

# DRA COVID RISK ASSESSMENT

Date: 21 February 2022

## Abbreviations

<b>DRA</b>	Disaster Relief Australia	<b>CWG</b>	Coronavirus Working Group
<b>MC</b>	Mission Commander	<b>AO</b>	Area of Operation
<b>OL</b>	Operational Lead	<b>FOB</b>	Forward Operating Base
<b>NOM</b>	National Operations Manager	<b>NPM</b>	National Planning Manager
<b>DFO</b>	Director Field Operations		

Topic	Risk	Inherent risk	Risk controls	Residual risk	To be actioned by
<b>General</b>					
Current requirements	Lack of or incorrect information regarding Covid -19 prevents effective management or response	Low	<ul style="list-style-type: none"> <li>Leadership / Coronavirus working group (CWG) to continually monitor updates from Federal and State Government</li> <li>DRA COVID response updates to be provided at fortnightly departmental review calls</li> <li>Mobilisation and HR to remain vigilant of changing requirements</li> <li>PCR testing is used to determine Covid health status of symptomatic members and contractors</li> <li>Application of DRA Covid-19 Operations or Office Safety Plan as appropriate.</li> </ul>	Low	NPM / DFO
Staff Communication	Lack of or unclear communication to members	Medium	<ul style="list-style-type: none"> <li>Leadership / Coronavirus working group (CWG) to provide regular updates to all active and engaged staff and volunteers</li> <li>Leadership / Coronavirus working group (CWG) to provide updates to key stakeholders as required</li> <li>Covid -19 return to operations plan to be communicated with staff and volunteers and replace the DRA prevention and response procedure for Covid-19 outbreak</li> </ul>	Low	DFO
Health and safety	Member contracts Covid-19	High	<ul style="list-style-type: none"> <li>Members must not go to the workspace or deployment (work from home)</li> <li>Stay home and isolate and seek medical advice if they have symptoms</li> <li>Member to conduct PCR testing to monitor status</li> <li>Inform Leadership / Coronavirus working group (CWG) if there is an impact to DRA activities</li> <li>Notify state authorities including department of health and safety regulator if relevant</li> <li>DRA to support health authority efforts to Identify persons who may have come into close contact with the person (Close contact' means having face-to-face contact for more than 15 minutes with someone who has a confirmed case of coronavirus (COVID-19) – or alternatively sharing a closed space with them for more than two hours.)</li> <li>Workspace manager to clean and disinfect the workplace in line with current cleaning and disinfectant guidelines</li> </ul>	Medium	All



			- Review risk controls		
	Member has or lives with vulnerable persons living with them	High	<ul style="list-style-type: none"> <li>- Member vetting program to screen for vulnerable individuals that are not fit for deployment, or whether possible exposure to Covid-19 virus may present unacceptable risk to other vulnerable individuals</li> <li>- Communicate to members that they are to inform Leadership / Coronavirus working group (CWG) if they are vulnerable or living with a vulnerable person</li> <li>- Vulnerable persons or those living with the vulnerable to consider need to be deployed</li> </ul>	Low	All
Wellbeing	Impact to mental health	Medium	<ul style="list-style-type: none"> <li>- Leadership team to regularly check in with members</li> <li>- DRA to consider engaging an Employee Assistance Provider (EAP)</li> <li>- DRA to share mental health resources with members</li> </ul>	Low	Leadership / Welfare Officer
<b>Day to Day Activities</b>					
Use of a shared workspace	Member contracts Covid-19 (shared workspace)	Medium	<ul style="list-style-type: none"> <li>- Confirm workspace has a COVIDSAFE plan</li> <li>- Members to follow requirements of relevant COVIDSAFE plan</li> <li>- Members have been directed to work from home if able to do so</li> <li>- Review office layout to allow physical distancing of 1.5m</li> <li>- Signage to be displayed at all entrances, exits, lifts, lobbies to observe social distancing protocols always. It is the responsibility of all staff to observe this government directive</li> <li>- DRA to consider implementing thermal checks for members</li> <li>- Member arranges own PCR testing to determine Covid status.</li> <li>- Members to sanitise their hands upon entry and exit of the building</li> <li>- Members to adhere to physical distancing guideline of 1.5m</li> <li>- Instruct members to have meetings by phone or online instead of in person. If not possible, require they meet in a large space and keep meetings short.</li> <li>- Re-communicate to members if they are experiencing any signs or symptoms of COVID-19, Cold or Flu whatsoever, that they are to remain at home and contact their doctor for advice and potential COVID-19 testing</li> <li>- Staff to regularly clean and sanitize their own desk, phone, equipment, and belongings- this is in addition to the enhanced building cleaning regime</li> <li>- No hot desking</li> </ul>	Low	All attending DRA office spaces
Working from home	Working from home presenting a risk: Ergonomics Connectivity Isolation	Low	<ul style="list-style-type: none"> <li>- Managers to check in that staff have safe functioning equipment including appropriate chair, monitor, keyboard etc</li> </ul>	Low	All
Commuting	Risk of contracting Covid-19	Medium	<ul style="list-style-type: none"> <li>- Comply with local covid authority's requirements.</li> </ul> <p>Refer to current requirements using links at the final row of this document.</p>	Low	All
Vaccination status	No or incomplete C-19 vaccinations presents heightened infection and	High	<ul style="list-style-type: none"> <li>- DRA have mandated that full vaccination according to current ATAGI guidance must be met before deployment on an operational activity. <i>Note: this requirement does not specifically pertain to being a member of DRA.</i></li> <li>- Member vetting program to screen for vulnerable individuals that are not fit for deployment, or whether possible exposure to Covid-19 virus may present an unacceptable risk to other vulnerable individuals</li> </ul>	Medium	Medical Director / Mobilisation



