



COVID-19 Policy and Procedures

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**Approved by the General Manager
of Northern Prosthetics Pty Ltd on 15th December 2021.**

Version Control

Contact person	Role	Ver No	Date	Review Date
Peter Lewis	GM	1	15 th December 2021	15th December 2023

1. About Northern Prosthetics

Northern Prosthetics is an Australian company specialising in the replacement of limbs, hands, fingers, feet and toes. We manufacture custom prostheses for all levels of amputees to suit a person's needs and goals. We service clients from all over Australia at clinics from Coffs Harbour to the Gold Coast.

Our mission is to transform people's lives - helping them return to their life and community feeling confident and comfortable. We aim to help people walk, run, swim, hold their heads high and be free to live again.

We combine technological innovation with anatomical design and medical science to create beautiful, functional and comfortable prostheses. We collaborate closely with each client to produce a customised and personal result.

Our technical staff are experts in the field of contemporary prosthetic manufacture and pride themselves on creating devices of the highest quality.

We create prostheses that are made to fit seamlessly with your body and integrate smoothly into your life. Our team supports all aspects of prosthetic treatment, manufacture and care.

2. Purpose of Policy and Procedures

Northern Prosthetics has a health and safety responsibility to minimise the likelihood of infectious disease transmission in the workplace. Northern Prosthetics is committed to ensuring that the work, health and safety of all personnel, contractors, consultants and clients is foremost in its day-to-day service delivery and other operations as part of its duty of care.

The purpose of this Policy and Procedures document is to ensure that, following the prevalence of COVID-19 in Australia and the community in particular, all Northern Prosthetics workplaces are safe and healthy environments, where work practices encourage the growth of a culture where genuine care for the welfare of all (including Clients) is paramount.

3. Definitions

Client:

A client is a person who receives services or assistance from Northern Prosthetics and who is not working on behalf of Northern Prosthetics in any capacity.

Conduct

Personal workplace behaviour of an individual.

Employee or Staff Member

An employee or staff member is a person who is hired to provide services in exchange for compensation (pay) (Australian Taxation Office, 2012). An employee is a paid member of staff – this can be on a full-time, part-time, fixed term or casual basis. This includes contractors providing services to Northern Prosthetics for a set time or specific task and

those engaged in the performance of duties for Northern Prosthetics from a labour hire agency.

4. Scope

This Policy and Procedures applies to all Northern Prosthetics staff.

5. Considerations

- This Policy and Procedures document should be read in conjunction with Northern Prosthetics' *Work, Health and Safety Policy and Procedures*.
- Northern Prosthetics has received legal advice that “an employer can impose a mandatory vaccination requirement for employees in the absence of an applicable public health order or direction providing that the direction is ‘lawful’ and ‘reasonable’ within the factual circumstances of employment”.
- Northern Prosthetics has considered a number of factors including:
 - the nature of work undertaken by all employees / staff members;
 - the nature of client services provided;
 - the medical conditions of clients; and
 - the nature of risks regarding COVID-19 exposure.
- Relevant consideration in regard to COVID-19 include:
 - face-to-face consultations within and between staff and clients;
 - whether the workplace activities involve a high risk or exposure to staff, clients and other visitors;
 - whether the clients are vulnerable people; and
 - that any decision by the employer is proportionate to the risk being managed.

6. Procedures

Having considered all relevant issues as detailed above, Northern Prosthetics has determined that the following conditions for all staff will apply at all times when in a Northern Prosthetics workplace:

1. Face masks covering the mouth and nose must be worn except when eating, drinking, or if alone and in an enclosed office space, unless a medical exemption from an approved general practitioner or medical specialist is provided
2. Hand hygiene practices should be undertaken.
3. Social distancing undertaken where practical.
4. Mandatory double COVID-19 vaccinations plus booster vaccination when applicable (within 8 months of second dose) unless a medical exemption from an approved general practitioner or medical specialist is provided.
5. Where it is established that a staff member has breached this Policy and Procedures or exhibited a behaviour which is unacceptable to Northern Prosthetics or related Northern Prosthetics' Policy and Procedures, they may be subject to an investigation into their behaviour and actions which may result in a variety of sanctions including formal warnings, performance management, termination of employment or being

asked to leave Northern Prosthetics. Reference will be made to the Employee Handbook.

6. Refer to Standard operating procedures number 16 for positive COVID-19 case exposure.

7. Responsibilities of Each Member of Staff

All staff members (existing and new) are required to be familiar with Northern Prosthetics' *COVID-19 Policy and Procedures* and agree to implement all aspects of it. Familiarity and implementation of other precautions as outlined in the Covid-19 Risk Register.

8. Consultation & Implementation

The development of this Policy and Procedures document has included:

- a draft document being presented to staff at a General Staff meeting;
- open discussion regarding the contents of the draft document was invited;
- consensus on the final document was achieved;
- the document was approved by the General Manager; and
- the document was provided to each staff member for immediate implementation as well as being uploaded to Northern Prosthetics' website for the information of its clients.

9. Effectiveness and Review

The General Manager of Northern Prosthetics will review this Policy and Procedures document each 36 months on the anniversary of its approval or earlier as required