

Risk Mitigation Plan for Risk B13

Risk Reference

Risk ID	B13
Risk Description	<p>There is a risk that TasTAFE will fail to maintain</p> <ul style="list-style-type: none">• a safe workplace• Business continuity <p>As a result of the impacts of COVID-19, in particular as a result of the change in risk profile with the reopening of Tasmanian borders to mainland states.</p> <p>Specifically TasTAFE has been directed to determine its position on mandating vaccination for staff.</p>
Risk Category	Operational (People)
Risk Owner	Board and CEO
Risk Manager	COO

Raw Risk Assessment and Rating

Contributing Factors (what could cause the risk to exist?)

- TasTAFE has a legal duty to eliminate, or if not practical, minimise the risks of COVID-19 in the workplace. Vaccination as a control measure will protect employees against infection spread, severe infection, hospitalisation, and limit the risk of death from having been exposed to COVID-19 at work.
- Tasmanian border reopening on the 15th of December in line with the State Government's Roadmap and the resulting predicted Delta strain outbreak by the Kirby Institute modelling.
- TasTAFE facilities are open to any member of the public with many common use areas such as cafeterias, libraries, kitchens, lounge areas, lifts, toilets, stairs. Every TasTAFE facility is a public-facing education facility.
- TasTAFE staff that may not interact regularly with members of the public will still interact regularly with other TasTAFE staff and use the above mentioned common areas/facilities.
- Given nature of facilities there is a high likelihood that if an individual came onto a TasTAFE facility who was positive for COVID-19 with no or mild symptoms they would be likely to spread the illness to others.
- Most TasTAFE employees do not fit neatly into the 4 tiers of workplaces identified by the Fair Work Ombudsman to provide guidance on mandatory vaccination. Therefore risk assessment has been undertaken with the safety of all employees, students, contractors and visitors in mind.
- Many industries are moving to mandatory vaccination for their employees potentially impacting TasTAFE staff dealings with those industries and employers.
- Use of other measures outlined in the TasTAFE COVID-19 Safety Plan are not always practical, or not enough on their own, given the nature of TasTAFE's business.

- Other mitigation actions such as further density restrictions, updating of air conditioning systems, rapid-testing, temperature checks and regular testing and widespread use of masks may be considered.
- Some students and employees will not be able to be vaccinated for legitimate medical reasons and need to be protected.
- TasTAFE's desire to contribute to the safety of students, employers, contractors and visitors to TasTAFE campuses from COVID-19 impacts.
- TasTAFE's desire to provide the best opportunity for business continuity to support all students and employers.
- Strategies required to control risk to reflect TasTAFE's risk appetite for work, health and safety factors.

Consequences (what are the possible impacts if the risk materialises?)

- **Health and Wellbeing**
 - Staff illness (short-term and/or long-term) or death.
 - Student or visitor illness or death as a result of catching COVID-19 while interacting with TasTAFE staff.
 - Infection spread within TasTAFE and the wider community.
- **Business Disruption**
 - Unavailability of work force and/or facilities.
 - Interruption to student learning.
 - Inability for TasTAFE staff to conduct site visits.
 - Interruption to industry relationships.
 - Loss of revenue.
- **Legal**
 - Penalties for Board and management for non-compliance including fines and/or imprisonment.
 - Possible legal action by employees if they contract COVID-19 in the workplace.
 - Increasing workers compensation claims from those who contract COVID-19 in the workplace.
- **Reputation**
 - Loss of confidence in a safe workplace by staff.
 - Loss of confidence in a safe learning environment by students and others.
 - Loss of confidence for contractors coming into TasTAFE facilities.
 - Reputational damage and loss of public confidence.
 - Reduction in number of students.

Refer to the [Risk Assessment Matrix](#)

Likelihood rating

<input type="checkbox"/> 1. Rare	<input type="checkbox"/> 2. Unlikely	<input type="checkbox"/> 3. Possible	<input type="checkbox"/> 4. Likely	<input checked="" type="checkbox"/> 5. Almost Certain
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Consequence rating

<input type="checkbox"/> 1. Insignificant	<input type="checkbox"/> 2. Minor	<input type="checkbox"/> 3. Moderate	<input checked="" type="checkbox"/> 4. Major	<input type="checkbox"/> 5. Catastrophic
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Raw Risk Rating: (E20)

Current Risk Assessment and Rating

Current Action Plan to reduce the risk

Ongoing Controls to mitigate the risk (what are you doing on an ongoing basis to mitigate this risk?)

Details of Action to be taken	By Whom (position)	Frequency
Existing controls as detailed in the TasTAFE COVID-19 Safety Plan and related documents.	All employees, students, contractors, visitors and others attending a TasTAFE facility.	Ongoing

Additional Information:

- This risk assessment has considered several groups of people who interact with TasTAFE. It has been determined that employees will include Board members, TasTAFE regular employees, volunteers and any employee of any other organisation whose workplace is on one of TasTAFE's facilities.
- Contractors have been included based on their frequency of attendance on site and TasTAFE's obligations as a PCBU for work undertaken on TasTAFE premises

Specific Actions (what specific actions have you taken to mitigate this risk?)

