

COVID-19 SAFETY PLAN

Small Business Template



The questions in this form will help you to develop your **COVID-19 Safety Plan**.

Some questions are to prompt your thinking, but some will need to be answered as 'yes' in order for you to comply with the minimum standards. If you answer 'no' to a mandatory requirement, you will need to either change your plans, or, in exceptional circumstances, apply for an exemption to that requirement (see page 8 of this form).

- ▶ **Business name**
- ▶ **Date completed** D D M M Y Y Y Y
- ▶ **Who is filling out this form?**
- ▶ **Who is responsible for reviewing and updating this plan?**

There are six minimum standards prescribed in the Work Health and Safety Regulations.

As a business, you must manage the risks of COVID-19 entering or spreading 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 using engineering controls, administrative controls or, in workplaces dealing directly with infected persons, personal protective equipment.

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.

The minimum standards in the Regulations require you to have certain controls in place. This plan will help you to identify exactly what action you will take to put in place the required controls. Later in the plan, you can identify other ways to keep your workplace COVID safe and make sure you are meeting broader work health and safety duties.

Minimum standard **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 is 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 SafeWork Australia's guide on [how to clean and disinfect your workplace](#).

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Cleaning

- ▶ **Do you have a regular cleaning schedule for areas of workplace frequented by workers or others?**

Mandatory requirement

Yes No

Briefly outline your cleaning schedule

- ▶ **Do you clean frequently touched areas and surfaces regularly? Eg. EFTPOS, door knobs, handrails, keyboards, furniture?**

Mandatory requirement

Yes No

Briefly outline your approach to cleaning these surfaces

Hygiene

- ▶ **Do you have a procedure for ensuring good hygiene practices in your workplace?**

Mandatory requirement

Yes No

What do you expect your workers to do?

- ▶ **Are you confident that your workers know about and are able to meet the hygiene requirements for regular handwashing/sanitising and cleaning of surfaces? Eg. provide bathroom & handwashing facilities adequate for frequent handwashing with soap & water.**

Mandatory requirement

Yes No

Supplies and Equipment

- ▶ **Are you clear on what cleaning products or services you will need? Eg. disinfectant, detergent, access to wash basins?**

Mandatory requirement

Yes No

- ▶ **Have you considered making hand sanitiser available in frequented areas or upon entry/exit of rooms or workplaces for your workers and other people attending the workplace?**

Yes No

What arrangements are in place?

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Minimum standard

Restrictions on Entry to the Workplace

The employer must take all reasonable steps to ensure that a worker does not enter or attend the workplace if the worker is required to isolate or quarantine.

A worker must not enter a workplace if they are required to isolate or quarantine other than:

1. to obtain medical treatment or testing in relation to COVID-19, and the workplace is the appropriate place to receive such treatment or testing, or
2. the worker is required or permitted, under a direction made in relation to COVID-19, to enter or be at the workplace, and does so in accordance with that direction, or
3. there is an emergency and the worker is entering or at the workplace to protect:
 - the safety of the worker, or
 - the safety of another person, or
 - the worker's property or the property of another person.

► **Do you have arrangements in place to ensure that no one enters the workplace if they have been instructed to stay in isolation or quarantine?**

Mandatory requirement

Yes No

Briefly outline what arrangements are in place

► **Do you have a plan for managing your work if one or more workers are required to quarantine, as they will be unable to attend the workplace?**

Yes No

Briefly outline your plan for continuing to work if one or more workers are required to quarantine

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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 by dividing the total area of the space used, as measured in square metres, by 4.

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.

► **Can your workers and other people in your workplace maintain a minimum distance of 1.5 metres between each other while working?**

Mandatory requirement

Yes No

Briefly outline what changes, if any, you have made to the workplace. Eg. physical barriers, line marking on floors

► **Do you have arrangements in place to ensure that there is at least 4 square metres of space for each person in your workplace?**

Mandatory requirement

Yes No

Briefly outline what changes, if any, you have made to the workplace. Eg. Put up signs in common areas, encouraged on-line meetings, reduced the number of people in the workplace

► **Do you have any areas where it is not practical for your workplace to achieve one or both of the requirements above?**

Yes No

What other measures have you put in place in these areas to reduce the risk

See SafeWork 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'.

If there are no reasonable measures that you can implement to reduce the risk of spreading the COVID-19, consider seeking an exemption from the requirement. See the end of this form.

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Minimum standard

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 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.

The information and instructions are to be in a format that is reasonable to the circumstances.

A worker or other person, at the workplace or entering or leaving the workplace, must comply, so far as they are reasonably able, with any reasonable instruction that is given by the employer to allow the employer to manage the risks to health and safety within the workplace.

► **Do you have information displayed clearly in the workplace so that everyone understands their obligations to reduce the risks posed by the COVID-19?**

Mandatory requirement

- Put up posters on how to wash hands ([link](#))
- Provide information on how to limit the spread of germs ([link](#))
- Put up signs requesting people limit touching items, surfaces
- Provide training or instruction on appropriate cleaning ([link](#))
- Supervising workers when using specialist protective equipment

Yes No

Briefly outline your approach

► **Do you have information displayed in public areas to ensure that workers and others entering the workplace understand what they must do to follow the requirements to keep your workplace safe? Eg. keep 1.5 metres between people?**

Mandatory requirement

Yes No

What other measures have you put in place in these areas to reduce the risk

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Minimum standard

Managing risks to health and safety

Consider other ways to reduce the risk of contracting or spreading COVID-19 in the workplace. You should consider the nature of your workplace, the environment in which you operate and the type of work you do when considering what reasonable steps you can take to reduce the risk in your workplace.

Information on this can be found at the [Safe Work Australia](#) website.

► **Have you considered ways to ensure that unwell workers do not come to work?**

Yes No

Briefly outline anything you have done to reduce the chance of workers coming to work unwell

► **Are there other ways COVID-19 may enter, be contracted or be spread in your workplace?**

Yes No

Briefly describe these ways (if yes)

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► **What other strategies have you put in place to reduce the risk of COVID-19 entering, being contracted or being spread in your workplace?**

► **Have you consulted with your workers and HSR's about the ways in which the spread of COVID-19 can be controlled?**

Mandatory requirement

Yes No

Briefly describe the way you consulted with workers and HSR's (if yes)

Minimum standard

Responding to an incident of COVID-19 in the workplace

(Notify Public Health by phoning 1800 671 738)

► **Do you have a response plan in place detailing how your workplace will respond should the workplace become contaminated? Eg. a person in your workplace has a confirmed diagnosis of COVID-19.**

Mandatory requirement

Yes No

Briefly outline that process

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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?**

Mandatory requirement

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.

Record keeping (guidance only)

While not mandatory, any records your workplace can practically keep on the flow of people into the workplace will assist public health authorities should there be a positive case identified within your workplace.

Consider how records are kept on people in the workplace each day to support contact tracing if there is a positive case in your workplace.

Exemptions

The *Work Health and Safety Regulations 2020* allow for workplaces to be exempt from these regulations. This will only be granted in exceptional circumstances where it is not practicable for the standards to be met and taking into consideration Public Health advice. Exemptions may be granted with conditions.

To seek an exemption from the application of any of these regulations, complete this application form available at [Worksafe Tasmania](#) from 2 June 2020.



► **Overflow**

Record responses here if you have run out of space