

COVID19 ADJUSTMENT WHEEL - TIP SHEET



DIMENSION: COVID SAFE PRACTICES



With the requirement for all workplaces to provide a COVID safe environment, it is sometimes confusing as to the responsibilities of both employee and employer. This confusion can sometimes create unnecessary anxiety. Please review the following suggestions that will assist you in having clarity as to your responsibilities and capacity to assist in maintaining a safe working environment. And remember, keeping yourself and others COVID safe will also assist in maintaining stronger mental health.



Tips to address COVID SAFE PRACTICES

- Even if not mandated **discuss with your employer what guidelines are in place** for mitigating COVID risk during the pandemic.
- In addition to those guidelines **review what you can do to maximise your own and others' wellbeing at work**. In particular, and using where appropriate personal protective equipment (PPE), cleansing of furniture, phones, door handles, accessibility of sanitisers, and distancing within the office.
- **If you have lingering concerns speak up**, as raising these concerns will lead to a safer workplace for everyone.
- **Consider regular workplace discussions to review compliance** and suggest any improvements. These discussions have the added benefit of reinforcing a positive message that things are under control.



Prioritise your wellness and seek help early

Employee Assistance Program: is a confidential, short term assistance program provided by qualified professionals. This service is available to all employees, for both work-related and personal problems where you may need assistance, support or guidance. This includes discussing with you the complexities around COVID safe worksites.

If you have concerns discuss with your employer/manager as potential problems resolved early will assist all in the workplace.

General Practitioner: Your GP can discuss medical or other support options with you. If you don't already have a local GP you can search for clinics in your area via: Health Engine, <https://healthengine.com.au>



Useful Resources



1800 273 865



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