

THE RICE MARKETING BOARD FOR THE STATE OF NEW SOUTH WALES



Covid-19 Policy

January 2023

THE RICE MARKETING BOARD FOR THE STATE OF NEW SOUTH WALES

COVID-19 POLICY

1 Purpose

This document describes the Covid-19 Policy of the Rice Marketing Board for the State of NSW (the Board). Its purpose is to:

- protect the public;
- protect Board Members, employees and their families from potential infection;
- provide a safe environment for work; and
- ensure business continuity for the Board's services.

2 Scope

This Policy applies to all Board employees, Board members, contractors, consultants and temporary workers employed by the Board, including those workers affiliated with third parties, when they physically interact with the Board Members or staff.

3 Policy Statement

Under work health and safety laws, all employers or businesses must manage the risk of COVID-19 to workers and customers. The Board recommends all persons, who can be safely vaccinated, do so. Other controls such as personal protective equipment, social distancing, personal hygiene measures and capacity limits will also be used in workplaces.

If a Board Member or employee tests positive for COVID-19, they are to comply with the latest NSW Health advice. Flexible arrangements, including virtual private network (VPN) computer services, are provided to enable staff to work from home if required.

Safe Work NSW is only required to be contacted if an Employee or Board Member contracts Covid 19 and is hospitalised or dies.

A Covid-19 safety plan is to be maintained in accordance with NSW Government policy and the landlord's requirements.

The privacy and confidentiality of all persons covered in the scope of this policy is to be maintained at all times.

4 Responsibilities

The Board Secretary, with oversight by the Audit and Risk Committee, is responsible for maintaining the Covid-19 safety plan.. The Audit and Risk Committee is responsible for ensuring the Board's on-going commitment to Covid-19 safety principles and practice.

5 Implementation

The Board's Covid-19 policy is implemented according to the following approach:

- working from home if possible;
- meeting via videoconference or teleconference if possible;

- using personal protective equipment, maintaining social distancing, ensuring personal hygiene measures and using capacity limits in workplaces, as required by the latest NSW Health Advice.
- allowing personal discretion regarding attendance at rice industry and other business meetings where there is a high risk of infection;
- working in accordance with NSW Government Policy and landlord's requirements.

For business continuity, if the Board Secretary is unable to perform her duties, the Disaster Recovery Plan is to be implemented.

6 Breaches of this policy

A breach of this policy may lead to action being taken for mis-conduct. Refer Code of Conduct policies for further information.

7 Further information

For further information concerning the Board's Covid-19 Policy, please contact:

The Secretary

The Rice Marketing Board for the State of New South Wales

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8 Document Approval and Control

a. Version

Reference	Details
File Name	2023-1 Covid-19 Policy
File location	Z:/RMB Policies
Version	2023-1
Status	FINAL

b. Revision History

Version	Revision Date	Summary of Change	Author
2022.1	19/1/22	Creation	C Chiswell
2022.1	4/2/22	Increase emphasis on NSW Government policy and landlord's requirements	Audit and Risk Committee
2022.	17/3/22	Amendments to Section 3, second paragraph	Board
2023	17/1/23	Amendments to take into account changes in Government Policy.	N Dunn

c. Document Approval

Audit and Risk Committee	4/2/22
Board	17/3/22
Audit and Risk Committee	24/1/23
Board	8/2/23