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

### MANAGING RISK: YOUR DUTY OF CARE

**Managing the risks of COVID-19**

The minimum standards for managing the risks of COVID-19 have been determined by Public Health.

Under the *Work Health and Safety Act 2012*, 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. This may involve the use of substitution, isolation, engineering or administrative controls. Reducing the risk by using personal protective equipment, (PPE) is the lowest level of control. (Note that health experts advise that masks should not be used to control the risks unless caring for or interacting with a person who has or is highly likely to have contracted COVID-19.)

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.

This plan will help you to identify exactly what actions you will take to put in place suitable and effective controls.

Restrictions and risks change constantly, so you should review and think about ongoing health and safety regularly, and update your plan accordingly. Check the Tasmanian Government advice on [current restrictions](https://coronavirus.tas.gov.au/families-community/current-restrictions) regularly, as the numbers permitted to attend gatherings will change as the recovery stages are worked through. When you undertake your business activities they must be consistent with the Public Health Directions at that time.

If you are changing your business operations, your systems of work, or the work tasks your workers perform, you will need to complete a risk assessment. This will show you how your WHS risks have changed, and help identify what changes you need to make to manage them.

Remember to consult with your workers and/or their health and safety representatives throughout the risk assessment process.

#####  Managing risks to health and safety

**Minimum standard**

Key things to consider:

* What are the current legal requirements (e.g. public health orders, health directions) for my area and how do they apply to my business?
* Does the nature of the work undertaken by my business (sources and processes) increase the risk of my workers being exposed to COVID-19?
* Identify which workers are at risk of exposure
* Identify what kind of control measures should be put in place, and Check the effectiveness of existing control measures.
* What effect will the COVID-19 controls you implement have on other hazard management controls you already have in place?

Information on this can be found at the [Safe Work Australia](https://www.safeworkaustralia.gov.au/) website.

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

[x] Yes [ ]  No

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

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| Examples* Employees requested NOT to attend if they are unwell.
* Messaging is reinforced with Signage, Toolbox Meetings, On Payslips, Email, Text Messages and Social Media
* If someone arrives with flue like symptoms they are required to leave, isolate and participate in a COVID test.
* Signage is in place to remind staff and clients not enter the facility if they feel unwell, to remain socially distant, sanitize regularly and to cough / sneeze into a bent elbow.
* Staff will remind all visitors to be socially distant.
 |

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

[x]  Yes [ ]  No

Briefly describe these ways (if yes)

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| **Examples*** By clients and/or contractors visiting our facility.
* By workers attending other sites.

**Considerations**Mitigating strategies include:* Checking temperature of visitors and staff is not >37.5C
* Limiting contact with non-essential services.
* Keeping entrances locked & accessed only by staff members with keys / access codes.
* Regularly cleaning high contact areas. Regular hand sanitizing.
* Social distancing or the use of masks and/or screens where this is not practical.
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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?

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| **Examples*** Workers are trained in the correct process for cleaning, sanitizing and social distancing.
* Signage in place to remind staff and clients not enter the facility if they feel unwell, to remain socially distant, to sanitize regularly and how to appropriately cough / sneeze into a bent elbow.
* Staff will remind patrons to be socially distant. Single use face-masks worn where social distancing impractical.
* Limited contact with non-essential services, Access to the property restricted, PPE provided
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* Have you consulted with your workers and HSR’s about the ways in which the spread of COVID-19 can be controlled?

[x]  Yes [ ]  No

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

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| **Examples*** All staff undertake appropriate training on how to stop the spread of COVID-19.
* This is done during DOCUMENTED toolbox meetings with feedback sought from staff.

**Considerations*** WHS laws require staff consultation, coordination and cooperation.
* Workers contribute great ideas e.g. routine maintenance being done outside of peak work hours.
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 Cleaning and Hygiene

Minimum standard

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. Consider also printing and displaying posters and signs on good hygiene and hand washing practices in bathrooms, kitchens and break rooms. See Safe Work Australia’s posters, and SafeWork Australia’s guide on [how to clean and disinfect your workplace](https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/how-to-clean-disinfect-your-workplace-covid19.pdf).

###### Cleaning

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

[x]  Yes [ ]  No

Briefly outline your cleaning schedule

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| Examples* High contact areas are disinfected daily before work starts.
* Disinfectant wipes are used to achieve this.
* Alcohol-based hand sanitizers are used with at least 60% ethanol or 70% isopropanol as the active ingredient.
* High contact areas cleaned more frequently e.g. Twice per day
* A contract cleaner carries out a thorough clean of high traffic areas weekly.

Considerations* Document the schedule for this to occur. Consider frequency, high contact areas more often, especially accommodation, meal prep areas, shared toilets & wash facilities.
* Describe who, what, when, why and how this will occur?
* How will this be done if there is a positive case in the workplace?
* Ensure correct type of PPE and its use is documented.
* Safe Work Australia has free certificated on-line training; https://covid19.swa.gov.au/covid-19-information-workplaces
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* Do you clean frequently touched areas and surfaces regularly? E.g. EFTPOS, door knobs, handrails, keyboards, furniture?

[x]  Yes [ ]  No

Briefly outline your approach to cleaning these surfaces

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| Examples* Our facility Does / does not have EFTPOS nor the need to exchange cash.
* Hand sanitizer is available for patrons and staff at our entrance, meeting room and staff workstations.
* Wipes are available at work stations for phones, key boards, EFTPOS machines, plant & equipment.
* Workers are reminded to sanitise personal items prior to coming into work.

Considerations* Document the correct process and record training with staff.
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* Do you need to clean vehicles regularly?

