

---

## Victorian Automotive Aftermarket Businesses – COVID-19 Stage 4 Lockdown

---

New restrictions have been announced for metropolitan Melbourne effective as of 11:59 pm Wednesday 5 August

NOTE: We are interpreting the information made publicly available and through our discussions with Government. For businesses that are still unsure or fall into grey areas, the dedicated Industry Coordination Centre within the Department of Jobs, Precincts and Regions will consider your case. You can call Business Victoria on 13 22 15 for more information.

**This is a sub sector analysis - please ensure that you also read and note the general principles at the end of this document.**

### ➤ On-site Work

#### **Retail**

Front door retail must be closed. Shop fronts must be closed to public access. Retailers can work onsite for the purposes of fulfilling online and phone orders. Contactless pick-up is allowed with high caution and adherence to restrictions, hygienic practices, face masks, and social distancing.

#### **Motor Vehicle Repair and Service**

Vehicle repair, servicing and maintenance can continue in businesses with a COVID Safe Plan. Skeleton staff allowed with a view to providing repair and service for essential services and trade, in the workshop when required. No public onsite access.

#### **Vehicle Modifications**

Vehicle repair, servicing and maintenance can continue in businesses with skeleton staff with a view to repair and service essential service vehicles or trades, in the workshop as required. In our view, this is the most difficult sector to interpret - we are advising that modifiers ensure that work undertaken is done so with the intent that it supports the repair of vehicles. For example, fitting of new accessories such as roof racks do not fit our interpretation of vehicle 'service and repair'.



## Parts Supply

Can continue business with COVID Safe Plan. Supply chain to essential services and trade - fulfilling online orders or contactless pick up is possible with high caution and adherence to restrictions, hygienic practices, and social distancing. Warehouses are to have minimal possible staff using masks, hygiene stations, distancing at all times, and restricted common areas.

## Manufacturing

Transport equipment manufacturing to public transport services, including spare parts manufacturing that is critical to the continuity of essential services can continue business with a COVID Safe Plan. Supply chain to essential services and trade - fulfilling online orders with high caution and adherence to restrictions, hygienic practices, and social distancing. Warehouses are to have minimal possible staff, masks, hygiene stations, distancing at all times, and restricted common areas.

## Engineering Services

Management and Related Consulting Services, other Professional, Scientific and Technical Services must be closed.

## Sole Traders

Sole operators can continue to operate, if they do not have contact with the public, or with people other than those persons living in their primary household.

### ➤ Essential services include:

- Agriculture
- Mining
- Construction
- Hospital and Medical staff
- Emergency responders
- Certain manufacturing
- Motor vehicle service and repair
- Energy services
- Heavy truck and machinery
- Public transport
- Road, rail, water, and air transport
- Water supply
- Waste disposal
- Telecommunication

### ➤ Principles

- There must be documentation on hand to provide for any site inspections by police or WorkSafe Victoria that justifies your requirement to stay open, your safe practice policies, and to demonstrate how all precautions are being taken on-site (such as hygiene, contactless pick-up etc).
- **On-site business can continue primarily to support essential services and trades.** This must be made clear to customers. There is to be no on-site



building access by the public. Front doors are to be closed except for on-site worker access when absolutely necessary.

- All administrative, management and business development staff **must be working from home where possible**.
- Front door to be closed with contact instructions for customers to alert the workshop when they arrive. Contactless payment and key exchange. Sanitising vehicles on arrival to workshop and prior to delivering back to customers.
- There must be significant precautions for on-site workers in place. Management must undertake a risk assessment of the workplace and take every precaution to minimise risk.

### ➤ Employer obligations

Under the Stage 4 restrictions, workplaces that remain open must:

- ✓ have a COVID Safe Plan in place that is regularly updated (unless you are a small business with fewer than 5 employees)
- ✓ ensure that any workers that can work from home are able to do so
- ✓ collect records of all workers, subcontractors, customers and clients attending the work premises for 15 minutes or longer (certain exemptions will apply)
- ✓ one worker per four square metres of enclosed workspace or in shared areas
- ✓ unless an exemption applies, ensure that workers do not work across multiple sites, or for multiple employers
- ✓ ensure that workers are in good health - workers cannot work if they are unwell and employers must not require workers with symptoms to work
- ✓ if your worker is unwell, send them home and direct them to be tested. They must stay home until they have their result
- ✓ report any positive cases of coronavirus (COVID-19) to DHHS, Worksafe, Health and Safety Representatives, and notify your workforce
- ✓ regularly clean your facilities, shared spaces and provide additional cleaning supplies
- ✓ undertake risk assessments for cleaning and the potential closure of your workplace in certain situations

### ➤ Your COVID Safe Plan

Your COVID Safe Plan helps protect your workers, customers and visitors and helps you to prepare for a suspected or confirmed case of coronavirus (COVID-19) in your workplace.

Your COVID Safe Plan must set out:

- ✓ Your actions to help prevent the introduction of coronavirus (COVID-19) in your workplace



- ✓ The level of face-covering or personal protective equipment (PPE) required for your workforce
- ✓ How you will prepare for, and respond to, a suspected or confirmed case of coronavirus (COVID-19) in your workplace
- ✓ This plan must demonstrate how you will meet all of the requirements set out by the Victorian Government. Some higher-risk industries or workplaces have additional requirements of employers and employees.

➤ **Templates that will be available on the AAAA Website in the next 24 hours:**

1. COVID-19 Safe Plan.
2. Best practice wording for customers.

Victorians leaving their homes for work under Stage 4 lockdown restrictions will now be required to show permits if pulled over by police. Those still allowed to work after Stage 4 shutdowns come into effect on Wednesday night will have to show a piece of paper, signed by their employer, to show why they are out of their homes.

The paperwork will be posted to the Department of Health and Human Services website later today with further details about what information will be required. We will ensure that the link to this permit is included in our member eNews tomorrow.

### **Important Notes:**

Victoria's coronavirus (COVID-19) restrictions are enforceable with on-the-spot fines of \$1,652 for individuals and \$9,913 for businesses.

If you have additional questions about your business's ability to open under current restrictions you can contact AAAA [advocacy@aaa.com.au](mailto:advocacy@aaa.com.au) or the government coronavirus hotline by calling 13 22 15.

### **Information Resources:**

<https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/creating-a-covid-safe-workplace>

<https://www.vic.gov.au/coronavirus-covid-19-restrictions-victoria>