	transmission risk		<ul style="list-style-type: none"> <li>- Communicate to members that they are to inform Leadership / Coronavirus working group (CWG) if they are unvaccinated or have not completed vaccination under these circumstances:               <ul style="list-style-type: none"> <li>o Deployment to DRA Operational activities</li> <li>o Use of DRA Shared Office Space</li> <li>o Travel for DRA requiring shared or public transport (Flights etc</li> <li>o Expected to attend external meetings on behalf of DRA.</li> </ul> </li> <li>- Communicate to members that have no or incomplete vaccinations the risks to themselves and others of not completing the vaccination program.</li> <li>- Members to follow requirements of relevant COVIDSAFE plan</li> <li>- Members directed to work from home if able to do so</li> </ul>		
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**Field Operations**

Pre-Operations / Operational build up			<ul style="list-style-type: none"> <li>- Leadership / Coronavirus working group (CWG) to decide when the operations can resume. This will be done in line with Federal and State requirements</li> </ul>		DFO / COO / CEO
Vetting / deployment process	Member joins operations whilst positive for Covid-19	High	<ul style="list-style-type: none"> <li>- Enhanced vetting process which includes questions regarding members recent 14-day history and vaccination status</li> <li>- Cause any member who is displaying Covid symptoms to self-isolate and obtain a Covid PCR test from an authorised public health facility</li> <li>- Identifying if the member has recently had a Covid test and is awaiting results (members cannot attend if they are awaiting results)</li> <li>- Members or volunteers must not have been near anyone that has tested positive for the coronavirus (or is currently awaiting a test result) in the last 14 days</li> <li>- Identify if the member has a condition that makes them potentially more vulnerable</li> <li>- Identify if the member lives with or is in regular contact with a person who may be more vulnerable</li> <li>- No persons who have returned from overseas in the past 14 days can attend site</li> <li>- Staff or volunteers wishing to deploy must not suffer from any health concerns that makes them more susceptible to coronavirus.</li> <li>- Members must be able to be away from home for the duration of the deployment PLUS a minimum of 14 days if an operation goes into quarantine. This includes ensuring that they have no obligations at home (such as pets or job, etc.)</li> <li>- Deployed personnel should have the COVIDSafe app downloaded and active on their phones</li> <li>- Review travel restrictions (each state has their own restrictions or requirements, such as 7 or 14-day isolation upon entry to the state or region) and develop deployment plan in accordance with restrictions</li> <li>- Travel arrangements to satisfy distancing requirements mandated by the relevant state (see below)</li> </ul>	Medium	Medical Director / Mobilisation
Operational Phase	Member contracts Covid-19 during operations or has symptoms	High	<p><b>Prevention</b></p> <ul style="list-style-type: none"> <li>- Members with Covid symptoms to be isolated, PCR tested within 24 hours and returned home as soon as possible.</li> <li>- Safety Officer onsite who will also monitor adherence to the Covid Operations Safety Plan</li> <li>- DRA to consider implementing thermal checks for staff and volunteers</li> <li>- Member assisted in obtaining PCR test as required by Field Operations Leadership</li> <li>- DRA MC to maintain RAT inventory level at 2x number of DRA personnel per wave as a contingency for initial testing if Covid exposure occurs.</li> <li>- Regular hand washing to be promoted and hand washing stations to be provided where possible</li> </ul>	Medium	DFO NOM State Commander Safety Manager MC Safety Officer



