Outbreak Management Policy

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Approved by	P. Walker
Status	Current

Purpose

The purpose of the Policy is to:

- Ensure the health and safety of its workers, contractors and visitors.
- Ensure there is a clear framework for recognition, reporting, investigation and control of outbreaks of infections.
- Minimise the risks of epidemics of infections in the workplace.

This Policy and supporting procedure applies to everyone working at, or attending a Tytec Logistics workplace or client site, on behalf of Tytec Logistics.

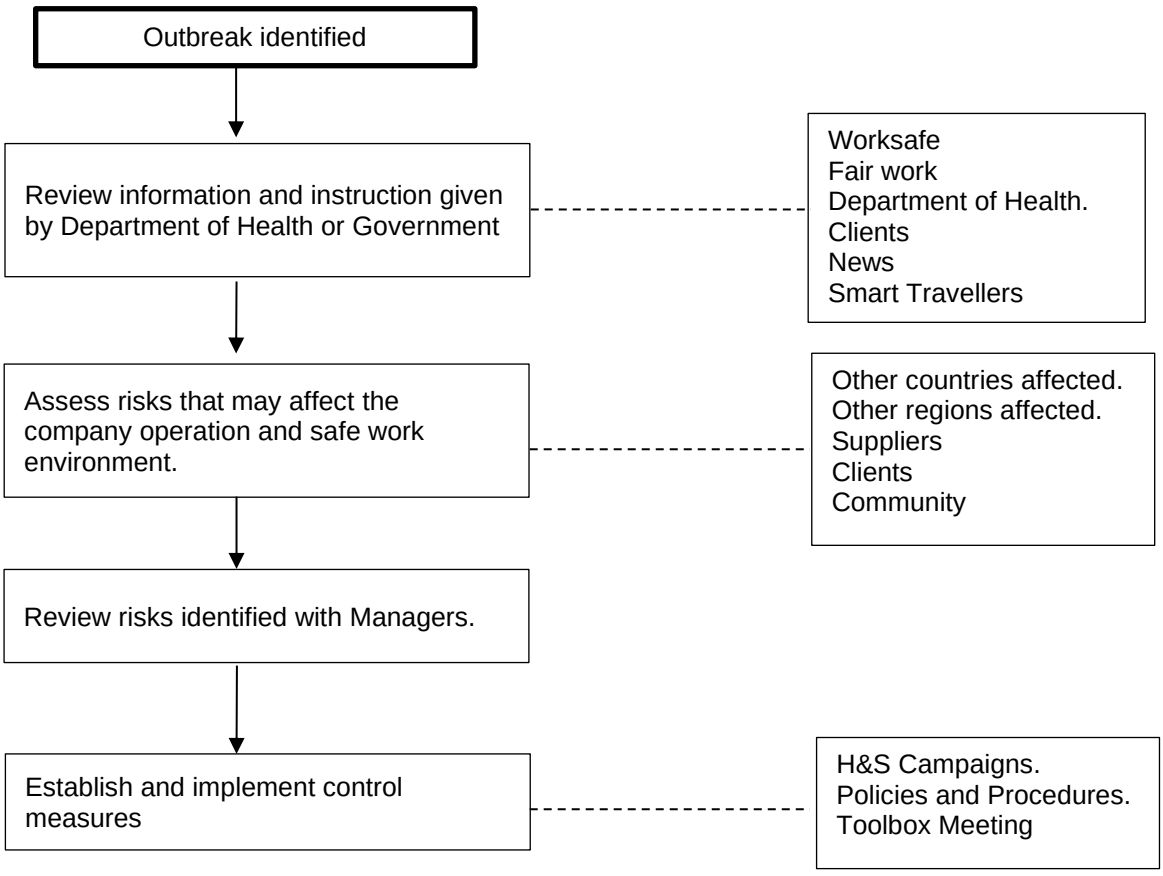
Statement

Tytec Logistics has designed this policy to provide the initial framework for the management of an outbreak of infections on its workplaces. Outbreaks of infections vary greatly in extent and severity. It is impossible to provide detailed policy and procedure that covers all the eventualities. Therefore, this document gives a general procedure to be followed.

