COVID-19 SAFETY PLAN
Small Business Template

WorkSafe TASMANIA

The questions in this form will help you to develop your **COVID-19 Safety Plan.**

► **Business name**

► **Date completed**   D   D   M   M   Y   Y   Y   Y

► **Workers and HSRs were consulted in relation to the development of this plan?**   Yes   No

► **Who is responsible for reviewing and updating this plan?**

Keep your completed safety plan at your workplace: you do not need to submit this to WorkSafe Tasmania.

MANAGING RISK: YOUR DUTY OF CARE

Managing the risks of COVID-19

The minimum standards for managing the risks of COVID-19 have been determined by Public Health.

Under the Work Health and Safety Act 2012, as a business, you must manage the risks of COVID-19 entering orspreading in your workplace. In many businesses, you may not be able to eliminate the risk completely. Instead, you will need to consider other ways to reduce the risk as far as reasonably practicable. This may involve the use ofsubstitution, isolation, engineering or administrative controls. Reducing the risk by using personal protective equipment, (PPE) is the lowest level of control. (Note that health experts advise that masks should not be used to control the risks unless caring for or interacting with a person who has or is highly likely to have contracted COVID-19.)

You must use the most effective level of control, noting that you may need a combination of controls. You must also maintain and regularly review your control measures to ensure they remain effective. More information on how to manage the risks of COVID-19 and apply controls is available on our website.

This plan will help you to identify exactly what actions you will take to put in place suitable and effective controls.

Restrictions and risks change constantly, so you should review and think about ongoing health and safety regularly, and update your plan accordingly. Check the Tasmanian Government advice on gatherings site regularly, as the numbers permitted to attend gatherings will change as the recovery stages are worked through. When you undertake your business activities they must be consistent with the Public Health directives at that time.

If you are changing your business operations, your systems of work, or the work tasks your workers perform, you will need to complete a risk assessment. This will show you how your WHS risks have changed, and help identify what changes you need to make to manage them.

Remember to consult with your workers and/or their health and safety representatives throughout the risk assessment process.

WorkSafe Tasmania
Department of Justice

Tasmanian
Government

COVID-19 Safety Plan

Managing risks to health and safety

Key things to consider:

What are the current legal requirements (e.g. public health orders, health directions) for my area and how do they apply to my business?

Does the nature of the work undertaken by my business (sources and processes) increase the risk of my workers being exposed to COVID-19?

Identify which workers are at risk of exposure

Identify what kind of control measures should be put in place, and

check the effectiveness of existing control measures.

What effect will the COVID-19 controls you implement have on other hazard management controls you already have in place?

Information on this can be found at the Safe Work Australia website.

▶ **Have you considered ways to ensure that unwell workers do not come to work?**

Yes   No

Briefly outline anything you have done to reduce the chance of workers coming to work unwell

▶ **Are there other ways COVID-19 may enter, be contracted or be spread in your workplace?**

Yes   No

Briefly describe these ways (if yes)

▶ **What other strategies have you put in place to reduce the risk of COVID-19 entering, being contracted or being spread in your workplace?**

▶ **Have you consulted with your workers and HSR's about the ways in which the spread of COVID-19 can be controlled?**

Yes   No

Briefly describe the way you consulted with workers and HSR's (if yes)

Minimum standard **Cleaning and Hygiene**

Cleaning

The employer must prepare, implement and maintain a schedule for cleaning, and where appropriate disinfecting, that ensures the workplace is routinely cleaned. This must include furniture, equipment and other items.

The cleaning schedule should be in writing so all workers are aware of the requirements. The schedule should take into account the level of risk of exposure to, contracting or spreading COVID-19 within the workplace.

This schedule is to set out both the frequency and method that cleaning and disinfecting is to be done.

Hygiene

The employer is to put a hygiene procedure in place to ensure all persons at the workplace are observing appropriate hygiene measures to minimise the risk of exposure to, contracting or spreading COVID-19 within the workplace. This procedure is to address the hand cleaning by workers and other people in the workplace using soap and water or the use of hand sanitiser, as appropriate for the circumstances.

Supplies and Equipment

The employer must provide all the supplies and equipment necessary to ensure that the cleaning schedule and hygiene procedure implemented for the workplace can be complied with. Consider also printing and displaying posters and signs on good hygiene and hand washing practices in bathrooms, kitchens and break rooms. See Safe Work Australia's posters, and SafeWork Australia's guide on how to clean and disinfect your workplace.

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Cleaning

▶ **Do you have a regular cleaning schedule for areas of workplace frequented by workers or others?**

Yes   No

Briefly outline your cleaning schedule

▶ **Do you clean frequently touched areas and surfaces regularly? Eg. EFTPOS, door knobs, handrails, keyboards, furniture?**

Yes   No

Briefly outline your approach to cleaning these surfaces

▶ **Do you need to clean vehicles regularly?**

Yes   No

Describe how and when you clean your vehicles

Hygiene

► **What procedure do you have in place for ensuring good hygiene practices in your workplace?**

Describe who has what tasks to undertake

► **Are you confident that your workers know about and are able to meet the hygiene requirements for regular handwashing/sanitising and cleaning of surfaces?**
Eg. provide bathroom & handwashing facilities adequate for frequent handwashing with soap & water.

