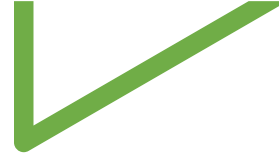




How to prepare a COVIDSafe Plan Back to Basics Workshop

July 2021



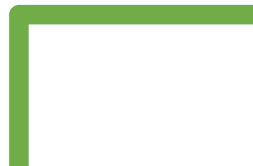


Ai Group offers a range of multidisciplinary Work Health Safety Consulting Services.

Contact us to discuss how we can help to make your business a safe workplace.

Contact the Workplace Advice Line on 1300 55 66 77 or workplaceadvice@aigroup.com.au for further advice.

Stay up-to-date with the latest advice and resources on our dedicated COVID-19 web-page at the [COVID-19 advice and resources for members page](#)





Help stop the spread of COVID-19:

- Check in everywhere, every time - all businesses and workplaces that remain open are required to use the [Victorian Government QR Code Service](#), unless an exemption applies.
- Stay up to date with the [latest exposure sites](#)
- Get tested if you are ill - anyone with COVID-19 [symptoms](#) should [get tested](#) immediately.
- Support workers to get vaccinated - appointments can be booked [here](#).
- Update your COVIDSafe Plan - every business with on-site operations must have a [COVIDSafe Plan](#). It's your list of safety actions.

For more information go to coronavirus.vic.gov.au

ASSESSING AND MANAGING RISKS – COVID-19 WORK HEALTH AND SAFETY

- A COVID-19 work health and safety risk assessment is an essential step to identify and manage risks to employees, contractors, visitors
- When conducting a risk assessment, you need to consider?
 - What are the hazards?
 - What harm could it cause someone, and how likely is it?
 - What is the level of risk?
 - What can I do to manage the risks?
 - How will the risk be reviewed and monitored, to ensure that control measures are working, and check for new hazards?

ASSESSING AND MANAGING RISKS – COVID-19 WORK HEALTH AND SAFETY

- Risk management is ongoing – assess any new or changed risks arising from COVID-19, like risks from: customer aggression, high work demand, working in isolation, family violence.
- COVID-19 is a public health issue, it is also an Occupational Health and Safety (OHS) issue.
- This means that all the normal OHS requirements need to be considered when implementing controls.
- Control measures mandated by the Chief Health Officer (CHO) must be implemented, but consultation is required with employees and elected Health and Safety Representatives (HSRs) about how they will be implemented.

CovidSafe Plan

This plan provides guidance by the Victorian Government on operating in a COVID-safe way, and helps identify and mitigate risks during the ongoing pandemic.

About the COVIDSafe Plan

- In order to be compliant with public health Direction:
 - All Victorian businesses with on-site operations must complete a COVIDSafe Plan. This will help protect your workers, customers and visitors. It helps to identify and mitigate risks during the ongoing pandemic.
 - This plan must demonstrate how you will meet all the requirements set out by the Victorian Government.

About the COVIDSafe Plan

- Some higher-risk industries or workplaces have additional requirements of employers and employees.
- This COVIDSafe Plan should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).

OHS Obligations



- Must meet your obligations under the Occupational Health and Safety Act 2004.
- Must comply with a request to present or modify your COVIDSafe Plan, if directed to do so by an Authorised Officer or WorkSafe Inspector.
- There are significant penalties, including fines and prohibition notices, for businesses that fail to follow these directions.

COVIDSafe Plan must set out: Key Messages

- Your actions to help prevent the introduction of coronavirus (COVID-19) in your workplace.
- The level of face mask or personal protective equipment (PPE) required for your workforce.
- How you will prepare for, and respond to, a suspected or confirmed case of coronavirus (COVID-19) in your workplace.

COVIDSafe Plan must set out: Key Messages cont.

- How you will use the Victorian Government QR Code Service to check-in workers, customers and visitors, with some limited exemptions.
- How you will review and update your COVIDSafe Plan routinely, especially when restrictions or public health advice changes.



Prepare your plan

The COVIDSafe Plan is grouped into six COVIDSafe principles.

1. Practise physical distancing
2. Wear a face mask
3. Practise good hygiene



six COVIDSafe principles cont.

4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles



THE SIX THINGS ALL BUSINESSES SHOULD FIX TO KEEP COVID-SAFE



ENSURE PHYSICAL DISTANCING

All people in the workplace should be 1.5m apart and there should be no overcrowded areas.

This means:

- Staff should work from home if possible
- Ensure staff and customers are 1.5m apart at all times
- Limit the total number of staff and customers in an enclosed area
- No carpooling



WEAR A MASK

Staff and customers should always wear a mask in the workplace.

This means:

- Provide masks to employees throughout the shift
- Ensure all staff wear masks while working
- Do not take masks off when talking on the phone or with others
- Use full PPE for high risk settings



PRACTICE GOOD HYGIENE

Regularly clean high touch-points and encourage staff to regularly wash their hands.

This means:

- Make soap and hand sanitizer available for all staff and customers throughout the workplace
- Schedule regular cleaning of common touch-points



ACT QUICKLY IF STAFF BECOME UNWELL

Have a strict policy that any staff who feel unwell must stay at home.

