

## ASU Members Working Inside: Consultation is Mandatory

If you're currently working from home, the instructions on inside work are also changing. Up to 25% of office-based staff may be returned to the office from 30 November.

Standard workplace requirements including density limits continue to apply. Businesses with fewer than 40 staff can have 10 staff on-site subject to density quotients. Unless you're one of those people nominated by your employer – you need to keep working from home.

In all this change - Consultation is Key! More information about navigating change and steps you can take to make sure Consultation happens is available here: [www.asuvictas.com.au/wp-content/uploads/2020/05/200522-Delegate-HSR-6-Step-Plan.pdf](http://www.asuvictas.com.au/wp-content/uploads/2020/05/200522-Delegate-HSR-6-Step-Plan.pdf)

### The REVISED Risk Assessment is:

1. What can be eliminated from the workplace to reduce the likelihood of exposure to the virus?  
Example: No hotdesking or sharing of any office equipment
2. How can the office be engineered/set up so that workers are isolated from each other?  
Example: Plan the office layout so that workers have maximum physical distance (at least 1.5M) between each other while working
3. How can administrative procedures such as policies and procedures be improved to reduce risk?  
Example: maintain a majority of workers at home and if workers do come in then stagger start/finish times and breaks
4. What PPE can workers wear to protect themselves and others?  
Example: keep wearing masks when near each other
5. If a worker or people in their household are more vulnerable to the virus then what can we do?  
The virus doesn't discriminate and neither should Managers. A reasonable adjustment of your work is the way to accommodate health concerns and reduce the likelihood of spreading the virus. Working from home is still the best protection.

### How can our union help you?

We say raise issues with your union Health and Safety Representative (HSR). Use an Incident Report if you are unsafe.

The Premier says 'unless you're one of those people nominated by your employer – you need to keep working from home.'

Worksafe says Employers MUST 'regularly discuss, review and revise how coronavirus (COVID-19) is being managed in the workplace, in consultation with employees and any HSRs'

**Our top priority is your safety.** Your employer must consult with workers about changes to safety instructions.

If you're not sure how Consultation should operate, talk to a HSR, union delegate or try the ASU Contact Centre on [info@asuvictas.com.au](mailto:info@asuvictas.com.au)

**Stay safe.**