			<ul style="list-style-type: none"> <li>- DRA to provide hand sanitiser. Hand sanitiser to be provided and used prior to starting, prior to lunch and leaving</li> <li>- DRA to provide PPE to staff (surgical, P2 or N95 face masks &amp; disposable gloves)</li> <li>- How to wear a P2 mask information sheet provided to staff and volunteers as required</li> <li>- Ensure adequate supplies of PPE (face masks, gloves, sanitiser) are provided</li> <li>- PPE for Operational activities to be managed and cleaned to avoid cross contamination (Chainsaw PPE, Hardhats, Gloves etc)</li> <li>- Spontaneous volunteers to be questioned regarding their current health and activity the past 14 days and asked if they have any signs or symptoms</li> <li>- Commanders to provide their teams with Covid Operations Safety Plan instruction during deployment</li> <li>- Members to maintain physical distancing of 1.5m where possible.</li> <li>- State and Mission Commanders to monitor adherence to the risk controls in this assessment</li> <li>- Works to occur in an external or open environment where practicable</li> <li>- Masks must be used where 1.5m of physical distancing cannot be maintained, unless State specific requirements mandate additional controls.</li> <li>- Members must employ proper cough, sneeze and hand hygiene techniques including handwashing/use of hand sanitiser, use of respiratory masks</li> <li>- Regularly wipe down 'high touch' areas with antibacterial wipes / spray (including tools and equipment)</li> <li>- Ensure measures in place to clean touch points before worker change over</li> </ul> <p><b>Response</b></p> <ul style="list-style-type: none"> <li>- If a staff member or volunteer develops symptoms while on deployment, they must self-isolate and contact field operations leadership for further advice and possible assessment.</li> <li>- If a test returns a positive result, they will be quarantined for a minimum of 14 days. DRA will manage their welfare during this period.</li> <li>- Inform Leadership / Coronavirus working group (CWG)</li> <li>- Identify persons who may have come into close contact with the person (<i>Close contact' means having face-to-face contact for more than 15 minutes with someone who has a confirmed case of coronavirus (COVID-19) – or alternatively sharing a closed space with them for more than two hours.</i>)</li> <li>- DRA to notify state authorities including department of health and safety regulator</li> <li>- DRA to follow state requirements for self-isolation and testing of close contacts</li> <li>- DRA to arrange a clean and disinfect tools and equipment used by the person in line with current <u>cleaning and disinfection guidelines</u>-</li> <li>- Review risk controls</li> </ul>		
Accommodation	Transmission of virus via accommodation space	Medium	<ul style="list-style-type: none"> <li>- Members to maintain hygiene practices during stay</li> <li>- Members to maintain physical distancing of 1.5 where possible</li> <li>- <b>Hire of suitable accommodation to mitigate possible Covid transmission and for isolation of positive Covid cases if required</b></li> <li>- Accommodation must be able to provide segregated sleeping arrangements,</li> <li>- Only members who currently reside together can share accommodation</li> <li>- Members who do not reside together must not share accommodation</li> <li>- Self-isolation space to be identified</li> </ul>	Low	NPM State Commander Safety Manager MC / Safety Officer
Kitchen facilities / food preparation	Transmission of virus via contaminated food / surfaces	High	<ul style="list-style-type: none"> <li>- Where possible, accommodation to provide separate kitchen facilities (e.g consider motels)</li> <li>- Members to wash hands / sanitise their hands upon entry of the kitchen</li> <li>- Members to adhere to physical distancing guidelines whilst preparing food</li> <li>- Identify max number of people in the kitchen</li> <li>- Signage to be installed regarding distancing and hand washing</li> </ul>	Medium	NPM State Commander Safety Manager MC / Safety Officer



