

## **ACTION STEPS TO TAKE FOR:**

### **Principal Contractors / Businesses (Whole of Work Site/Premise is under your possession):**

1. Select the **1a. Business Process Map\_Principal Contractor-Business Owner** document
2. Carry out 2 Risk Assessments – one for catching COVID and one for the vaccine. (Sample available in file: **3a and 3b**)
3. Follow the Process Map instructions
4. Use and/or amend **5. SAMPLE Email to Government and Regulators** if needed.
5. Submit the following documentation with your email to the Government and Regulators – PM Scott Morrison; Mark McGowan; Andy Robertson; Amber-Jade Sanderson; Minister for your industry; Local MPs; Any Unions/Associations you are a member of. **\*\*MAKE SURE YOU ASK FOR A READ RECEIPT & SEND THE EMAIL TO YOUR OWN EMAIL ADDRESS SO YOU HAVE A RECORD OF IT SENDING\*\***:
  - a. **Email to Government and Regulators**
  - b. **Completed Risk Assessment**
  - c. **6. APPENDIX A\_COVID-19 VACCINE MANDATE OHS\_WHS Risk Assessment for the Workplace – <STATE>**
  - d. **6a. Reference for ANNEXURE A**
  - e. **7. APPENDIX B\_Instrument of Authorisation**
  - f. **8. APPENDIX C\_Transcript Senator Malcolm Roberts**
  - g. **9. APPENDIX D\_WHS WA Act - 2020 - Penalties - Industrial Manslaughter (WA ONLY)**
6. File all documentations into a 'COVID RISK ASSESSMENT' file along with a printout of the email you sent and then any subsequent documentation or correspondence.

### **Contractors/Sub-Contractors (Whole of Work Site is under possession by others):**

1. Select the **1b. Business Process Map\_Contractor** document
7. Carry out 2 Risk Assessments – one for catching COVID and one for the vaccine. (Sample available in file: **3a and 3b**)
2. Follow the Process Map instructions
3. Edit the document **2. Letter to WHS Manager** with the relevant details
4. Submit the following documentation to the **OHS / WHS MANAGER and Supervisor; Manager; HR Manager** of the Principal Contractor (if emailing **\*\*MAKE SURE YOU ASK FOR A RECEIPT RECEIPT & SEND THE EMAIL TO YOUR OWN ADDRESS AS WELL FOR YOUR RECORDS**):
  - a. **2. Letter to WHS Manager**
  - b. **Completed Risk Assessment**
  - c. **6. APPENDIX A\_COVID-19 VACCINE MANDATE OHS\_WHS Risk Assessment for the Workplace – WA**
  - d. **6a. Reference for ANNEXURE A**
  - e. **7. APPENDIX B\_Instrument of Authorisation**
  - f. **8. APPENDIX C\_Transcript Senator Malcolm Roberts**
  - g. **9. APPENDIX D\_WHS WA Act - 2020 - Penalties - Industrial Manslaughter (WA ONLY)**
5. If no response within 7 days, then a Provisional Improvement Notice (PIN) is to be issued to the Principal Contractor.

#### **Notes:**

- Get to know who your local like-minded businesses are that don't want to follow the mandates either.
- Set up an SOS contact arrangement so that if an 'Emergency/Authorised Officer' arrives at your premises that you can put out an SOS for the surrounding businesses to come straight to your premises to support you dealing with the unwanted visitors. Educate your staff to identify when this is happening and make sure they have access to the SOS list.
- Ensure you learn your rights and know what the documentation is that you are using so you can confidently stand your ground in the event of an unwanted visitor or unwarranted requests.

Any questions, please email the Team at: [Paul Richardson HSE@protonmail.com](mailto:Paul_Richardson_HSE@protonmail.com)

For further information on Risk Assessments go to <https://covid19.swa.gov.au/covid-19-information-workplaces>

**WA Conscious Businesses are offering fee-based assistance to carry out your COVID-19 Risk Assessments and assist with creation of your COVID RISK ASSESSMENT file and any relevant signage you may require.**

**Please email if you require that assistance.**

#### Disclaimer

The author assumes no responsibility or liability for the content of the information provided and the information is not a substitute for advice from a legal or medical expert. For further information seek out the advice of a relevant expert.