

# What does a Health and Wellbeing Officer do?

## Primary duties

The primary duties of a Health and Wellbeing Officer may include:

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|---|---|
| <b>Maintaining discipline</b>                               | While ultimately this responsibility lies with business owners, having an independent person dedicated to reminding staff about social distancing guidelines will reduce risk, providing one clear point of contact for all staff and visitors.   |
| <b>Temperature checking</b>                                 | Providing critical temperature checking at entry points and utilising the most accurate devices.  |
| <b>Identifying and managing “risk” areas in the company</b> | Bottlenecks can occur where people may end up getting too close to each other unintentionally, e.g. entrances, the kitchen or other areas where people tend to congregate.  |
| <b>Identifying risky “touch” points</b>                     | The control panel of a photocopying machine, various handles, lifts, lunchroom etc. are touched by a number of different staff during the course of the day, creating a contamination risk. The Officer can ensure approved sanitisers are always at hand and staff are frequently reminded to clean their hands. |
| <b>Allocating capacity limits in offices/ meeting areas</b> | This will ensure that social distancing guidelines regarding people per square metre is achieved and may involve placing signage in rooms indicating the number of people allowed in that particular space.   |
| <b>Preparing office signage for visitors</b>                | Signage at reception or at the entrance to the premise will clearly describe the company policy and expectations of visitors.   |
| <b>Sharing information</b>                                  | The Officer will access and share up-to-the-minute COVID-19 updates from health authorities with staff.   |
| <b>Management of supplies</b>                               | Ensuring sufficient stocks of certified and approved sanitiser and disinfectant are always in hand.   |

## Other duties

Other duties may also include:

- Health and Safety Risk Assessment and Audits
- Review and manage thermal camera data results
- Environmental and Sustainability Assessment and Audits
- Internal Auditing aligned to your Health, Safety and Environmental systems
- Housekeeping Inspections (Office Safety checks)
- First Aid/Fire Warden duties, especially with increased working from home.



The right people



The right processes



A healthy community

Contact one of our experienced team members today to discuss adding a Health and Wellbeing Officer to your team.  
Phone: 8231 0411 | Email: [enquiries@agsecurity.com.au](mailto:enquiries@agsecurity.com.au).

protecting you.



# Temperature checking

It is important that proactive measures are put in place to protect the health and safety of onsite team members and visitors. Onsite temperature checks and assessments also create confidence amongst your workforce, prioritising their wellbeing and that of the broader community.

## Objective

To assist employers in meeting their legal obligations while limiting the potential impact on the community, AG Security Group is offering you a first layer of defence – onsite temperature checks for all employees and visitors prior to them entering the workplace.

## Benefit

Our personnel will independently perform and record temperature checks for each employee/visitor who passes through the site's front entrance. This service offers the opportunity to screen and identify any employee/visitor who has:

- Normal body temperature so they may continue to work/enter onsite
- Heightened body temperature, and then encourage them to follow the correct protocol and seek further medical attention
- Higher than normal temperature. The organisation would then be notified immediately.

As part of our own health and safety practices, all frontline and customer facing team members must complete and pass personal health checks prior to commencing work, assessing potential signs and symptoms to reduce the potential spread of COVID-19.



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