix

This triaging matrix must be completed for any operational activities¹ which would involve site attendance by an inspector.

If there are circumstances where no persons will be present, e.g. the site is unattended, the triaging matrix does not need to be completed.

This document will be reviewed on a weekly basis and updated as required.

Table 1 - Regional review (If the answer is unknown then proceed as if yes)		No - go to	Yes - go to
Contact is to be made prior to site attendance. When practicable, this must be done by the Region prior to allocation and response by the inspector. If required inspectors may make further inquiries after the allocation of the assessment but before a decision is made whether to enter the workplace. Responses are to be recorded and documented on the event, assessment or advisory.			
1	Is the incident/site location an area considered a higher risk: a. Hospital/health care facility b. Aged care facility c. Airline/airline related d. Indigenous community e. Military (when QLD jurisdiction applies) f. Correction facilities & detention centres g. Boarding schools & group residential settings h. Or any other high-risk industry as determined by the Executive Group.	2	B
2	Has the inspector or anyone with whom they could come in contact with: a. Been in contact with someone (including at the work or home) with confirmed COVID-19 in the past 14 days? b. Have a fever, shortness of breath, a cough or a respiratory illness?	3	B
3	Has anyone at the workplace/ residence been confirmed with COVID-19 or is currently being tested for COVID-19?	4	B
4.	Does the workplace / work site have a COVID Safe Checklist, COVID Safe Plan or WHS plan for managing the risk associated with COVID-19 ² ; including processes for ensuring any third party attending the workplace / work site has been screened for COVID-19 or COVID-19 related symptoms ³	B	A

JW spoke to (3)(b) RTI – asked questions - OK

A Forward to inspector for response – see note²

B Go to Table 2

¹ Operational activities include both reactive and proactive site visits.

² See https://www.covid19.qld.gov.au/__data/assets/pdf_file/0024/127653/COVID-Safe-FAQ.pdf

³ There is no impediment for an inspector to re do this triaging matrix again on site in the event additional or previously unknown third parties are on site upon arrival.

Table 2 - Regional operational activities		No - go to	Yes - go to
1	Can the matter be dealt with remotely or administratively, e.g. phone call, email or letter to PCBU seeking investigation report and confirmation of follow up?	2	C
2	<p>Can evidence be gathered prior to entry to a workplace to form a reasonable belief about a contravention? For example:</p> <ul style="list-style-type: none"> • Asking for evidence to be supplied voluntarily • Use of regulator's coercive powers by a delegated person under s.155 WHS Act or s.122C ES Act • Use of a non- disturbance notice or notice of requirement <p>If an inspector can form a reasonable belief about contravention, they must take appropriate compliance action including:</p> <ul style="list-style-type: none"> • Issue a prohibition notice for an activity causing a serious risk • Issue an ESPN for an immediate electrical risk • Issue an improvement notice for a contravention • Record immediate compliance. 	3	D
3	Is immediate site visit required?	D	E

C Draft appropriate correspondence and issue via email.

D Relevant notices are to be issued as soon as possible with short timeframes for response. Once notices are responded to mandatory case management to determine any further response.

E Mandatory case management meeting² to determine appropriate controls to be implemented and then arrange allocation to inspector³ for response.

² Mandatory case management meeting must include attendance by the Director of that unit, in the event the Director is unavailable the matter is to be referred to the relevant Executive Director. Advice from the Occupational Health and Hygiene Unit may also be sought to inform the case management meeting, at the discretion of the Director/Executive Director.

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Closure Log

OIR Disclosure Log

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