

COVID-19 SAFETY PLAN

Medium Business Template



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

▶ **Business name**

▶ **Date completed**

▶ **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 or spreading 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 of substitution, 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 need to take to put in place suitable and effective controls.

Restrictions and risks change constantly, so you should review how effective your plan has been regularly, and update it 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.

Managing other work health and safety risks

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.

Issues you may need to consider include fatigue, work breaks, your workers' training/skill levels, and providing information, training and supervision, and possibly PPE, to ensure your workers' safety.

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

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Minimum standard

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 increase the risk of my workers being exposed to COVID-19?

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

What do you need to do?	How will you do this?	When will it happen?	What supplies do you need?	
Undertake a risk assessment for MOW workers over the age of 70	Discuss with each employee over the age of 70 the risks to their health of working in the community	Immediately, and to be reviewed regularly	Nil	
Undertake a risk assessment for vulnerable / at risk members of staff	Discuss with each employee deemed to be vulnerable or at higher risk of contracting Covid-19 the further risk to their health working in the community	Immediately, and will be reviewed regularly	Nil	
Communicate with volunteers over 70 the risk to their health by continuing volunteering with MOW in a pandemic area	Letter to all volunteers outlining that they heed the advice of the Federal Government and remain at home if they are over 70	Immediately (dates completed) and reviewed as necessary	Nil	
Prevent direct contact between volunteers and clients	Inform both clients and volunteers that face to face contact is not possible, and ensure both are aware of social distancing requirements when	Immediately (dates completed) and reviewed as necessary	Nil	
Limit contact between Client Support Officers and clients when completing client assessments	Provide adequate PPE, limit the time taken for assessments, pre-check questionnaire when visiting clients, ensure social distancing in place	Date???	Provide adequate PPE - gloves, sanitiser, wipes, plastic aprons, P2 masks and seat covers	
Ensure that staff and volunteers are aware they are not to attend work when showing symptoms of Covid-19	Contact all staff to advise them of the correct protocols for staying home from work	ASAP	Prepare a Safe for Work checklist for all staff to utilise when assessing whether they should attend work or not if they have any symptoms of Covid-19 and email to all staff	

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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 includes how 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. See SafeWork Australia's guide on how to clean and disinfect your workplace.

The employer should also print posters and signs on good hygiene and hand washing practices to display in bathrooms, kitchens and break rooms. See Safe Work Australia's posters.

What do you need to do?	How will you do this?	When will it happen?	What supplies do you need?	
Ensure that all frequently touched areas are cleaned thoroughly as per the Meals on Wheels cleaning schedule	Provide all staff with the Meals on Wheels cleaning schedule that must be followed	As outlined in the Meals on Wheels cleaning schedule document	As outlined in the Meals on Wheels cleaning schedule	
Ensure that all infrequently touched areas are cleaned as per the Meals on Wheels cleaning schedule	Provide all staff with the Meals on Wheels cleaning schedule that must be followed	As outlined in the Meals on Wheels cleaning schedule document	As outlined in the Meals on Wheels cleaning schedule	
Provide regular deep cleans of each branch premises by professional cleaners to ensure that areas such as windows, blinds and other infrequently touched areas are thoroughly	Engage professional cleaners to visit each branch on a weekly / fortnightly / monthly basis	Weekly / fortnightly / monthly	Engagement with cleaning providers which may include contracts. List from providers as to what tasks have been completed	
Ensure that supplies for cleaning and hand hygiene are always available through the State Office	Ensure that all branches are aware that they need to contact the State Office with sufficient time to get additional supplies to the branch	As required / continuously	Cleaning materials, sanitiser, soap etc	
Ensure that all workers are aware of the appropriate method of hand washing and hand rubbing	Ensure that posters are displayed	Immediately	Posters to be placed in all handwashing / hand rubbing areas	

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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.

A worker must not enter a workplace if they are required to isolate or quarantine other than in specific circumstances:

In the event of a case of COVID-19 being detected at your workplace, it will be important to be able to trace people who have been at your workplace. Consider how you would do this.

You may also have workers who work at client’s workplaces. How will you be able to trace your workers’ potential exposure to COVID-19 at a client’s workplace?

What do you need to do?	How will you do this?	When will it happen?	What supplies do you need?	
Ensure that those who are feeling unwell do not enter Meals on Wheels premises	Ensure that "STOP" signage is displayed on the entry points to all Meals on Wheels building	Immediately	Signage	
Ensure that we are able to track all people who have been in Meals on Wheels workplaces	Make sure that volunteers sign in and out of the buildings each day	ASAP	Timesheets for all staff	
where our employees have been outside of the Meals on Wheels workplace	Ensure that staff keep a record in their Outlook calendar of all appointments attended outside of their regular workplace	ASAP	Outlook calendars	
Ensure that staff and volunteers are aware they are not to attend work when showing symptoms of Covid-19	Contact all staff to advise them of the correct protocols for staying home from work	ASAP	Prepare a Safe for Work checklist for all staff to utilise when assessing whether they should attend work or not if they have any symptoms of Covid-19 and email to all staff	

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Minimum standard Physical Distancing at the workplace

Unless otherwise provided for by Public Health directions, the total number of people present in a single space, at any one time cannot exceed whichever is smaller; the gatherings maximum set by Public Health or the number calculated by dividing the total area of the space used, as measured in square metres, by 4.