			- Increased cleaning regime to be identified		
Operations (Ops) Room	Transmission of virus via use of operations room	Medium	<ul style="list-style-type: none"> <li>- DRA have mandated that full vaccination according to current ATAGI guidance must be met before deployment on an operational activity.</li> <li>- Design ops room to promote 1.5m distancing</li> <li>- Visitors to ops room to be minimised where possible</li> <li>- Members to maintain physical distancing of 1.5m where possible</li> <li>- Masks to be worn where 1.5m distance cannot be maintained</li> <li>- Ensure hand washing / hand sanitiser / alcohol wipes are available</li> <li>- Members to maintain hygiene practices during stay</li> <li>- Sanitise high touch items regularly</li> </ul>	Low	State Commander Safety Manager MC / Safety Officer
Laundry and bathrooms	Transmission of virus	Medium	<ul style="list-style-type: none"> <li>- signage</li> <li>- limit concurrent use in accordance with distancing requirements</li> <li>- environmental cleaning in accordance with <a href="#">these</a> requirements</li> </ul>		
Vehicle travel	Transmission of virus via use of shared vehicles	Medium	<p>Important to note this requirement will differ depending on what state the person is located in and what the current level of restrictions are.</p> <p>For current requirements please see links at the final row of this document.</p> <ul style="list-style-type: none"> <li>- Practical cleaning measures to be applied regularly and before driver change – sanitise steering wheel and controls, handles and other touch points. Ensure alcohol wipes are available</li> <li>- Where possible, drive with windows open and fans on to maintain airflow</li> </ul>	Low	Safety Officer / MC
Equipment	Transmission of virus via use of shared tools and equipment	High	<ul style="list-style-type: none"> <li>- Where possible assign equipment to persons for the duration of the mission</li> <li>- Ensure antibacterial / alcohol wipes are available</li> <li>- Operators to wear gloves as required for PPE (task depending)</li> <li>- clean handles and high touch points after use</li> </ul>	Low	Safety Officer / MC
Non-DRA volunteers / Members of the community / other stakeholders	Exposure to others who may have Covid-19 or passing on Covid-19 to others	High	<ul style="list-style-type: none"> <li>- Work area to be clearly identifiable (hazard tape, signage, fencing etc)</li> <li>- Members to maintain 1.5m physical distancing</li> <li>- Members to stop work and notify safety officer if public are within their immediate work area</li> <li>- MC to maintain open communication with public</li> <li>- Meetings or stakeholder engagement to be held outdoors where possible</li> <li>- Local COVIDSAFE plans / restrictions to be rigorously applied</li> </ul>	Medium	Safety Officer / MC
Engaging with vulnerable community		High	<ul style="list-style-type: none"> <li>- DRA have mandated that full vaccination according to current ATAGI guidance must be met before deployment on an operational activity.</li> <li>- DFO to engage local government and discuss mission (this may include health authority)</li> <li>- DFO to consider authorised testing and evacuation for any Covid outbreak.</li> <li>- share Covid Operations Safety Plan</li> <li>- DFO to inform members that the community is high risk and reiterate the importance of adherence to the plan</li> <li>- Safety Officer and MC to monitor plan for compliance</li> </ul>	Medium	DFO Safety Officer / MC
Demobilisation	Demobilisation due to operation phase ending	Medium	<ul style="list-style-type: none"> <li>- DRA have mandated that full vaccination according to current ATAGI guidance must be met before deployment on an operational activity.</li> <li>- Travel arrangements to satisfy distancing requirements mandated by the relevant state (see below)</li> <li>- Members to maintain physical distancing of 1.5 where possible</li> <li>- Masks to be worn where 1.5 distance cannot be maintained</li> <li>- Equipment cleaned and sanitised PRIOR to packing and shipping</li> </ul>	Low	MC Logistics Manager Mobilisation Manager
	Demobilisation due to suspected	High	<ul style="list-style-type: none"> <li>- Inform Leadership / Coronavirus working group (CWG)</li> </ul>	Medium	DFO NOM State Commander



