

Post-pandemic employment considerations

Checklist for practice owners including sole traders

- Review the specific vaccination and isolation rules that apply in your jurisdiction and your specific workplace settings.
- Review your Work, Health & Safety (WHS) obligations.
- Review and/or update the following policies and processes in your practice:
 - WHS
 - Infection control
 - Mental health / workplace wellbeing
 - Privacy & confidentiality
 - Personal Leave
 - Returning to Work
 - Workers' compensation
 - Communications regarding welfare and wellbeing, support resources, required notice periods and required evidence
- Review and/or update the COVIDSafe plan in your practice including infection control, record keeping, and reporting protocols.
- Provide clear verbal and written communication, consultation and updates to employees and other key stakeholders regarding any changes you are making in the workplace to improve WHS.
- Provide clear direction, guidance, reassurance and support to employees and other key stakeholders, including reliable, fact-based information and resources e.g.:
 - Employee Assistance Program
 - High-Risk Settings Pandemic Payment
 - Australian Government of Health and Aged Care
 - Fair Work Ombudsman
 - Safe Work Australia
- Seek professional advice, whether this be through the WHS authority in your jurisdiction, the Fair Work Ombudsman or an HR consultancy that works closely with the allied health sector such as WorkPlacePLUS.

All OTA members receive special member benefits through WorkPlacePLUS for support with HR and IR issues. For more information, contact Anna on (03) 9492 0958 or visit www.WorkPlacePLUS.com.au.