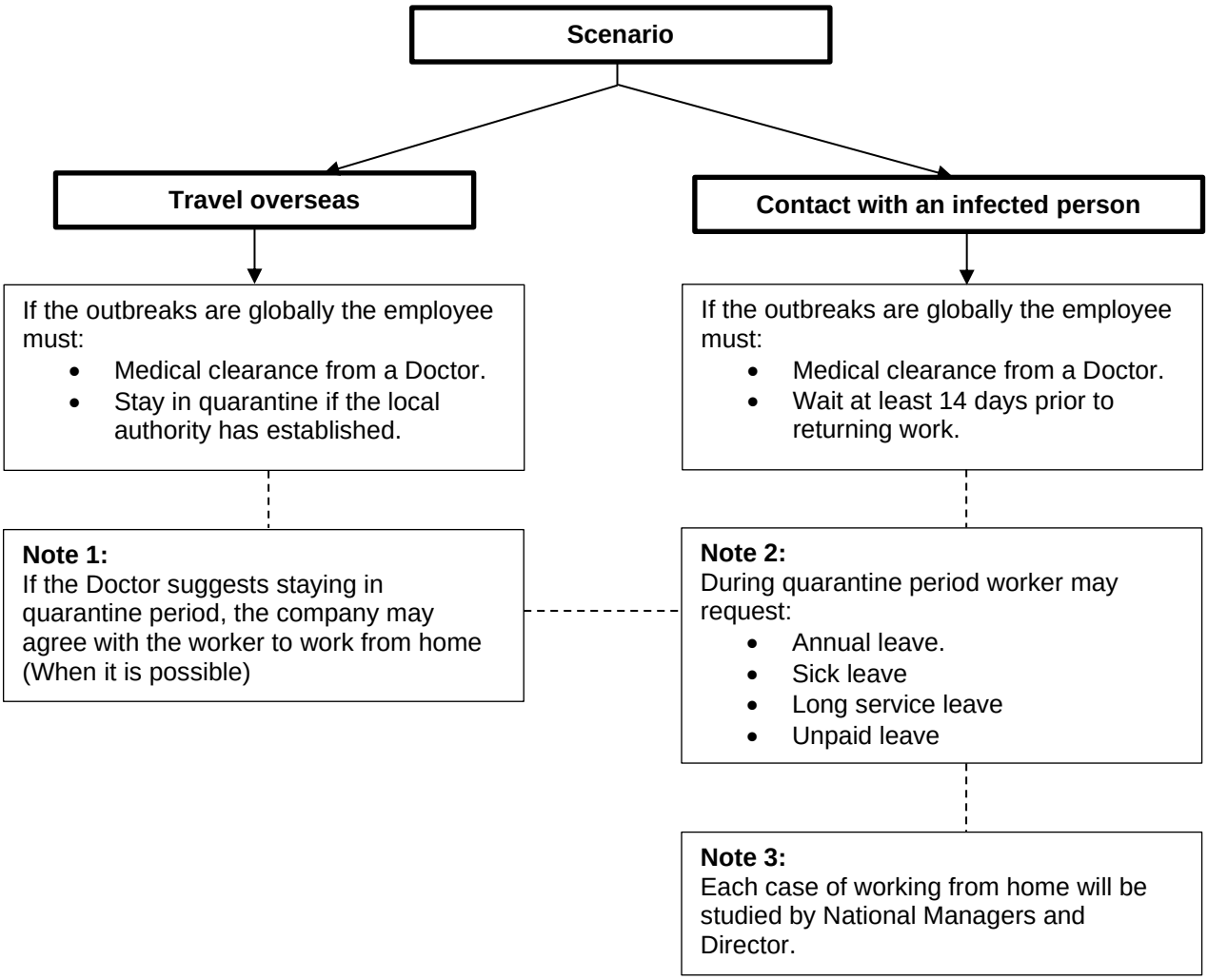
In addition, quarantine periods are enforced to control the spread of infections. These periods apply to a range of conditions (travels overseas, close contact with an infected person, symptoms like the infection, etc.).

