COVID-19 SAFETY PLAN
Medium 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 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.

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 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?	

COVID-19 Safety Plan

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 Safe Work 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?	

COVID-19 Safety Plan

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?	

COVID-19 Safety Plan

Minimum standard   **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 according to the current density requirement. Refer to coronavirus.tas.gov.au for the latest requirements.

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.

What do you need to do?	How will you do this?	When will it happen?	What supplies do you need?	

See Safe Work 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

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?	

COVID-19 Safety Plan

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?	

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.

Contact tracing: compulsory recording of contact details

Depending on your industry, you may be required to collect contact details of every person who enters and remains on your premises for at least 15 minutes; and keep these details for at least 28 days.

You can use the Tasmanian Government's Check in Tas app, or alternernative electronic or paper-based solutions to do this.

For details on what industries must do this, and guidance on how to do it, go to https://coronavirus.tas.gov.au/families-community/current-restrictions.

► **Overflow**

Record responses here if you have run out of space