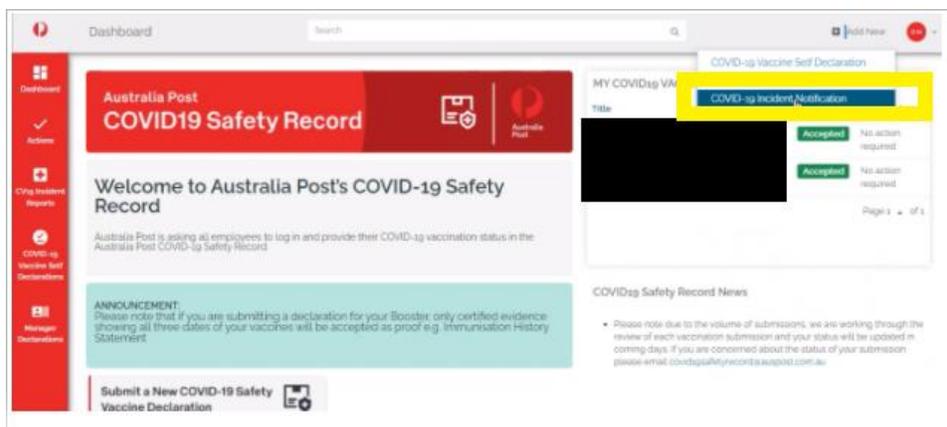


Staff Impact Register – Incident Recording Module Quick Reference guide

1. How to access the Incident Management Module to add a new impacted staff record?
 - a. Open the COVID-19 Safety record home page
 - b. On the right-hand top corner of the page, click on **Add New** and select **COVID-19 Incident Notification** from the available options
 - c. This will open a form to record a new Incident



2. How do I record a Confirmed case or close contact?

- a. From the new form page in Question 1 select Confirmed case or Close Contact as applicable in the dropdown field as shown in the below image



Australia Post COVID-19 Incident Notification Form

Instructions:

This form is for Australia Post team members to notify of both "Close Contact" incidents and "Confirmed COVID-19 Positive" Incidents. Please read through the two options below to determine which form is correct for your situation:

- 1) If you have been notified/identified as a Close Contact or are feeling symptomatic but you do not yet know if you are COVID-19 positive, please select the "Close Contact / Symptomatic" option below. You will be taken to a new form requesting more details.
- 2) If you have been confirmed as COVID-19 positive, please select the "Confirmed Case" option below. You will be taken to a new form requesting more details.

Incident Report Type *

Select...

- Confirmed Case
- Close Contact / Symptomatic

3. What information must be entered in the form?
 - a. Once the case type is selected, a form will be presented for the user complete
 - b. Follow the prompts and the explanation provided to complete the form
 - c. Select **Employment Type**

Team Member Details

Person Affected Employment Type *

Employee Contractor Licensee Agency / Labour Other

Please search for the team member by full name, or by entering their APS into the search field.

All employees & contractors are available in this list. You can search using full name, or the individuals APS number.

Affected Team Member *

Please search for the impacted individual by entering their name. The fields in the below section will auto-populate once you have selected an individual to help confirm this is the correct person.

Type here to search for people

The below information will populate based on your selection above.

APS Number

- d. Find the Affected Team Member by searching in the field

All employees & contractors are available in this list. You can search using full name, or the individuals APS number.

Affected Team Member *

Please search for the impacted individual by entering their name. The fields in the below section will auto-populate once you have selected an individual to help confirm this is the correct person.

Type here to search for people

People & Culture Digital |

- e. Contact details
 - i. The Employees Location will be prepopulated based on the employee records
 - ii. Please provide a valid contact number for the employee
 - iii. Employee Email Address will be pre-populated based on the employee records but can be edited if necessary.

Team Member Contact Details

Location (State) *

The state this individual lives

Victoria



Contact Number *

Please add the mobile contact number for the affected individual in the format of 0400112222

Email Address

Note: team members with @noemail.com address do not have a work email stored in the system, and a personal email address should be entered

janecitizenest@auspost.com.au

f. Search and Enter the Worksite details if known

Worksite details

Primary Worksite

Use this field to search for the primary worksite this employee attends to work with Australia Post Group

Melbourne Parcel Facility 133 - 16g Fairbairn Rd Sunshine West Victoria 3020 [WOR2956]



Site Name

Please enter the name of the primary site the team member is located.