This means:

- Support staff to stay home and get tested even if they only have mild symptoms
- Have a plan to immediately close down if there is a COVID-19 case
- Keep records of staff and customer details for contact tracing



AVOID INTERACTIONS IN ENCLOSED SPACES

Wherever possible, move activities outside or to well-ventilated areas.

This means:

- Open doors and windows wherever possible
- Do not recirculate air
- Move kitchens, tearooms and lunchbreaks outside
- Hold meetings outside



CREATE WORKFORCE BUBBLES

Limit the number of people staff have prolonged close contact with.

This means:

- Keep pools of staff rostered on the same shifts and geographic areas within a site
- Reduce staff working across multiple sites
- No overlap in shift changes

FACT SHEET



Ensure physical distancing - You Must

- ☐ Ensure workers and visitors are 1.5 metres apart as much as possible
- ☐ Display signs to show patron limits at the entrance of enclosed areas where limits apply
- ☐ Ensure employees work from home wherever possible
- ☐ Apply the **four-square-metre rule** to configure shared work areas and publicly accessible spaces



Wear a face mask - You Must

- ☐ Ensure all workers and visitors entering the worksite wear a **face mask** as per public health advice
- ☐ Provide adequate face masks and Personal Protective Equipment (PPE) to workers who do not have their own



Practice good hygiene - You Must

- ☐ Frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones
- ☐ Make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing

FACT SHEET



Keep records and act quickly - You Must

- ☐ Support workers to get tested and stay home even if they only have mild symptoms
- ☐ Develop a business contingency plan to manage any outbreaks
- ☐ **Keep records of all people who enter the workplace** for contact tracing, ensure QR system is in place



Avoid interactions in enclosed spaces - You Should

- ☐ Move as much activity outside as possible, including meetings, tearooms, lunchbreaks, locker rooms, and serving customers
- ☐ Enhance airflow by opening windows and doors



Create workforce bubbles- You Should


- ☐ Keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes

For more information on preventing work place infections visit:
<https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19>

COVIDSAFE PLAN TEMPLATE

All Victorian businesses now require a COVIDSafe Plan, [download your template here.](#)

High-risk industries including poultry processing facilities, abattoirs and meat processing facilities, seafood processing facilities, supermarkets, medical supply, pharmaceutical supply and personal protective equipment supply facilities, warehousing and distribution centres, construction sites, manufacturing facilities, and wholesale facilities must have [High Risk COVIDSafe Plan.](#)



About the COVIDSafe Plan

The COVIDSafe Plan has been developed to support businesses to safely reopen, maintain a COVIDSafe workplace, and prepare for a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

In order to be compliant with public health direction:

- All businesses in both metropolitan Melbourne and regional Victoria must complete a COVIDSafe Plan.
- This COVIDSafe Plan should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).
- In addition to completing this COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your COVIDSafe Plan, if directed to do so by an Authorised Officer or WorkSafe Inspector.
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.

If you are in a high risk industry, you are required to complete a 'High Risk COVIDSafe Plan'. Further information can be found at [vic.gov.au](#).


How to develop your COVIDSafe Plan

1. Understand your responsibilities
Information on public health directions applying to employers is available at [vic.gov.au](#).


2. Prepare your plan
Below is the COVIDSafe Plan template which you will need to complete. The COVIDSafe Plan is grouped into six COVIDSafe principles. These include:

1. Ensure physical distancing
2. Wear a face covering
3. Practise good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

When completing your plan, under the 'actions' column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirement. You will note that if you are in a restricted or heavily restricted industry, additional requirements may apply.

Mandatory requirements under public health direction feature this symbol: 

- All other points are highly recommended for keeping your workers safe and workplace open, but are not mandatory.
- Some of the requirements in the COVIDSafe Plan may not apply to your business. Where the requirement does not apply to your business it should be marked N/A (not applicable).



3. Keep your plan up to date

Your COVIDSafe Plan must be reviewed and updated routinely, and when restrictions or public health advice changes. Organisations with multiple workplaces must complete a COVIDSafe Plan for each workplace.

You do not have to lodge your COVIDSafe Plan with the Victorian Government. However, you may need to provide your COVIDSafe Plan to an Authorised Officer or WorkSafe Inspector upon request, or in the event of a confirmed positive case at your workplace. There will be virtual and physical inspections as well as desktop audits, to ensure the implementation of and compliance with your COVIDSafe plan.

4. Share your plan

Your workplace needs to be familiar with this plan. Where possible it is recommended that you discuss the plan with your workers before you finalise it. Once you have completed the plan, share it with your workers and occupational health and safety representatives.

For further guidance on how to prepare your COVIDSafe Plan or any other questions, please visit [vic.gov.au](#) or call the Business Victoria Hotline on 13 22 15.


Your COVIDSafe Plan

Business name: _____

Plan completed by: _____

Date reviewed: _____

For the latest information on restrictions in Victoria, visit [vic.gov.au](#)



Keep your plan up to date

- Must be reviewed and updated routinely and when restrictions or public health advice changes.
- Organisations with multiple worksites must complete a COVIDSafe Plan for each worksite.

Share your plan

- Employees need to be familiar with this plan.
- Discuss/consult the plan with your workers **before** you finalise it.
- Share it with your workers and HSR representatives.