

COVID-19 OIR triaging matrix - V2.4- 16 Apr 2021

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.

Table 1 - Regional review (If the answer is unknown then proceed as if yes)		No - go to	Yes - go to
<p>Where possible, contact is to be made <u>prior</u> to site attendance by Inspectors/advisors. Where inquiries are made in person, social distancing and hygiene measures must be maintained as required.</p> <p>Responses are to be recorded and documented on the event, assessment or advisory.</p>			

1	Is the workplace/ worksite/ domestic residence in a declared lockdown area, hotspot or are visitor restrictions in place?	NO	B
2	Does the workplace / work site have a COVID Safe Checklist, COVID Safe Plan or WHS plan for managing the risk associated with COVID-19; including processes for ensuring any third party attending the workplace / work site has been screened for COVID-19 or COVID-19 related symptoms. Note: Question 2 not applicable for domestic residence, go to Question 3	B	YES
3	Has anyone at the workplace/ worksite/ domestic residence visited designated COVID -19 hotspots in other states or territories in the last 14 days.	NO	B
4	Has anyone at the workplace/ worksite/ domestic residence: a. Been confirmed with COVID-19 or is currently being tested for COVID-19? b. Displayed COVID-19 symptoms?	NO NO	B

A Conduct site visit in accordance with social distancing and hygiene measures, face masks as directed by the Chief Medical Officer.

B Go to table 2

¹ Operational activities include both reactive and proactive site visits. Note: Operational activity does not include attending a business as a customer (e.g. posting mail at a post office).

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 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.

D Mandatory case management meeting² to determine appropriate controls to be implemented by inspector for response.

E Mandatory case management meeting² to determine appropriate controls to be implemented by inspector prior to attendance.

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 OHHU may also be sought to inform case management meeting, at the discretion of the Director/Executive Director.



OIR Disclosure Log





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1A801



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DANGER

CONSTRUCTION SITE
UNAUTHORISED PERSONS
KEEP OUT

PROTECTIVE EQUIPMENT
MUST BE WORN
BEYOND THIS POINT

DANGER
POOL UNDER
CONSTRUCTION

DANGER
DEEP
EXCAVATION

ALCOHOL AND DRUGS
NOT PERMITTED ON
THIS SITE

IN CASE OF EMERGENCY CALL 000
AND CONTACT THE SITE MANAGER
ON MOBILE NUMBER PROVIDED

EVERYONE REPORT TO SITE OFFICE
SAFETY NEVER TAKES A DAY OFF!

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CONTACT: **PAI**

044926 7702

LICENCE: 1216868



EQUIPMENT WORN AT POINT

DANGER DEEP EXCAVATION

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TO SITE OFFICE TAKES A DAY OFF!



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