

1. Ensure physical distancing

Requirements

Action



You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by:

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible

You may also consider:

- Minimising the build-up of people waiting to enter and exit the workplace
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and workers

- * Provide social distancing markers on the floor where appropriate
- * Put up physical distancing posters in plain sight
- * Deliveries to warehouse and reception are to be contactless



You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:

- There is no more than one worker per four square meters of enclosed workspace
- There is no more than one member of the public per four square meters of publicly available space indoors

- * Move workstations, desks and tables further apart to comply with social distancing

You should provide training to workers on physical distancing expectations while working and socialising. This should include:

- Informing workers to follow current public health directions when carpooling. This can be found at vic.gov.au

- * Develop and educate workers on strategies and work practice changes to maintain physical distancing
- * Reinforce messaging to workers that physical distancing needs to be maintained during work and during social interactions
- * Educating workers on hand and cough hygiene, including how to wash and sanitise their hands correctly
- * Reinforcing the importance of not attending work if unwell
- * Ensuring appropriate information on the use of face coverings and PPE
- * Ensure compliance with Stage 4 restrictions if in Metropolitan Melbourne about industry closure and Permitted Worker Permits
- * Identify the roles that are required to be performed from home or can be adapted to be performed from home
- * Adapt working arrangements to enable working from home
- * Regularly assess workers in attendance at the workplace to determine whether they are required to be there

2. Wear a face covering

Requirements



You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes:

- Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own

You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.

You should inform workers that cloth masks should be washed each day after use. However, if during

Action

* Facemasks and shields have been provided for all staff either at the office or when out on job site. Masks must be worn when not performing physical tasks. If needed other PPE will be provided.

* Workers have been informed that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.
* Disposable masks are to be used once per day and for no more than a couple of hours at a time. They then must dispose of the mask in a bin.

3. Practise good hygiene

Requirements



You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.

You should:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Clean between shifts



You should display a cleaning log in shared spaces.

You should make soap and hand sanitiser available for all workers and customers the day the mask is visibly dirty or wet, the mask

Action

* Set up alcohol-based hand sanitiser stations at entry and exit points
* Ensure all frequently touched areas and surfaces are cleaned several times a day
* Put up hand washing poster in the bathroom/common areas for staff and customers to follow

* A cleaning log is located in reception

• Location of hand sanitiser stations throughout the worksite
• Ensuring rubbish bins are available to dispose of paper towels
• Ensuring adequate supplies of soap and sanitiser
• Ensuring workers have information on how to wash and sanitise their hands correctly

4. Keep records and act quickly if workers become unwell

Requirements

Action



You must support workers to get tested and stay home even if they only have mild symptoms.

* Allow for testing and isolation to be done for all workers – reiterate that financial support is there to help



You must develop a business contingency plan to manage any outbreaks. This includes:

- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
- Having a plan in place to clean the worksite (or part) in the event of a positive case
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

- * Where will I isolate someone if need be? Move person to board room and block access to other staff
- * How will we notify relevant authorities? Tell the manager on duty to call the hotline once infected person has been isolated
- * How can we get the office / workspace cleaned? Speak to the cleaning team who specialises in contact cleaning
- * How will we identify who has had contact with the infected person?
- * Keeping a register of all people coming into the office and keeping register of all staff and contacts out onsite.
- * If a worker has identified with COVID-19, Worksafe must be called ASAP
- * Establish a process for notifying workers and close contacts about a positive case in the workplace.
- * Establish a cleaning process in the event of a positive case.



You must keep records of all people who enter the workplace for contact tracing.

Tracing register in place at reception and when crew are out on site
Ask workers to complete a health questionnaire before starting their shift

You should implement a screening system that involves temperature checking upon entry into a workplace.

All visitors and workers are temperature checked each day.

5. Avoid interactions in Enclosed spaces

Requirements

You should reduce the amount of time workers are spending in enclosed spaces. This could include:

- Enabling working in outdoor environments
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

Action

We have limited interaction within the office and are asking staff if possible to have breaks outside whilst maintaining social distancing and procedures.

Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift, including the opening of warehouse rollerdoors

6. Create workforce bubbles

Requirements

You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.

Action

Currently there are 4 people working at our depot fulltime, our normal casuals are used on an as needed basis and are temperature checked and safety questions and procedures in place

You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.

N/A