Procedures that supports this Policy:

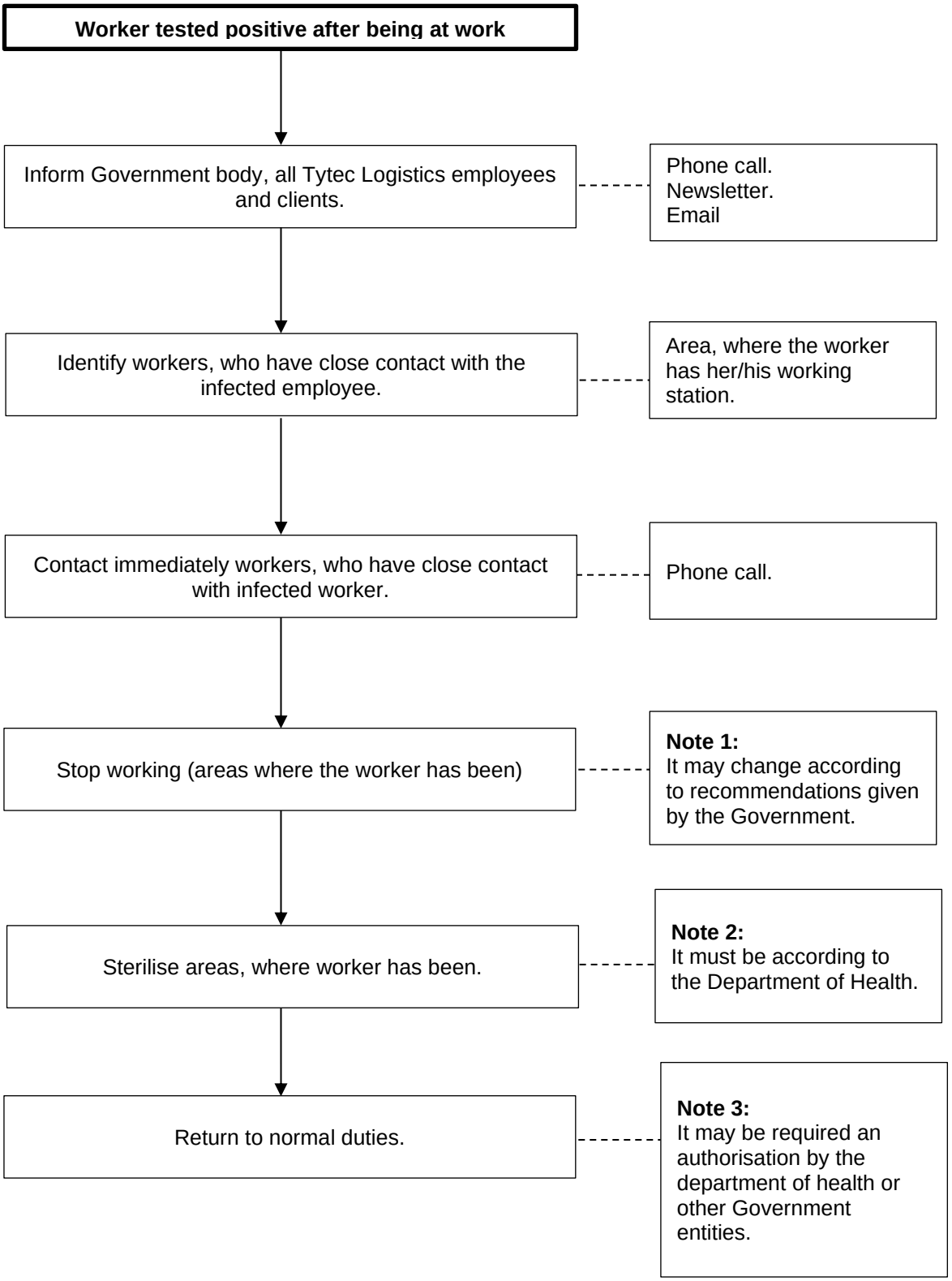
Flowchart 1: Process during an Outbreak Situation.



