
Victorian Lockdown: COVID SAFE PLANS

COVID Safe Plans help protect your workers, customers and visitors and to prepare for a suspected or confirmed case of coronavirus (COVID-19) in your workplace. These are for workplaces not mandated to shut under the current Stage 4 business lockdowns announced on 3 August 2020. This plan must demonstrate how you will meet all of the requirements set out by the Victorian Government.

THIS GUIDE IS BASED ON BUSINESS VICTORIA, SAFE WORK AUSTRALIA, WORKSAFE VICTORIA INFORMATION CURRENT AS AT 4 AUGUST 2020.

COVID Safe Plans Must Set Out:

1. Actions to help prevent the introduction of coronavirus (COVID-19) in your workplace

Undertake a risk assessment of the entire workplace. Where a risk to health is identified at a workplace, employers must eliminate the risk so far as is reasonably practicable and when elimination is not possible, reduce the risk so far as reasonably practicable.

The type of control measures required depends on the risks associated as well as the availability and suitability of controls for each workplace. Control measures may include:

- Employees that can work from home, need to work from home.
- Implementing physical distancing initiatives in accordance with recommendations made by the Victorian Chief Health Officer
- Providing adequate facilities or products (such as hand sanitiser, where available) to allow employees to maintain good hygiene practices
- Providing appropriate personal protective equipment, including information or training on why the equipment is required and how to safely use it
- Avoiding shared use of phones, desks, offices, or other work tools and equipment
- Developing an infection control policy
- Cancelling all work-related travel, even local
- Using other methods of internal and external communication such as phone or videoconferences
- **Ensuring employees understand when to stay away from the workplace such as when:**
 - They have been in contact with confirmed cases of coronavirus (COVID-19)
 - They have a confirmed case of coronavirus (COVID-19)
 - They are feeling unwell – no matter how mild their symptoms

There are a list of checklists and plans for workplaces on the Safe Work Australia website:

<https://www.safeworkaustralia.gov.au/collection/covid-19-resource-kit>



2. The level of face-covering or personal protective equipment (PPE) required for your workforce

The Chief Health Officer has directed that employers must take reasonable steps to ensure that employees wear a face covering at all times when working at the employer's premises.

Employees have a duty to cooperate with their employer's actions to comply with their duties under the Occupational Health and Safety Act.

Face shields may be easier to wear for some individuals who have a limited ability to wear other types of face coverings or masks. If face shields are used, ensure they are properly designed to cover the sides of the face and below the chin. Reusable face shields should be cleaned and disinfected after each use. Disposable face shields should only be worn for single use.

Face coverings and masks are only effective when they are worn and maintained correctly. For example, it is very easy for a face covering to lose its effectiveness if it does not fit, if the front is touched whilst wearing it, or if it is not washed or disposed of appropriately.

Employers must also provide information, instruction, training and supervision to employees and contractors on:

- when face masks and/or face coverings are to be worn
- how to put on and wear face masks and/or face coverings correctly to ensure they are effective
- how long face masks and/or face coverings can be worn
- how to remove face masks and/or face coverings safely, including changing masks during shifts
- how to safely store and wash reusable face masks and/or face coverings or dispose of single use masks

It is particularly important to provide training for reusable face coverings (such as cloth masks), including for cleaning and storage. Detailed information about the correct use of face coverings is available on the DHHS website: <https://www.dhhs.vic.gov.au/face-masks-and-coverings-covid-19>

3. How you will prepare for, and respond to, a suspected or confirmed case of coronavirus (COVID-19) in your workplace

Suspected or confirmed cases in the workplace need to be responded to with urgency. Workplaces need to have an easy to follow step-by-step response policy easily accessible by all management and staff, either on display in the workplace or distributed electronically.

A cleaning/decontamination contingency plan needs to be in developed. AAAA has been also been working with Fulcrum Procurement to source experienced and trustworthy COVID-19 deep cleaning services to ensure that members – if they have a confirmed or suspected case in their workplace – have a supplier ready to turn to immediately. This information will be distributed and available on the website.

There is outbreak response infographic created by Safe Work Australia that can be adapted for your workplace. Further advice on reporting a case in the workplace to Work Safe Victoria is also below. This information should be included in a response plan.



COVID-19 at the workplace

You are not expected, and should not try, to diagnose people. However, you have a work health and safety duty to minimise the risk of workers and others in the workplace being exposed to COVID-19, so far as reasonably practicable.

If you reasonably suspect someone could have the virus, or has been exposed, this creates a health risk at your workplace, and you will need to follow the steps below.

The person you are concerned about is at the workplace



1. ISOLATE

Prevent the spread. Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.



2. SEEK ADVICE

Call your state or territory helpline. Follow advice of public health officials.



3. TRANSPORT

Ensure the person has transport to their home or to a medical facility.



4. CLEAN

Clean and disinfect the areas where the person and close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.



5. IDENTIFY & INFORM

Consider who the person has had close contact with. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.



6. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

The person you are concerned about was recently at the workplace



1. SEEK ADVICE

Call your state or territory helpline. Follow advice of public health officials.



2. IDENTIFY & INFORM

Identify who at the workplace had close contact with the affected person. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.



3. CLEAN

Clean and disinfect the areas where the person and their close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.



4. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

If anything is unclear, see detailed guidance on the Safe Work Australia Website

Remember:

- > There is not an automatic WHS requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.
- > Workers assisting a potentially infectious person should have appropriate PPE and follow hand hygiene procedures.
- > Consult with workers and allow them to raise concerns.
- > Do you need to notify your [WHS regulator](#)? See our [Incident Notification fact sheet](#).
- > Comply with privacy obligations. See [guidance from the OAIC](#).
- > Follow the advice of health officials at all times.

State and territory health department helplines:

New South Wales
1300 066 055

Queensland
13 432 584

Victoria
1800 675 398

South Australia
1300 232 272

Western Australia
(08) 6373 2222

Tasmania
1800 671 738

Australian Capital Territory
(02) 5124 9213

Northern Territory
(08) 8922 8044



Coronavirus
COVID-19



safe work australia



4. Reporting a confirmed COVID-19 Diagnosis in the workplace

➤ When to Notify Worksafe Victoria

Employers and self-employed persons, with management or control of a workplace must notify WorkSafe immediately after becoming aware that:

- an employee, independent contractor, employee of the independent contractor or self-employed person has received a confirmed diagnosis of coronavirus (COVID-19) and;
- the employee, independent contractor, employee of the independent contractor or self-employed person has attended the workplace within the relevant infection period.

➤ Notify WorkSafe **IMMEDIATELY**

Option A: Complete the COVID-19 reporting form:

<https://www.worksafe.vic.gov.au/form/confirmed-covid-19-diagnosis-rep>

OR

Option B: Call WorkSafe on 13 23 60

WorkSafe will then record details of your incident and send you an email with a unique link for you to complete the last stage of notifying us of the full details in writing. It is mandatory that you complete the full details in writing within 48 hours.

If you are unsure of your obligations, contact WorkSafe Victoria on **13 23 60**.

➤ Report the incident within 48 hours

Once you have completed and submitted the online incident notification form, you will receive a confirmation email with a copy of your records.