Melbourne Parcel Facility

Is zoning in place at the worksite?

Yes

No

Unknown

Not Applicable

- g. Incident Notifiable Contact – Please include the Facility Manager and Territory Manager as this is necessary information. Any additional nominees can be added in this field

Incident Notifiable Contacts

Please search for the relevant contacts for this incident.

Important: Contacts added below may receive an email notification regarding this incident.

Primary Safety Contact

Please select the primary safety partner or specialist for this case

Type here to search for people

Additional Safety Contacts

Type here to search for people

Facility Manager \ Reporting Line Manager *

Search for the site or facility manager this case relates to

Type here to search for people

Territory Manager / Area Manager / One-up Manager *

Type here to search for people

- h. Incident details – please select the quarantine type based on the employee’s situation

Incident Details

Please answer the following questions

Is the team member currently in isolation? *

Note: Voluntary refers to going into isolation without medical confirmation of a positive COVID-19 result.

Quarantine refers to mandatory isolation following a positive COVID-19 result.

Select...

Yes - Voluntary

Yes - Quarantine

No - Not Isolated

- i. Based on the selected value in Step -h some additional information may be requested

Is the team member currently in isolation? *

Note: Voluntary refers to going into isolation without medical confirmation of a positive COVID-19 result.

Quarantine refers to mandatory isolation following a positive COVID-19 result.

Yes - Voluntary



Is some form of leave being taken? *

Yes



Leave Type *

Sick Leave



Start date of leave *

14/02/2022

End date of leave *

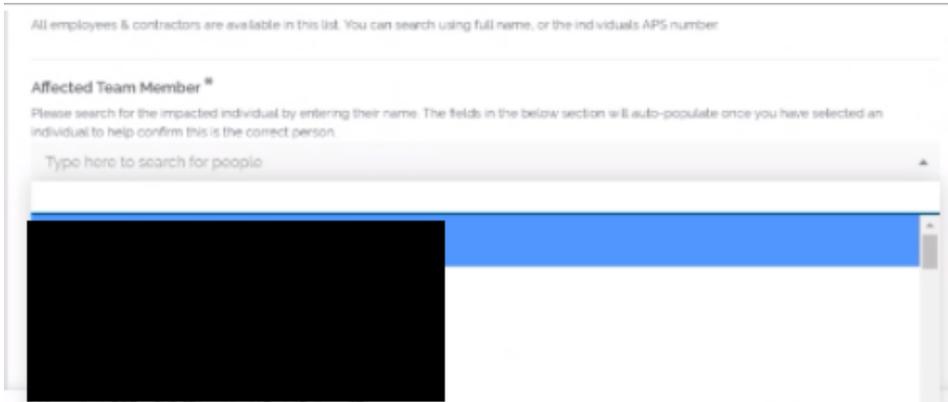
Note: if you do not know your exact end date for leave, put an estimate and you can update this later

22/02/2022

Complete

4. How do I find the affected Staff / team member?

- a. In the Affected Team member field start typing in the Employee's name. The Search Engine will provide you with the potential matches to the provided name.
- b. Select the correct employee from the presented options



5. What if I am unable to find an Employee?

- a. Please email CovidRapidResponseTeam@auspost.com.au with the Employee details to have the employee's profile created in the system
- b. Post the profile creation, an incident can be recorded for the employee as per the usual steps.

6. What next after completing the initial form for a Confirmed case?
- a. Upon clicking completing on the first page form for a Confirmed case, some additional information will be requested. The user will be redirected to the secondary questionnaire to be completed
**Please note that this second page must be completed and submitted when reporting a Confirmed Case

New Confirmed Case

Positive Confirmation Details

If you are reporting this on someone else's behalf, the answers you provide to the questions below should indicate the affected team member's *positive confirmation details*

Which type of test was taken? *

PCR ✕ ▾

Date of Test *

Enter the date the team member took the test

13/02/2022

Date of COVID-19 Positive Confirmation *

Please indicate the date the team member received confirmation of the result

7. What next after completing the initial form for a Close Contact?

- b. Upon clicking completing on the first page form for a Close Contact, some additional information will be requested. The user will be redirected to the secondary questionnaire to be completed.