An employer must also where practical ensure 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.

If it is not reasonably practicable to maintain a distance of at least 1.5 metres, 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.

What do you need to do?	How will you do this?	When will it happen?	What supplies do you need?	
Check the space limitations on each office space in all Meals on Wheels workplaces	Calculate the area of a room/space (length in metres x width in metres) and divide that number by 4. Also deduct an allowance for space taken by desks, table	Immediately (date???)	Tape measure	
Ensure the maximum capacity of the premises is not exceeded	Display signage at each door inside the premises that stipulates the amount of people able to gather in that space	Immediately (date???)	Signage	
Ensure that workers over 70 are physically distanced from larger numbers of workers or volunteers, especially in areas where there has been an outbreak	Discuss with each employee over the age of 70 the risks to their health of working in the community	Immediately, and to be reviewed regularly	Nil	
Restrict the number of staff / volunteers travelling in vehicles together. If this is not possible, a maximum of two persons to a five seater vehicle with the backseat passenger seated on	Advise volunteers and staff of requirement	ASAP	Nil	
Ensure that Client Service Officers are physically distancing whilst visiting clients when doing assessments, which may take up to an hour ,	Liaise with Client Service Officers to discuss requirements	ASAP	Nil	
Make sure that volunteers and staff delivering meals to clients remain a minimum of 1.5 metre away from clients to ensure adequate social distancing	Regular reminders to volunteers and staff	Immediately *date???)	Memos / letters	

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'.

COVID-19 Safety Plan

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 also 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.

What do you need to do?	How will you do this?	When will it happen?	What supplies do you need?	
Ensure everyone is aware of their responsibility to protect themselves, other workers, and the public	Ensure that all staff and volunteers complete the Covid-19 training module on the online induction portal. Provide a hardcopy for those who cannot access online	ASAP	Online induction tool, and computer or tablet for employee or volunteer	
Ensure that each workplace is supplied with a comprehensive manual that outlines all resources on how Meals on Wheels is handling the mitigation of, and if necessary, the handling of, Covid-19	Place a comprehensive manual into each physical location and ensure that staff are familiar with its contents	ASAP	Folder and all relevant contents included in folders	
Ensuring that staff and volunteers remain up to date with relevant knowledge when any changes occur in relation to Covid-19	By email	As required	Nil	

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Minimum standard Responding to an incident of COVID-19 in the workplace

The employer at a workplace must prepare a COVID-19 emergency response plan for the workplace that outlines how they will respond if there is a suspected or confirmed case of COVID-19 associated with their business. This plan should:

- outline what your first action will be if notified of a possible COVID-19 infection
- confirm who has what response responsibilities, eg notifying Public Health, Worksafe Tasmania
- state how you will clearly communicate with staff and meet privacy obligations
- state how you will clean your workplace after an infection
- outline how your business will continue to trade or reopen.

What do you need to do?	How will you do this?	When will it happen?	What supplies do you need?
Notify Public Health if a suspected case of Covid-19 occurs in the workplace	Phone: 1800 671 738		Eg: Contact details for people who have specific roles or responsibilities under the emergency plan. For example, managers, security, cleaners, or first aid officers
Close the premises as soon as possible, and organise cleaning of the area as directed by Public Health and as per the Meals on Wheels cleaning schedule	Review the Safe Work		Ensure cleaning products and PPE are available. Instruct workers in their safe use and make sure Safety Data Sheets are available
suspected case of Covid-19 occurs when delivering to a client	Contact the Meals on Wheels Branch Coordinator, how will then phone Public Health: 1800 671 738		
Review the sign in / out lists to trace if any staff member or volunteer has been in contact with the confirmed / suspected case	Reviewing the sign in / sign out sheets to trace any potential contact	ASAP	

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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

Management will keep a regular check on changes affecting the workplace, including through the Commonwealth Department of Health website and the Tasmanian State Government website.

Manager approval of your COVID-19 Safety Plan

▶ **Approved by**

▶ **Signature**

Rebecca Free, Executive Officer, Meals on Wheels Tasmania

▶ **Date completed**

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.

Acknowledgement

WorkSafe Tasmania acknowledges information in this template is based on parts of the National COVID-19 Coordination Commission's 'Planning tool to help businesses reopen and be COVIDSafe' at pmc.gov.au/nccc



► **Overflow**

Record responses here if you have run out of space