COVID-19 SAFETY PLANS
CHECKLIST

WorkSafe TASMANIA

Purpose

Minimum standards to manage and mitigate the ongoing risks of COVID-19 in the workplace have been developed based on Public Health advice. These will be established in new regulations under the *Work Health and Safety Act 2012* (WHS Act) and define the duty of care required for staff and customers. The purpose of minimum standards is to enable workplaces within Tasmania to continue to operate, or reopen operations, in a safe manner while reducing COVID-19 risks. The full details can be found here.

The minimum standards, together with Guidelines on how they can be met (specific to each industry sector), and COVID-19 Safety Plans for each workplace will create the COVID-19 Safe Workplaces Framework. Together, this Framework will give the community and workplaces confidence to operate in an ongoing COVID-19 environment.

How to to develop a COVID-19 safety plan for your workplace

Your workplace COVID-19 Safety Plan will help you to make sure that your workplace is meeting the minimum standards. You will need to have a Safety Plan in place to demonstrate that you are taking the right actions to mitigate the risks of COVID-19. This checklist will help you to develop your Safety Plans.

Checklist

▶ Your obligations under the WHS Act

Persons conducting a business of undertaking (PCBUs) have obligations under the WHS Act to provide a safe workplace and to manage risks posed by hazards, including those posed by COVID-19. In order to meet these requirements, you need to manage the risks of exposure to, or transmission of the disease in the workplace and ensure that workers and others in the workplace understand and comply with their obligations. The following requirements are designed to help workplaces reduce this risk.

▶ Managing risks

Consider ways to reduce the risk of contracting or spreading the disease in the workplace. You should consider the nature of your workplace, the environment in which you operate and the type of work you do when considering what reasonable steps you can take to reduce the risk in your workplace. Information on this can be found at the Safe Work Australia website.

Some examples to reduce the risk can include reducing the number of people in the workplace through arrangements like split shifts or working from home if practical.

a. Have you identified how COVID-19 may be enter or be spread in your workplace?

b. Have you assessed how likely it is the disease would enter or be spread in each case?

c. Have you put controls in place to reduce the risk of entry and spread as far as reasonably practicable?

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

e. Have you consulted with your workers about the ways in which the spread of COVID-19 can be controlled?

f. Have you considered ways to ensure that unwell workers do not come to work?

g. Do you have a plan for managing your work if a worker is required to quarantine as they will be unable to attend the workplace?

▶ General duties

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

► **Cleaning and hygiene**

a. Do you have a regular cleaning schedule for areas of workplace frequented by workers or other (cleaning guidelines for COVID-19 can be found here)?

b. Do you frequently clean frequently touched areas and surfaces regularly (eg. EFTPOS, door knobs, handrails, keyboards)?

c. Are you clear on what cleaning products or services you will need (eg. disinfectant, detergent, access to wash basins)?

d. Do you have a procedure for making sure there are good hygiene practices in your workplace?

e. 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 and handwashing facilities adequate for frequent handwashing with soap and water)?

f. 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?

► **Physical distancing**

a. Can your workers and other people in your workplace maintain a minimum distance of 1.5 metres between each other while working (eg. moving desks, line marking on floors)?

b. Do you arrangements in place to ensure that there is at least 4 square metres of space for each person in your workplace?

c. Where it is not practical for your workplace to achieve one or both of the requirements above, have you used the hierarchy of controls to reduce the risk of the transmission or spread of the disease? Further information on the hierarchy of controls can be found at Safe Work Australia.

► **Provide information and supervision**

a. Do you have information displayed clearly in the workplace so that everyone understands their obligations to reduce the risks posed by the disease? See Signage and posters (Safe Work Australia)

Ways do to this can include:

   i. Put up posters on how to wash hands

   ii. Provide information on how to limit the spread of germs

   iii. Put up signs requesting people limit touching items, surfaces

   iv. Provide training or instruction on appropriate cleaning (How to clean and disinfect your workplace)

   v. Supervising workers when using specialist protective equipment

b. Do you have information displayed in public areas to ensure that anyone else coming into the work workers and others entering the workplace understand what they must do to follow the requirements to keep your workplace safe (eg. keep 1.5 metres between people)?

► **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.