****Please note that this second page must be completed and submitted when reporting a Close Contact**

COVID-19 Close Contact Form

The following questions will ask for more detail about the team member's close contact / symptoms

Which of the below options is the team member's current reason for being identified as a close contact?

Close Contact of a Confirmed Case x ▾

Is the team member feeling unwell/symptomatic? *

Yes No

Will the team member be working remotely during their isolation period? *

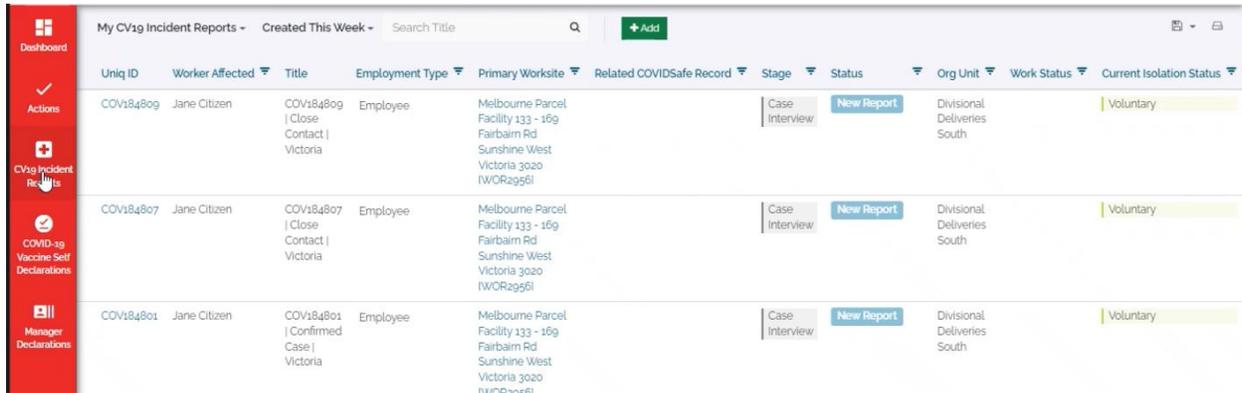
Yes No

Has a COVID-19 test been taken by the Team Member? *

Yes - RAT
 Yes - PCR
 No

8. How to find an already existing incident record?

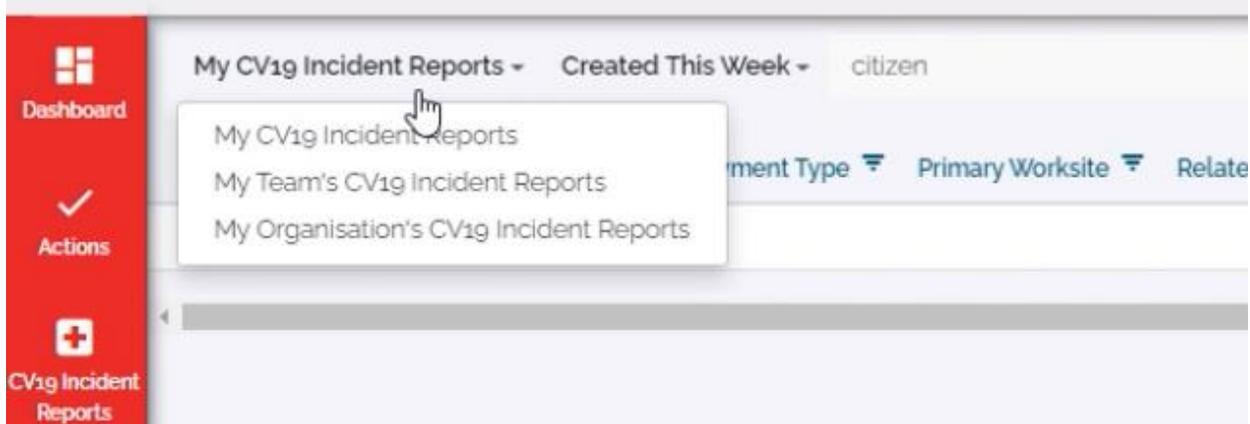
- a. on the COVID-19 Safety record home page locate the CV19 Incident records on the left side panel and click on this
- b. Upon Clicking on this the user will be presented with a dashboard displaying the records relevant to the role