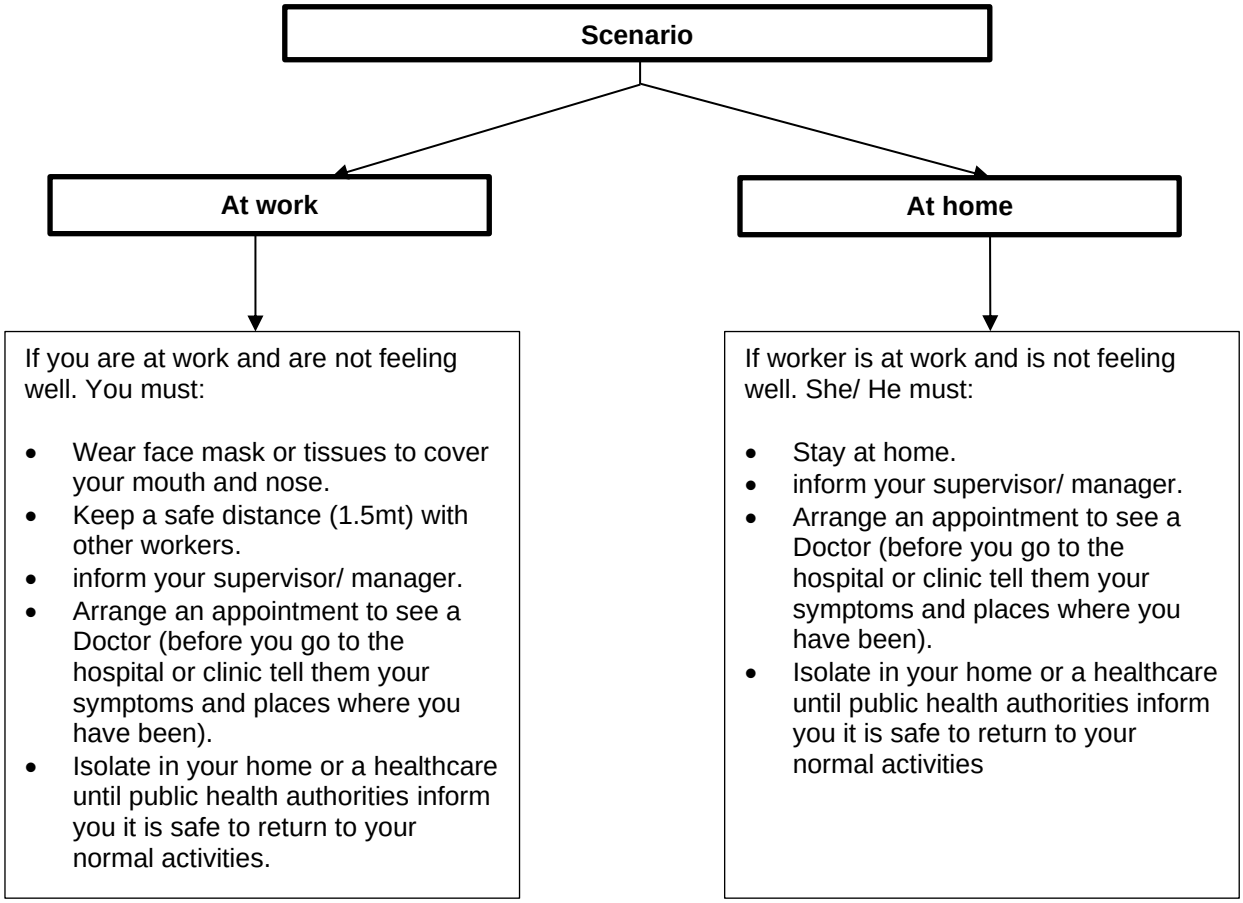
Flowchart 2. Workers returning from overseas holidays or contact with an infected person.



Flowchart 3. Worker tested positive of infection after being at work.



Flowchart 4. If worker is presenting symptoms similar to the infection.



Responsibilities

Senior Management is responsible for:

- Ensuring the company complies with the Work Health and Safety (WHS) Act and Regulations. This includes implementing and/or providing appropriate resources and processes to eliminate or minimise risks of outbreak of infection at the workplace.

Employees are responsible for:

- Take reasonable precautions if they know or suspect that they have a transmissible notifiable condition or have had close contact with an infected person.
- Cooperate with the outbreak management policy and procedures and take care in the workplace to minimise the risk of infecting other workers.

Paul Walker
Managing Director

March 2020