

Your

COVIDSafe

Plan

Book your COVID-19 vaccination at
coronavirus.vic.gov.au/vaccine

1. Does your workplace have a COVIDSafe Plan?

A COVIDSafe Plan is a list of health and safety actions. It is an important part of your occupational health and safety obligations and is required under the Victorian Government's Pandemic Orders.

Every workplace* with on-site operations in Victoria must have a COVIDSafe Plan for each worksite and provide it to an Authorised Officer (AO) upon request. A copy of the plan must be kept at each workplace.

Your plan describes how you will keep your workers, members, customers and the community safe. It also helps you prepare for a case of COVID-19 in the workplace.

* A workplace in this document refers to all businesses (such as retail stores, restaurants and offices) and other organisations (such as scout groups, sports groups and community groups).

2. Is your workplace COVIDSafe?

Your workplace must:

- document in your COVIDSafe Plan how health and safety issues arising from COVID-19 will be managed in your workplace, including:
 - what face mask or PPE requirements apply to your workplace;
 - actions you will take to mitigate the risk of COVID-19 being introduced into the workplace, which can include non-mandatory COVIDSafe recommendations such as ventilation, vaccination, physical distancing, or workforce bubble requirements;
 - your processes to manage when workers have COVID-19 symptoms or test positive for COVID-19;
- keep a record of when you sighted the vaccination status of your workers, if you are required to do so; and
- follow any other requirements that apply to your workplace.

Find out what COVIDSafe requirements apply to your workplace under the Victorian Government's Pandemic Orders at coronavirus.vic.gov.au/how-we-work-current-restrictions.

3. What else can you do to reduce the risk of COVID-19 at your workplace?

Reduce the risk of COVID-19 transmission at your workplace by:

- encouraging workers to wear face masks that cover their nose and mouth, go under their chin and against the sides of their face, where required and when they cannot maintain physical distancing
- having environmental hygiene procedures in place such as cleaning/disinfection and making hand sanitiser available
- increasing airflow and reducing the recirculation of air.

4. Do your workers know your COVIDSafe Plan?

Your workers must comply with the COVIDSafe Plan, so it's important they understand it.

Ask for their input, including your Health and Safety representatives, and provide training.

Make sure they can easily access a copy of your plan. This will ensure your plan is implemented and updated when circumstances change.

5. Can an Authorised Officer request your COVIDSafe Plan?

Authorised Officers (AOs) from across Victorian Government departments and agencies, including WorkSafe Inspectors appointed as authorised officers may request to see you have a COVIDSafe Plan at each workplace and that you have implemented all requirements. You must make changes to your COVIDSafe Plan if an AO directs you to. Non-compliance may result in court action and penalties.

6. How can you help everyone to do the right thing?

Signs, posters and templates for your workplace are available at **coronavirus.vic.gov.au/signs-posters-and-templates**

Translated COVIDSafe Plan templates are available at **coronavirus.vic.gov.au/covidsafe-plan#covidsafe-plan-in-languages-other-than-english**.

Translated information is also available via the **Business Victoria Hotline 13 22 15**.

Assistance and support is available. If you are concerned about any of the findings in your assessment, such as problems that cannot be resolved or improvements that cannot be implemented, contact your local public health unit (LPHU).

LPHU's can also be contacted if you need assistance with an exposure or outbreak:

- **Albury Wodonga** – phu@awh.org.au
- **Grampians** – phu@bhs.org.au
- **Barwon** – phu@barwonhealth.org.au
- **Loddon Mallee** – phu@bendigohealth.org.au
- **Goulburn Valley** – phu@gvhealth.org.au
- **Gippsland** – phu@lrh.com.au
- **South East** – SEPHU.TRACE@monashhealth.org
- **Western** – wphu@wh.org.au
- **North Eastern** – NEPHU@austin.org.au

This is how you will keep your workers and customers safe

Organisation name

Trading name ABN/ACN

Contact person Contact number

Address

Date reviewed Next review

Employer acknowledgement of responsibilities and obligations under the Pandemic Orders:

Name Signature

Job title Date

Document how you will manage a COVID-19 case at your workplace

Requirements	Action (add your responses)
<p>At the first sign of COVID-19 symptoms, workers are required to get tested and must not attend work.</p>	<p>Do your workers know to get tested and isolate at the first sign of COVID-19 symptoms?</p>
<p>A worker who has tested positive for COVID-19 and has been in the workplace during their infectious period must follow the advice as noted at coronavirus.vic.gov.au/checklist-cases</p>	<p>Do your workers know they must identify their social contacts in the workplace?</p>
<p>When you become aware of a case of COVID-19 in your workplace, you must follow government advice as noted at coronavirus.vic.gov.au/case-workplace</p>	<p>Who will notify workers if there is a symptomatic worker or confirmed case on the work premises?</p>
<p>If you need help with any of the steps, call the Department of Health on 1300 651 160.</p>	<p>Who will notify your health and safety representative?</p>
	<p>Who will document the actions taken?</p>
	<p>Do you know when you need to notify the Department of Health of cases in your workplace? Who will notify the department?</p>
	<p>What will your workplace do if you or your workers need to isolate?</p>

Recommendations	Action (add your responses)
<p>Where practical, consider rostering workers into groups (workplace bubbles). Avoid an overlap of workers during shift changes.</p>	<p>Have you rostered your workers into groups?</p>
	<p>Is there an overlap of workers during shift changes?</p>

Consider how vaccinations can make your workplace safe

Requirements

Workers in some workplaces must be vaccinated to work outside their home or at certain facilities (e.g. healthcare facilities), unless an exception applies. When vaccination requirements apply to your workers or workplace, sight and record the vaccination certificate or valid medical exemption.

Visit coronavirus.vic.gov.au/worker-vaccination-requirements for the latest information and advice.

Recommendations

Action (add your responses)

Consider whether having a vaccination policy can continue to keep your workers safe from serious illness.

Is there is a requirement or policy to sight and record the vaccination status of your workers? If so:

Who will check the vaccination status of your workers?

How will you manage the records of vaccination status?

If your workplace operates across multiple sites, how will the records be managed — centrally or by location?

Wear face masks or PPE when required, to reduce the risk of COVID-19 transmission

Requirements

Action (add your responses)

Ensure all workers follow the current face mask requirements.

Visit coronavirus.vic.gov.au/face-masks-when-wear-face-mask for the latest information and advice.

Personal Protective Equipment (PPE) is recommended for use in sensitive or high-risk settings.

Do workers know the face mask requirements for your workplace?

Who will make sure workers understand how to wear face masks correctly and when they need to wear them?

If required, who will provide workers with face masks?

Recommendations

If face masks are required, they should be worn for up to four hours and replaced after this time.

For workers who are required to use N95/P2 masks, they should be fit-tested where practicable with a worker having access to the respirator mask as determined by their fit-test. Workers should also know how to do a fit-check with each wear.

Improve indoor air quality

Recommendations

Action (add your responses)

Improving indoor air quality can reduce the risk of COVID-19 transmission in the workplace.

This can be improved by:

- opening windows
- leaving doors open in hallways and corridors
- adjust the settings on heating, ventilation and air conditioning (HVAC) systems or air conditioning units to increase the proportion of outdoor air.

Visit coronavirus.vic.gov.au/ventilation for information on how to improve ventilation systems in the workplace.

Can doors and/or windows be opened?

Can you turn on ceiling fans or wall-mounted air-conditioning units to increase air flow?

Do you regularly service your HVAC systems including upgrading filters?

Can you use portable filtration units to increase the clean air and reduce the concentration of viral particles?

If air cleaners are in use, are they maintained regularly and are there policies in place to guide their use?

Please ensure you check the latest guidance at [CORONAVIRUS.vic.gov.au](https://coronavirus.vic.gov.au)

In accordance with our privacy policy, any information provided by you will be confidential and only for the purposes indicated. For more information on our privacy policy, please email info@business.vic.gov.au or call the **Business Victoria Hotline on 13 22 15**.

For help with your COVIDSafe Plan:

visit [CORONAVIRUS.vic.gov.au/covidsafe-plan](https://coronavirus.vic.gov.au/covidsafe-plan)

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