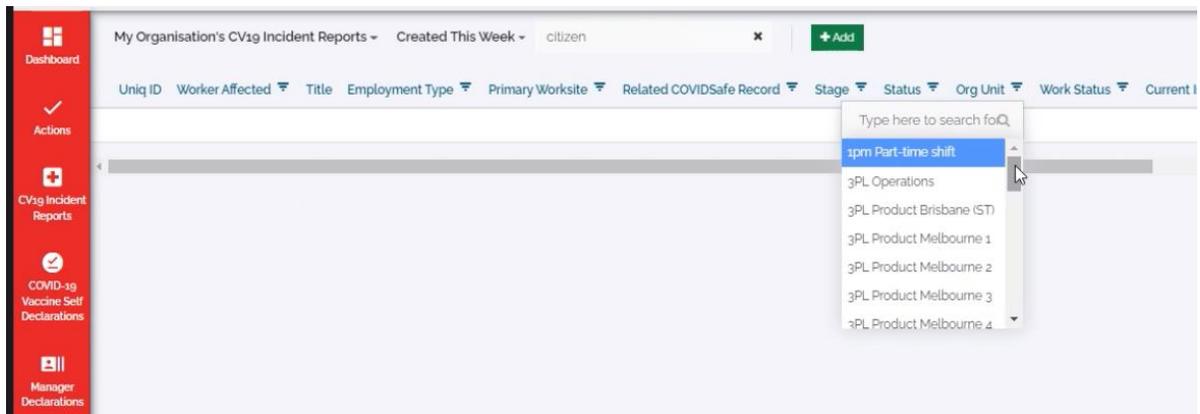
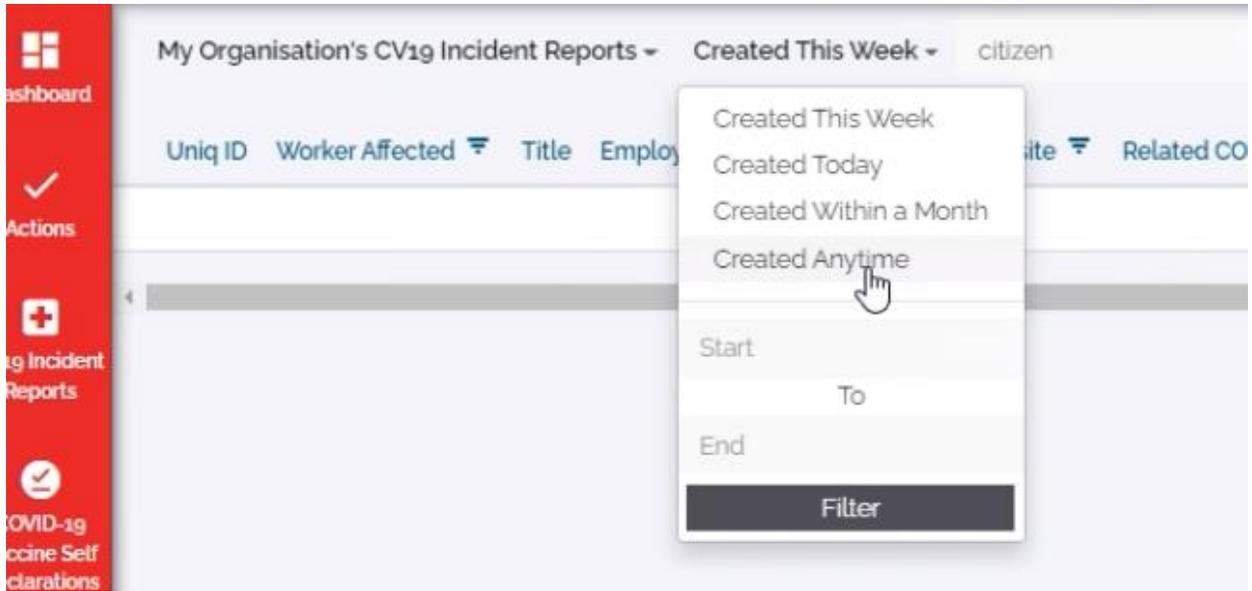
The screenshot shows a dashboard titled "My CV19 Incident Reports" with a filter set to "Created This Week". A search bar and an "Add" button are visible at the top. The main content is a table with the following columns: Uniq ID, Worker Affected, Title, Employment Type, Primary Worksite, Related COVIDSafe Record, Stage, Status, Org Unit, Work Status, and Current Isolation Status. Three incident records are listed:

