

COVID-19 INDIVIDUAL RISK ASSESSMENT

Travel to Torres Strait region

- * Pre-booking form
- * Pre-departure form

This document has been produced to comply with advice from QLD Department of Health and is subject to change.

This document is to be completed by AEC staff travelling to the Torres Strait region to deliver the 2020 TSRA Election.

- Pre-booking form
- Pre-departure form

The below questionnaire and self-risk assessment is to be emailed to TSRA@aec.gov.au at least two days before booking travel and again before departure.

Section 1: Risk management questionnaire

Name:		
Telephone/mobile:		
Email:		
Locations to visit: <i>List each of the wards you will visit to deliver the 2020 TSRA Election</i>		
Supervisor/Team leader name and contact details:		
Planned date and location of departure:		
Planned date and location of return:		
COVID-19 Risk Management Plan	Yes	No
Have you read and understood the COVID-19 WHS Service Plan?	<input type="checkbox"/>	<input type="checkbox"/>
Have you read and understood the COVID-19 General guidelines document?	<input type="checkbox"/>	<input type="checkbox"/>

Workplace social distancing	Yes	No
Will you maintain social distancing where possible, at all times? Including at mobile voting locations, accommodation and meal areas, in the community and during travel?	<input type="checkbox"/>	<input type="checkbox"/>
Will you limit all contact with members of the community, where possible?	<input type="checkbox"/>	<input type="checkbox"/>
Will you maintain social distancing if delivering or picking up goods?	<input type="checkbox"/>	<input type="checkbox"/>
Hygiene measures	Yes	No
Do you agree to follow the hygiene and cleaning protocols, as outlined in the documents titled COVID-19 WHS Service Plan and COVID-19 General guidelines?	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring and identification of sick employees	Yes	No
Have you read and understood the information on COVID-19 symptoms, available at Novel-coronavirus symptoms?	<input type="checkbox"/>	<input type="checkbox"/>
Have you read and understood the information on how to protect yourself and others from COVID-19 available at Coronavirus prevention?	<input type="checkbox"/>	<input type="checkbox"/>
Do you understand that you are to self-isolate in your accommodation if you feel unwell?	<input type="checkbox"/>	<input type="checkbox"/>
Will you notify your manager if you are unwell?	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring and identification of sick employees		
If you have answered "No" to any of the above questions please provide further information:		

Section 2: Self-risk assessment

Self-risk assessment		Yes	No
1. In the past 14 days, have you been outside of Australia? (If yes, you are not allowed to travel)		<input type="checkbox"/>	<input type="checkbox"/>
2. In the past 14 days, have you returned from interstate travel?		<input type="checkbox"/>	<input type="checkbox"/>
If yes, which state/territory?			
3. To your knowledge, in the past 14 days have you been in close contact with any person who has been diagnosed with COVID-19, without adequate protective measures?		<input type="checkbox"/>	<input type="checkbox"/>
If yes, please give details:			
4. To your knowledge, in the past 14 days have you been in close contact with anyone who has recently returned from overseas?		<input type="checkbox"/>	<input type="checkbox"/>
If yes, please give details (including any protective measures taken)			
5. Do you have a fever of 38 degrees or above?		<input type="checkbox"/>	<input type="checkbox"/>
6. Do you have a cough, shortness of breath or other symptoms of acute respiratory infection?		<input type="checkbox"/>	<input type="checkbox"/>
7. Have you been isolated for the past 14 days?		<input type="checkbox"/>	<input type="checkbox"/>
Declaration			
EMPLOYEE NAME:			
EMPLOYEE SIGNATURE:		DATE:	
<i>Emailing this document to TSRA@aec.gov.au will be acceptable in place of a signature.</i>			
AEC MANAGER NAME:			
AEC MANAGER SIGNATURE:		DATE:	

AEC Staff are required to complete and email this form to TSRA@aec.gov.au prior to bookings being confirmed and at least two days before departure to a remote location.