

English	Chinese Traditional (Cantonese)
<p>Everyone has a role to play in creating a safe working environment. As an employer, you need to provide a safe workplace for workers and eliminate or reduce workplace risk.</p>	<p>在營建一個安全的工作環境中，每個人都可以發揮作用。作為僱主，你需要為員工提供一個安全的工作場所，消除或削弱工作場所風險。</p>
<p>You should encourage your employees to tell you about work health and safety issues, and work with them to address them.</p>	<p>你應該鼓勵員工向你講述他們在工作健康和安全方面的問題，與他們一同解決這些問題。</p>
<p>Anyone who is unwell should not be at work. If anyone develops symptoms at work such as fever, cough, sore throat or shortness, you should ask them to seek medical advice.</p>	<p>任何身體有不適的員工都不應該上班。假如有人在上班的時候出現發燒、咳嗽、喉嚨痛或呼吸急促等癥狀，你應該請他們儘快求詢醫護意見。</p>
<p>Physical distancing for employees</p>	<p>員工之間的疏距</p>
<p>Front of house areas for customers and back of house areas for employees should provide enough space to allow for 1 person per 4 square metres, where possible.</p>	<p>可行的話，接待顧客的前舖區和員工使用的後舖區應有足夠地方允許每 1 人有 4 平方米活動空間。</p>
<p>Workers will not always be able to keep 1.5 metres apart at all times at the workplace. Some tasks need staff to work closely with each other to be practical and safe. For example:</p>	<p>工作場所內，員工並非能每時每刻都能夠保持 1.5 米的距離。鑒於實際及安全原因，有些任務需要員工近距離合作。例如：</p>
<ul style="list-style-type: none"> • Chefs in a small kitchen • Supporting an apprentice to safely perform a new skill • Lifting heavy objects 	<ul style="list-style-type: none"> • 小型廚房裏的烹飪師傅 • 要幫助學徒安全地實踐某一新學技巧 • 提舉重物
<p>If close contact between staff is unavoidable, you should implement other control measures like:</p>	<p>假如員工之間的近距離接觸不可避免，你應該實施其他管控措施，例如：</p>

<ul style="list-style-type: none"> • Minimising the number of people within an area at any time • Staggering start, finish and break times where appropriate • Moving work tasks to different areas of the workplace or off-site if possible • If possible, separating workers into teams and have them work the same shift or work in a particular area and consider whether these teams can have access to their own meal areas or break facilities • Ensuring each worker has their own equipment or tools 	<ul style="list-style-type: none"> • 令同一區域內同一時間的人數最小化 • 可行的話，錯開開工、收工、中休的時間 • 將工作任務移至不同區域，可能的話甚至轉移到店鋪之外的其他地方 • 可行的話，將員工分成團隊，使其在固定區域工作，並考慮設置團隊自用的用餐區或工間休息設施 • 確保每位員工有自用的裝備或工具
<p>Looking after your employees' mental health</p>	<p>照顧好員工的精神健康</p>
<p>Under Work Health and Safety laws, you need to eliminate or minimise the risk to psychological health and safety that could be caused by the work carried out by your business, as much as you reasonably can.</p>	<p>在《職業安全及健康法》(Work Health and Safety)的規定下，商企須盡合理可能去消除或減少其業務特質對員工帶來的心理健康及安全的風險。</p>
<p>COVID-19 is a stressful time for many people. Your employees might be impacted in a number of ways, like:</p>	<p>冠狀病毒病(COVID-19)對許多人來說是一個充滿壓力的時期。你的員工可能在多方面都會受影響，例如：</p>
<ul style="list-style-type: none"> • Concerns they will be exposed to COVID-19 at work • Exposure to customer violence or aggression • Increased workloads or time at work • Fatigue • Poor environmental conditions 	<ul style="list-style-type: none"> • 擔心自己在工作中會接觸到冠狀病毒病 • 有可能遇到來自顧客的暴力或侵犯 • 工作量或工作時間增加 • 疲勞 • 惡劣的環境條件
<p>Staff may be feeling anxious about coming into their normal work setting or doing their normal duties. It is important to regularly check in with staff and support their wellbeing. If work hours have increased it's important to monitor and manage fatigue issues.</p>	<p>員工可能會對正常的上班環境或執行正常任務感到焦慮。定期關心員工並對其福祉加以支持非常重要。假如工作時間增加了，要監測並管控疲勞問題，這一點至關重要。</p>