Uniq ID	Worker Affected	Title	Employment Type	Primary Worksite	Related COVIDSafe Record	Stage	Status	Org Unit	Work Status	Current Isolation Status
COV184809	Jane Citizen	COV184809 Close Contact Victoria	Employee	Melbourne Parcel Facility 133 - 159 Fairbairn Rd Sunshine West Victoria 3020 (WCR2996)		Case Interview	New Report	Divisional Deliveries South		Voluntary
COV184807	Jane Citizen	COV184807 Close Contact Victoria	Employee	Melbourne Parcel Facility 133 - 159 Fairbairn Rd Sunshine West Victoria 3020 (WCR2996)		Case Interview	New Report	Divisional Deliveries South		Voluntary
COV184801	Jane Citizen	COV184801 Confirmed Case Victoria	Employee	Melbourne Parcel Facility 133 - 159 Fairbairn Rd Sunshine West Victoria 3020 (WCR2996)		Case Interview	New Report	Divisional Deliveries South		Voluntary

- c. From the first drop down on the top left corner of the inner page, select "My Team's CV19 Incidents Reports" to see the list of all Incident reported for the user's reportees



- d. Additional filters can be applied based on dates, the name of the Employee and Org Unit



9. How to update an existing record and add additional information?

a. Click and select on the identified record from the search from Question 9

Uniq ID	Worker Affected	Title	Employment Type	Primary Worksite	Related COVIDSafe Record	Stage	Status	Org Unit	Work Status	Current Isolation Status
COV184809	Jane Citizen	COV184809 Close Contact Victoria	Employee	Melbourne Parcel Facility 133 - 169 Fairbairn Rd Sunshine West Victoria 3020 IWOR2956I		Case Interview	New Report	Divisional Deliveries South		Voluntary
COV184807	Jane Citizen	COV184807 Close Contact Victoria	Employee	Melbourne Parcel Facility 133 - 169 Fairbairn Rd Sunshine West Victoria 3020 IWOR2956I		Case Interview	New Report	Divisional Deliveries South		Voluntary
COV184801	Jane Citizen	COV184801 Confirmed Case Victoria	Employee	Melbourne Parcel Facility 133 - 169 Fairbairn Rd Sunshine West Victoria 3020 IWOR2956I		Case Interview	New Report	Divisional Deliveries South		Voluntary

b. On clicking, the user will be presented with the Case details

c. Select on the UPDATE sub-form

COV184809 | Close Contact | Victoria

COVID-19 INCIDENT NOTIFICATION

DETAILS

PERSON AFFECTED EMPLOYMENT TYPE
Employee

AFFECTED TEAM MEMBER
Jane Citizen

APS NUMBER
11110003

REPORT TO / MANAGER
Deepti MATHEWS

ORG LOCATION
Default Location

LOCATION (STATE)
Victoria

CONTACT NUMBER
1234

EMAIL ADDRESS
janecitizenest@auspost.com.au

PRIMARY WORKSITE
Melbourne Parcel Facility 133 - 169 Fairbairn Rd Sunshine West Victoria 3020 IWOR2956I

Stage: New Report

After this stage, a manager or case manager will be assessing the worker affected's case in order to submit a 'Case Status Record'.
Please contact COVIDRapidResponseTeam@auspost.com.au if you require an update on this case

CASE DETAILS UPDATE CASE MANAGEMENT

Add Update(s) to an Existing Case + Add

d. add any necessary information as prompted

Use this form to update the details on an existing incident

Select the options below and further information/fields will be displayed

If you have any questions or need support please email covid19safetyrecord@auspost.com.au

Select the type of information you want to update

- Update Isolation & Leave Status
- Update Test Result Status

Additional Comments

Please provide any additional comments pertaining to any actions taken regarding this case.