Details of Action to be taken	By Whom (position)	By When
Communicate with government stakeholders, eg Ministers Office.	CEO and COO	As needed
Implemented the TasTAFE CovidSafe plan	CEO and COO	2020

Additional Information:

- A recent voluntary survey of vaccination status with a little over half of employees responding reflected a good uptake of vaccination, but also that there are still several

employees who have not been vaccinated. Of 435 responses, 10 staff were not vaccinated with at least one dose.

Current Risk Rating (after above actions have been put in place)

Refer to the [Risk Assessment Matrix](#)

Likelihood rating

<input type="checkbox"/> 1. Rare	<input type="checkbox"/> 2. Unlikely	<input type="checkbox"/> 3. Possible	<input type="checkbox"/> 4. Likely	<input checked="" type="checkbox"/> 5. Almost Certain
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Consequence rating

<input type="checkbox"/> 1. Insignificant	<input type="checkbox"/> 2. Minor	<input checked="" type="checkbox"/> 3. Moderate	<input type="checkbox"/> 4. Major	<input type="checkbox"/> 5. Catastrophic
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Current Risk Rating: (H15)

Future Risk Assessment and Rating

Future Action Plan to further reduce the risk

Future Actions (what will you do in the future to mitigate this risk?)

Details of Action to be taken	By Whom (position)	By When
VACCINATION		
Issue a communication mandating COVID-19 vaccination for all staff, students and contractors attending TasTAFE sites	CEO	9 December 2021
Design communication strategy notifying staff of mandatory vaccination and process for providing evidence of full vaccination.	Internal Communications	13 December 2021
Communicate mandatory vaccination status requirements with third party employers who have employees whose workplace is on one of TasTAFE's facilities.	Facilities	13 December 2021
Employees to provide evidence of vaccination status, valid medical exemption or evidence of appointment	All employees (as detailed above)	20 December 2021*
Contractors provide evidence of vaccination status	Contractors	Feb 2022

Students provide evidence of vaccination status	Students	Feb 2022
Roll out process for seeking evidence of vaccination status from all employees.	PP&C	13 December 2021
Design process for dealing with employees who don't provide evidence of complying with the lawful and reasonable direction.	PP&C	20 December 2021
Design process for seeking evidence of vaccination status from third party employees whose workplace is on one of TasTAFE's facilities.	PP&C	13 December 2021
Design process for seeking evidence of vaccination status from students.	Students and Education/BS&R	Jan 2022
Design and maintain a process to identify all employees with a valid medical vaccination exemption.	PP&C	13 December 2021
Update employment essential requirements for all future recruitments both internal and external to include providing evidence of full vaccination status.	PP&C	13 December 2021
When/if booster vaccinations become available design a process to ensure all staff have received a booster by an appropriate date.		TBA
Approach Public Health to operate booster clinics on TasTAFE sites.		TBA
OTHER MEASURES		
Undertake audit of ventilation of TasTAFE premises	COO	Feb 2022
Re-instate 1.5M density restrictions in all TasTAFE rooms	COO	Feb 2022
Communicate requirement to wear a mask where 1.5M separation is not possible	CEO	9 Dec 2022
Review requirement mandatory mask wearing based on latest risk assessment	CEO	Late Jan 2022
Re-instate weekly exec COVID meetings	Exec	13 December 2021

*As many TasTAFE staff will be commencing leave shortly and not returning until late January/Early February, TasTAFE will need to be flexible and provide sufficient time for staff to provide evidence of vaccination status on their return to work in 2022

Additional Information:

Students will be advised of the requirement for vaccination ASAP, with the process to capture this information implemented in January prior to the majority of students returning on site in Feb 2022.

All staff will be advised that with the social distancing requirement of 1.5M in place, where this cannot be maintained mask wearing should be adopted. The optional use of mask wearing in all settings will be encouraged.

Future Risk Rating (after above actions have been put in place)

Refer to the [Risk Assessment Matrix](#)

Likelihood rating

<input type="checkbox"/> 1. Rare	<input type="checkbox"/> 2. Unlikely	<input type="checkbox"/> 3. Possible	<input type="checkbox"/> 4. Likely	<input checked="" type="checkbox"/> 5. Almost Certain
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Consequence rating

<input type="checkbox"/> 1. Insignificant	<input checked="" type="checkbox"/> 2. Minor	<input type="checkbox"/> 3. Moderate	<input type="checkbox"/> 4. Major	<input type="checkbox"/> 5. Catastrophic
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Future Risk Rating: (H10)

Completed by:

Signature:

Date:

Send completed form to: riskmanagement@tastafe.tas.edu.au