	COVID-19 case within deployed personnel		<ul style="list-style-type: none"> <li>- Identify persons who may have come into close contact with the person (<i>Close contact' means having face-to-face contact for more than 15 minutes with someone who has a confirmed case of coronavirus (COVID-19) – or alternatively sharing a closed space with them for more than two hours.</i>)</li> <li>- DRA to notify state authorities including department of health and safety regulator</li> <li>- Site closed and deep cleaning conducted</li> <li>- Equipment cleaned and sanitised PRIOR to packing and shipping</li> <li>- DRA to arrange clean and disinfect tools and equipment used by the person in line with current <u>cleaning and disinfectant guidelines</u>-</li> <li>- Review risk controls</li> </ul>		Safety Manager MC Safety Officer
Adherence to risk controls	Members not adhering to the health, safety, or hygiene measures / return to operations plan	High	<ul style="list-style-type: none"> <li>- MC completes Quick Assessment form</li> <li>- MC requests removal of member from operation and repatriation to home location</li> </ul>	Medium	MC State Commander HR
Communications			<ul style="list-style-type: none"> <li>- DRA prevention and response procedure for Covid-19 outbreak provided to staff and volunteers as required</li> <li>- State Commanders or Mission to communicate any information and updates relevant to the operation</li> </ul>		Leadership State Commander MC
<b>Enterprise Risk</b>					
Financial	Risk of fine for breaching Covid-19 requirements	High	<ul style="list-style-type: none"> <li>- DRA to adhere to all current federal and state requirements</li> <li>- Implement the risk controls identified in this assessment</li> </ul>	Low	All
	Cost of implementing return to operations plan risk controls	Medium	- TBC	Low	
Reputational	DRA introduces Covid-19 into a vulnerable community	High	<ul style="list-style-type: none"> <li>- DRA to adhere to all current federal and state requirements</li> <li>- DRA to establish local authority contacts and context of Covid in the area of intended Operation/s</li> <li>- DRA to communicate Covid Operations Safety Plan to relevant stakeholders as required</li> <li>- Leadership team to ensure Covid Operations Safety Plan is implemented</li> <li>- COO and Safety Manager to monitor the implementation of the plan</li> </ul>	Low	COO / Safety Manager



<b>State specific requirements</b>		
<b>Note: The links to <a href="https://healthdirect.gov.au">healthdirect.gov.au</a> provide a useful tool for a quick overview but please use State-based links for final planning purposes.</b>		
Victoria	Non adherence to current state legislation	<b>For latest updates</b> <b>Case locations/public exposure sites:</b> <a href="https://www.dhhs.vic.gov.au/case-locations-and-outbreaks">https://www.dhhs.vic.gov.au/case-locations-and-outbreaks</a> <a href="https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19">https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19</a> <a href="https://www.dhhs.vic.gov.au/coronavirus-covid-19-daily-update">https://www.dhhs.vic.gov.au/coronavirus-covid-19-daily-update</a>
NSW	Non adherence to current state legislation	<b>Case locations/public exposure sites:</b> <a href="https://www.health.nsw.gov.au/Infectious/covid-19/Pages/case-locations-and-alerts.aspx">https://www.health.nsw.gov.au/Infectious/covid-19/Pages/case-locations-and-alerts.aspx</a> <b>For latest updates</b> <a href="https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules">https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules</a> <a href="https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx">https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx</a>
Queensland	Non adherence to current state legislation	<b>For latest updates:</b> <b>Case locations/public exposure sites/hotspots:</b> <a href="https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/contact-tracing">https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/contact-tracing</a> <a href="https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19">https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19</a> <a href="https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/public-health-directions/border-restrictions">https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/public-health-directions/border-restrictions</a>
South Australia	Non adherence to current state legislation	<b>For latest updates:</b> <a href="https://www.covid-19.sa.gov.au/">https://www.covid-19.sa.gov.au/</a>
ACT	Non adherence to current state legislation	<a href="https://www.covid19.act.gov.au/">https://www.covid19.act.gov.au/</a>
WA	Non adherence to current state legislation	<a href="https://www.wa.gov.au">COVID-19 coronavirus (www.wa.gov.au)</a>
NT	Non adherence to current state legislation	<a href="https://www.nt.gov.au">Coronavirus (COVID-19) (nt.gov.au)</a>