Tips for managing stress from COVID-19:	管控冠狀病毒病壓力的提示:
<ul style="list-style-type: none"> • Be well informed with information from official sources and regularly communicate with workers • Talk to your workers about any risks to their psychological health • Provide workers with a point of contact to discuss their concerns • Inform workers about their entitlements • Proactively support workers and regularly ask if they are okay 	<ul style="list-style-type: none"> • 深度瞭解來自官方的資訊，定期與員工溝通 • 就員工的心理健康方面的風險問題與他們交流意見 • 為員工提供一聯絡點，使其隨時可以有個地方討論感到顧慮的問題 • 讓員工清楚知道自己應有的福利 • 積極支持員工，定期關心詢問他們是否還好
In order to be best positioned to support your employees, it's important that you look after your own wellbeing too.	為能最有力地支持員工，你也需要照顧好自己的健康，這一點非常重要。
Resources	資源
Beyond Blue Coronavirus Mental Wellbeing Support Service – 1800 512 348	「跨越憂鬱冠狀病毒心理健康」(Beyond Blue Coronavirus Mental Wellbeing)支援服務，電話 1800 512 348
www.coronavirus.beyondblue.org.au	www.coronavirus.beyondblue.org.au
https://www.health.act.gov.au/services-and-programs/mental-health/mental-health-and-wellbeing-during-covid-19	https://www.health.act.gov.au/services-and-programs/mental-health/mental-health-and-wellbeing-during-covid-19
Handwashing and hygiene	潔手及衛生
Good hygiene is necessary to stop the spread of COVID-19. This means:	良好衛生習慣是阻止冠狀病毒病傳播的先決條件。這意味著:
<ul style="list-style-type: none"> • Frequent hand washing with soap (for 20-30 seconds) or hand sanitising. • Limiting contact with others • Not touching your face 	<ul style="list-style-type: none"> • 經常用番梘潔手(20-30 秒)或消毒雙手。 • 儘少與他人的接觸 • 勿用手觸摸自己的臉

<ul style="list-style-type: none"> • Covering your mouth when you cough or sneeze with a clean tissue or your elbow • Putting used tissues straight into the bin 	<ul style="list-style-type: none"> • 咳嗽或打噴嚏時用乾淨紙巾或肘部捂住嘴巴 • 用過的紙巾應立即丟進垃圾箱
<p>You should talk to your employees about the importance of good hand hygiene and provide access to soap, warm water, paper towel and hand sanitiser at your business.</p>	<p>你應該與員工討論良好潔手習慣的重要性，在商鋪內供有番梘、溫水、紙巾和搓手消毒液。</p>
<p>Ask workers to minimise contact with others where possible, like through cashless transactions.</p>	<p>務求員工儘量減少與他人接觸，例如通過無現金方式結賬等。</p>
<p>Cleaning and disinfecting</p>	<p>清潔和消毒</p>
<p>Make sure your employees know how to appropriately clean and disinfect at work.</p>	<p>確保員工清楚知道如何正確清潔和消毒工作環境。</p>
<p>Your business should be cleaned at least once a day using a detergent or a 2-in-1 detergent and disinfectant solution.</p>	<p>貴商鋪每天應該至少清潔一次，且使用清潔劑或二合一清潔劑以及消毒溶液。</p>
<p>More frequently touched surfaces should be cleaned more often, such as:</p>	<p>越頻繁接觸的表面越需更頻繁的清潔，例如：</p>
<ul style="list-style-type: none"> • Benches, tabletops and counters • Door and cupboard handles • Changeroom doors • Fridge and cool-room handles • Condiment bottles • EFT machines 	<ul style="list-style-type: none"> • 工作臺，檯面及櫃台 • 門和櫃門把手 • 更衣室門 • 冷藏櫃和冷凍房的門把手 • 各類調味品瓶子 • 電子結算機(EFT)
<p>For more information and the latest updates visit www.covid19.act.gov.au</p>	<p>詳情及最新消息可見於 www.covid19.act.gov.au</p>