Yes   No

Supplies and Equipment

► **Are you clear on what cleaning products or services you will need? Eg. disinfectant, detergent, access to wash basins?**
Yes   No

Describe these

► **Have you considered making hand sanitiser available in frequented areas or upon entry/exit of rooms or workplaces for your workers and other people attending the workplace?**
Yes   No

Where have you placed them and how are they monitored to be refilled?

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Minimum standard   **Restrictions on Entry to the Workplace**

The employer must take all reasonable steps to ensure that a worker or others do not enter or attend the workplace if they display symptoms associated with COVID-19 or the worker/other has been required to isolate or quarantine.

This may include displaying signs at the front of your premises/workplace telling people not to enter if they have COVID-19 symptoms, cold/flu symptoms or have been in close contact with confirmed cases.

► **Have you displayed signs at all entries to your premises advising of your entry requirements, including that no one enters the workplace if they have been instructed to stay in isolation or quarantine?**

Yes   No

Briefly outline what arrangements are in place

► **Are you able to trace who has been in your workplace?**

Yes   No

Outline how you are doing this, e.g. sign in book, appointment book

► **If you have workers who work at other premises, how do you know where they have worked in the last 21 days?**

Yes   No

Explain how you are doing this, e.g. appointment book, rosters / work orders.

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Physical Distancing at the workplace

An employer must take all reasonable steps to ensure as far as is reasonably practicable in the circumstances that:

- Each person at the workplace, or entering or leaving the workplace, maintains a distance of at least 1.5 metres from each other at the workplace, or when entering or leaving the workplace, and

- the total number of people present in a single space, at any one time, does not exceed the number calculated by dividing the total area of the space used, as measured in square metres, by 4.

If it is not reasonably practicable to comply with the physical distancing requirements described above, then the employer must ensure that control measures are implemented in keeping with the requirements to manage the risks to health and safety relevant to COVID-19.

A person at, entering or leaving a workplace must ensure that s/he complies with the requirements of the physical distancing requirements of that workplace, if it is reasonable to do so.

> ▶ **Do you know what the capacity of your premises is?**
>
> Yes   No
>
> What is your premises capacity?
>
>
> ▶ **What is the maximum capacity per space and how did you work this out? (e.g. multiple length & width of the room in m2 and divide by 4)**
>
>
>
>
> ▶ **Explain how your workers and other people in your workplace will be able to maintain a minimum distance of 1.5 metres between each other while working?**
>
> Yes   No
>
> Briefly outline what changes, if any, you have made to the workplace. Eg. Physical barriers, line marking on floors
>
>
>
> ▶ **If 1.5 mts between people can't be maintained what other controls will you put in place?**
> **Eg. encouraged on-line meetings, reduced the number of people in the workplace**

See SafeWork Australia's industry-specific guidance on appropriate arrangements for workplaces that are not able to maintain the physical distancing requirements outlined above. Go to safeworkaustralia.gov.au and search for 'physical distancing'.

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Minimum standard   **Providing instruction, training and supervision in respect to COVID-19**

The employer must provide each worker at the workplace (including contractors and volunteers) with information, training and instruction on:

- the risks in relation to COVID-19, and

- the control measures implemented in the workplace to mitigate those risks, in relation to COVID-19.

The employer must provide adequate supervision to ensure control measures are implemented in the workplace in relation to COVID-19.

The employer must also ensure that information and instruction is provided to other people in the workplace about the control measures in place to mitigate the risks of COVID-19 and the requirements of those people to apply the control measures as they are reasonably able.

The information and instructions are to be in a format that is reasonable to the circumstances, including the use of plain English. This may also include the use of pictures, and being provided in languages other than English.

► **Do you have information displayed clearly in the workplace so that everyone understands their obligations to reduce the risks posed by the COVID-19?**

   ○ Put up posters on how to wash hands (link)

   ○ Provide information on how to limit the spread of germs (link)

   ○ Put up signs requesting people limit touching items, surfaces

   ○ Provide training or instruction on appropriate cleaning (link)

   ○ Supervising workers when using specialist protective equipment

Yes   No

 Briefly outline your approach

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> ► **Have you documented COVID-19 procedures and have you trained your workers in these?**
>
> Yes   No
>
> What do these procedures include?

Responding to an incident of COVID-19 in the workplace

(Notify Public Health by phoning 1800 671 738)

> ► **Do you have a response plan in place detailing how your workplace will respond should the workplace become contaminated? Eg. a person in your workplace has a confirmed diagnosis of COVID-19.**
>
> Yes   No
>
> Briefly outline that process

Review

As the situation with COVID-19 can change rapidly, make sure you regularly review your control measures to make sure they are still meet the minimum requirements and are managing the risks in the best possible way for your workplace.

► **Do you have a process for reviewing and adjusting the controls as circumstances change, and are using that process?**

Yes   No

Briefly outline that process

Manager approval of your COVID-19 Safety Plan

► **Approved by**

► **Signature**

► **Date completed**   D   D   M   M   Y   Y   Y   Y

Keep your completed safety plan at your workplace: you do not need to submit this to WorkSafe Tasmania.

Record keeping (guidance only)

While not mandatory, any records your workplace can practically keep on the flow of people into the workplace will assist public health authorities should there be a positive case identified within your workplace.

Consider how records are kept on people in the workplace each day to support contact tracing if there is a positive case in your workplace.

▶ Overflow

Record responses here if you have run out of space