



# ***Best practice in workplace pandemic influenza plans and preparations***

## ***A workshop to build knowledge and practical experience***

### **Workshop aim**

The aim of this workshop is to provide participants with the knowledge, confidence and process to effectively deploy best practice in pandemic plans and preparations.

### **Who should attend?**

- Pandemic Planning Officers
- OHS Officers
- Business Continuity Managers
- Environmental Health Officers

### **Prerequisites**

Participants are encouraged, but not obliged, to share information on their plans, or preparations. There is no requirement to physically share any written documentation.

### **The facilitators**

**Mr Bob Hayes B.Ec. (Hons.), M. Comm.** is Principal of Hayes Risk Management Pty Ltd, a specialist consulting and training service in pandemic planning, business continuity management, risk management, physical security and emergency control.

In 2008 Bob completed the redevelopment of the Australian Prudential Regulation Authority's (APRA's) own Business Continuity Plan, Pandemic Plan and crisis management arrangements (based on an organisation-wide Business Impact Analysis) and implemented APRA's practical pandemic preparations. Importantly, APRA is the regulator which sets the business continuity and pandemic planning prudential standards and guidelines for the Australian financial sector.

Bob is experienced in developing a pandemic plan in the context of a Government Agency, integrating that plan with the organisation's broader business continuity management and implementing practical preparations. Bob was also responsible for drafting APRA's on-going response as part of a major financial sector human influenza pandemic exercise held in Australia over six weeks during April-May 2008. Information arising from this exercise is relevant for best practice benchmarking across industry and Government.

Previously, Bob was responsible for development, coordination and implementation of the Reserve Bank of Australia's contingency planning and crisis management arrangements. Bob also lectured between 1997 – 2006 in security risk management and business continuity management at the University of Western Sydney.



## Workshop program

Time	Program
9:00	<p><b>Session 1: Foundation knowledge</b></p> <ul style="list-style-type: none"> <li>Influenza - foundations</li> <li>Current status of Swine and Avian Influenza worldwide</li> <li>Access to national stockpiles</li> <li>National and State pandemic plans</li> <li>What would life be like at the height of a pandemic – what to plan for?</li> </ul> <p><b>Session 2: Essential elements of a pandemic plan and preparations</b></p> <p>How to write a pandemic plan            Interfacing the pandemic plan with the organisation's business continuity plan            Implementing and operationalizing the pandemic plan. Including:</p> <ul style="list-style-type: none"> <li>Structure and content of a pandemic plan</li> <li>Sound Business Continuity / pandemic planning fundamentals</li> <li>Pandemic-specific strategies</li> <li>Pandemic-specific actions</li> <li>Interfacing the Pandemic Plan with the organisation's BCP</li> <li>Roll-out of the pandemic plan</li> <li>Training and awareness</li> <li>Alternative workplace arrangements</li> <li>Infrastructure requirements</li> <li>Testing and exercising the pandemic plan</li> <li>Procuring and stockpiling Personal Protective Equipment (PPE)</li> <li>OHS requirements and good practice</li> </ul>
12:30	Break
1:30	<p><b>Session 3: Benchmarking your Pandemic Influenza Plan and Preparations</b></p> <ul style="list-style-type: none"> <li>Methods of benchmarking</li> <li>A self assessment questionnaire</li> </ul> <p><b>Session 4: Implementing personal hygiene and cleaning measures</b></p> <p>The session will consist of lectures and the following practical exercises:</p> <ul style="list-style-type: none"> <li>Proper hand washing and cough and sneeze etiquette</li> <li>Fitting and removing surgical and P2 masks, and wearing them for extended periods</li> <li>Fitting and removing gloves</li> <li>Selection of cleaning products and preparing suitable dilutions</li> <li>Safe handling of cleaning products</li> <li>Cleaning of workspaces, work stations and environmental surfaces</li> <li>Cleaning of contaminated areas</li> <li>Disposing of used cleaning products and used personal hygiene products</li> </ul> <p><b>Session 5: Implementing organisational measures</b></p> <p>The session will consist of lectures and the following practical exercises:</p> <ul style="list-style-type: none"> <li>Undertaking a touchpoint analysis</li> <li>Reorganising office layouts to minimize touchpoints and minimize exposure between staff</li> <li>Dealing with an employee who becomes sick at work</li> <li>Setting up and running a building entry screening point</li> <li>Practical issues in the management of PPE</li> </ul>
4.30	Finish

### Information

Trudy Southgate, Australian Security Research Centre  
 Tel 02 6161 5143 Fax 02 6161 5144  
[admin@homelandsecurity.org.au](mailto:admin@homelandsecurity.org.au), [www.homelandsecurity.org.au](http://www.homelandsecurity.org.au)

# Registration Form



Fax form to 02 6161 5144 or register online at  
[www.securityresearch.org.au](http://www.securityresearch.org.au)

## Instructions

Please register me for:

**Best practice in workplace pandemic influenza plans and preparations**

## Price

\$890 standard registration fee

\$770 for three or more from the same organisation

Price is inclusive of GST and includes:

- morning and afternoon tea
- lunch
- a comprehensive workshop handbook
- a copy of presentation slides
- sample PPE items

## Upon receipt of registration form

A tax invoice will be emailed to you.

Attendance details will be emailed to you containing detailed attendance details.

## Timings

Registration: 8:30am

Workshop commences: 9:00am

Workshop concludes: 4:30 / 5.00pm

## Your details

Mr/Ms/Mrs/Dr \_\_\_\_\_

First name \_\_\_\_\_

Surname \_\_\_\_\_

Position \_\_\_\_\_

Organisation \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

Tel \_\_\_\_\_

Fax \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Billing email \_\_\_\_\_

Dietary requirements \_\_\_\_\_

\_\_\_\_\_

## Method of payment

*Payment is required before the event*

1 **I will pay by** :  Cheque :  EFT

so please invoice me \$ \_\_\_\_\_

2 **Please debit my**:  Bankcard  Mastercard

Visa  Diners  Amex

For the amount of \$ \_\_\_\_\_

Card No. \_\_\_\_\_

Expiry date \_\_\_\_/\_\_\_\_

Cardholder Name \_\_\_\_\_

Signature \_\_\_\_\_

## Complete and

# Fax to: 02 6161 5144

**On completion, this form becomes a Tax Invoice. ABN 37 098 930 119**

**Fax to: 02 6161 5144**

**Post to: ASRC  
PO Box 295  
Curtin ACT 2605**

**Call: 02 6161 5143**