

# ADDITIONAL INFORMATION FOR YOUR EXISTING COVID-19 SAFETY PLAN



**Business name:**

**Address:**

**Completed by:**

**Date completed:** D D M M Y Y Y Y

**Were workers and/or their HSRs consulted as you developed this plan?**

Yes No

**Date reviewed:** D D M M Y Y Y Y **Next review:** 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.



## Updating your COVID-19 Safety Plan

This template will help you review your COVID-19 Safety Plan that you may have developed when the COVID Safe Workplaces Framework was released in 2020. It explains additional controls that will help you comply with Public Health requirements introduced since 2020, as well as other useful controls to minimise the risk of COVID-19 spreading.

You should review your COVID-19 Safety Plan regularly, but especially as circumstances change in the community and in your workplace, and when Public Health identifies new requirements.



## Do you have your Check in TAS QR code?

Many businesses are required (under Public Health Directions) to register for the Check in TAS app to collect contact information about everyone who spends time at their premises.

To register for your QR code got to [coronavirus.tas.gov.au/check-in-tas](https://coronavirus.tas.gov.au/check-in-tas).

Check [coronavirus.tas.gov.au/business-and-employees/business-restrictions](https://coronavirus.tas.gov.au/business-and-employees/business-restrictions) for the full list of businesses that must use the app.



## Do you need more information about COVID Safe requirements for your workplace?

COVID Safe Workplace Guidelines are available at [worksafe.tas.gov.au/covidframework](https://worksafe.tas.gov.au/covidframework).



## Do you need more signs and posters to help customers do the right thing?

Signs, posters and fact sheets for your business are available at [coronavirus.tas.gov.au/resources](https://coronavirus.tas.gov.au/resources).

## 1. Completing your COVID-19 Safety Plan additional information

- ▶ You must conduct a risk assessment to identify all controls that are needed to reduce the risks of COVID-19.
- ▶ **COVID-19 Safety Plans must be in writing. This document will help you document the additional controls in your existing plan; however, additional information may be required.**
- ▶ For each **Yes** response, you will need to demonstrate that the control has been implemented if asked by a WorkSafe Tasmania Inspector.
- ▶ WHS laws require employers to consult with workers when undertaking risk assessments and when implementing the controls in the workplace.
- ▶ You must provide workers with information, training and instruction on how to implement the plan.

## 1. Record of entry for contact tracing

**Please indicate how you record the people entering your workplace should contact tracing be required:**

▶ Do you use the Check in TAS Application?	Yes	No
▶ Do workers reinforce the need to 'check in' when people enter your premises?	Yes	No
▶ Do workers 'check in' each day?	Yes	No
▶ Do you use a paper based system?	Yes	No
▶ Do workers reinforce the need to 'sign in' when people enter your premises?	Yes	No
▶ Do you collect the name of the person, a telephone number, an email address, the date and time the person entered the premises?	Yes	No
▶ Have you identified where 'sign in' records are to be kept?	Yes	No
▶ Do you keep the 'sign in' records for a minimum of 28 days?	Yes	No
▶ What else do you do to ensure that records are kept and available should an exposure occur?		

For further information, refer to section 9 of the COVID Safe Workplace Guidelines - Creating a COVID-19 Safety Plan.



## 2. Vaccination of workers

**Please indicate how vaccinations are used to reduce your risk of COVID-19:**

- |  |     |    |
|--|-----|----|
| ▶ Have vaccinations been mandated for your industry by a Public Health Direction?                                | Yes | No |
| ▶ Have you undertaken a risk assessment to determine if it is necessary to mandate vaccinations for all workers? | Yes | No |
| ▶ Have you decided to mandate vaccinations for all workers as a result of the risk assessment?                   | Yes | No |
| ▶ List the factors you identified to support mandatory vaccinations:   |     |    |
| ▶ Did you consult with your workers when undertaking the risk assessment?  | Yes | No |
| ▶ If there is no need to mandate worker vaccinations, are you encouraging workers to be vaccinated?              | Yes | No |
| ▶ What do you do to encourage workers or people entering the workplace to be vaccinated?                         |     |    |

For further information, refer to section 10 of the COVID Safe Workplace Guidelines - Creating a COVID-19 Safety Plan.



## 3. Ventilation in the workplace

**Please indicate how you have applied ventilation controls to your workplace:**

- |   |     |    |
|---|-----|----|
| ▶ Have you obtained advice on maximising the operation of your ventilation system to reduce the risk of COVID-19?       | Yes | No |
| ▶ Do you reduce the number of people in unventilated areas (where possible)?  | Yes | No |
| ▶ Do you ensure that doors are left open (where possible) to maximise air movement?                                     | Yes | No |
| ▶ Where practicable, do you encourage the opening of windows in your workplace?   | Yes | No |
| ▶ Have you provided instruction and training to workers on the advantages of encouraging air movement in the workplace? | Yes | No |
| ▶ What else do you do to improve ventilation in your workplace to lower the risk of COVID-19 transmission?              |     |    |

For further information, refer to section 11 of the COVID Safe Workplace Guidelines - Creating a COVID-19 Safety Plan.



## 4. Case and outbreak management

Please indicate what you have done to prepare for a case or outbreak of COVID-19 in your workplace:

- |   |     |    |
|---|-----|----|
| ▶ Have you prepared a Case and Outbreak Management Plan?  | Yes | No |
| ▶ Have you identified what you will need to do to keep your business operating should you have an exposure in your workplace?                       | Yes | No |
| ▶ Do you have a plan on how you will manage your customers should you have an exposure in your workplace?   | Yes | No |
| ▶ Are you prepared to clean and disinfect your workplace using the cleaning procedures in this plan should you have an exposure in your workplace?  | Yes | No |
| <b>Testing</b>  |     |    |
| ▶ Have you instructed your workers to stay home and get tested if they have COVID-19 symptoms?  | Yes | No |
| ▶ Have you established working from home arrangements, where possible, to enable workers to continue to work while waiting for test results?        | Yes | No |
| <b>Tracing</b>  |     |    |
| ▶ Have you identified and provided training and instruction to people responsible for coordinating your workplace's response to a case or outbreak? | Yes | No |
| <b>Isolation</b>  |     |    |
| ▶ Have you considered the impact on your business if workers are required to go into isolation due to an exposure?                                  | Yes | No |
| ▶ Do you have support mechanisms in place to support workers while in isolation? (regular contact/working from home/welfare checks)                 | Yes | No |
| <b>Quarantine</b>   |     |    |
| ▶ Have you considered the impact on your business if workers are required to quarantine due to an exposure?   | Yes | No |
| ▶ Do you have support mechanisms in place to support workers whilst in quarantine? (regular contact/working from home/welfare checks)               | Yes | No |

For further information, refer to section 12 of the COVID Safe Workplace Guidelines - Creating a COVID-19 Safety Plan.

**Approved by**

**Signature**

**Date**                    D D M M Y Y Y Y

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## ► Overflow

Record responses here if you have run out of space

### **Disclaimer**

To ensure this information is as accessible and easy to understand as possible, we refer to 'employers' and their responsibilities. However, under the model WHS laws, duties apply to any person conducting a business or undertaking (PCBU) which includes employers, but also others who engage workers. For more information about who is a PCBU see [worksafe.tas.gov.au](https://www.worksafe.tas.gov.au).