[x]  Yes [ ]  No

Describe how and when you clean your vehicles

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| Examples* One dedicated driver per vehicle. (Utes, Forklifts, Tractors, Other Key Equipment)
* Sanitizing wipes provided, contact areas are wiped down upon exiting the vehicle at the end of each trip / day.

Considerations* Are vehicles shared? What is documented policy? E.g. Vehicle controls are wiped down after each use, change of operator.
* Are wipes, waste bags, sanitizer kept in vehicles?
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###### Hygiene

* What procedure do you have in place for ensuring good hygiene practices in your workplace?

Describe who has what tasks to undertake

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| Examples* Signage displayed throughout the workplace to remind all persons about good hygiene, and how to stop the spread of COVID.
* Consultation with workers on implementing the COVID Safe Plan during Toolboxes is DOCUMENTED.

Considerations* Signage includes reminders to:
* Wash hands frequently and correctly
* Avoid touching the face
* Frequently sanitize
* Cover coughs and sneezes with elbows
* Dispose of tissues & wipes correctly
* Use disposable cutlery & crockery or staff utilize their own.
 |

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

[x]  Yes [ ]  No

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

[ ]  Yes [ ]  No

Describe these

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| Examples* Use of alcohol-based hand sanitizers with at least 60% ethanol or 70% isopropanol as the active ingredient.
* Stocks of gloves, masks, eye protection, disposable wipes, paper towels?
* Provisions for workers access hot water and soap.

Considerations* Avoid re-usable cloths or rags.
* Don’t be caught out, purchase products before Dec 15!
* Advice on approved cleaning products and procedures can be found here:
* https://covid19.swa.gov.au/covid-19-information-workplaces/industry-information/agriculture/cleaning?tab=tab-toc-employer
 |

* 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?

[x]  Yes [ ]  No

Where have you placed them and how are they monitored to be refilled?

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| ExamplesHand sanitizer is made available upon patrons entering our facility and in key areas:* Entrances to office, lunch rooms, toilets, packing shed and orchards.
* Vehicles.
* Key Plant & Equipment.
* Workshop.
 |

#####  Restrictions on Entry to the Workplace

**Minimum standard**

The employer must take all reasonable steps to ensure that a worker or others do not enter or attend the workplace if they display symptoms associated with COVID-19 or the worker/other has been required to isolate or quarantine.

This may include displaying signs at the front of your premises/workplace telling people not to enter if they have COVID-19 symptoms, cold/flu symptoms or have been in close contact with confirmed cases.

* Have you displayed signs at all entries to your premises advising of your entry requirements, including that no one enters the workplace if they have been instructed to stay in isolation or quarantine?

[x]  Yes [ ]  No

Briefly outline what arrangements are in place

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| Examples* Signage at entrance advising DO NOT enter if you are feeling unwell or are showing signs of flu like symptoms.

Considerations* Think about farm gate sales, how this could be managed? (Signage behind counter? Staff wearing masks?).
* Limited access unless approved by responsible person.
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* Are you able to trace who has been in your workplace?

[x]  Yes [ ]  No

Outline how you are doing this, e.g. sign in book, appointment book

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| Examples* Check in Tas QR code used at site entry points, therefore contact traceability can be achieved.
* For external events or patrons without a smart phone we have a registration document that all patrons must complete with their phone and email details.
* Everyone must check in each time they enter the workplace, including workers and employers, contractors and any other persons.

Considerations* Business owners CAN implement mandatory TAS Check-In (QR Code) as condition of entry under WHS Legislation for operating a business.
* How will multiple sites be managed? (Multiple QR codes)
* Risk assessment for visitors accessing remote areas but not interacting with staff. e.g. (Agronomists inspecting crops).
* Meet with suppliers / service providers and induct them in your COVID-19 Safety Plan
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* If you have workers who work at other premises, how do you know where they have worked in the last 21 days?

[ ]  Yes [ ]  No

Explain how you are doing this, e.g. appointment book, rosters / work orders.

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| Examples* Check-In TAS App
* Picking records.
* Roster for packing staff checked & validated by supervisor / manager.

Considerations* Staff with multiple jobs. E.g. Fruit Growers Tasmania has one person (Communications Officer) working from home part time. Movements are confirmed during weekly staff meetings, email and regular phone contact.
* How will you manage movement of contractors, casual employees, cleaners and potential of transmission?
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#####  Physical Distancing at the workplace

**Minimum standard**

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 according to the current density requirement. Refer to [coronavirus.tas.gov.au](http://coronavirus.tas.gov.au/) for the latest requirements.

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.

* Do you know what the capacity of your premises is?

[ ]  Yes [ ]  No

What is your premises capacity?

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| * The total capacity of the premises = 50
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* What is the maximum capacity per space and how did you work this out? (e.g. multiple length & width of the room in m2 and divide by current density requirement)

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| Example* The Fruit Growers Tasmania boardroom has the highest capacity - 20 people. (4m x 10m divided by 2 = 20 )

Considerations* Assess all buildings where people congregate, assess rooms individually.
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* Explain how your workers and other people in your workplace will be able to maintain a minimum distance of 1.5 metres between each other while working?

[x]  Yes [ ]  No

Briefly outline what changes, if any, you have made to the workplace. E.g. Physical barriers, line marking on floors

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| Examples* Signage to remind workers at entrances and throughout buildings.
* Line and spot marking on floor of work areas.
* DOCUMENTED toolbox meetings remind and ensure workers understand the requirements.
* Supervisors, team leaders and managers periodically check numbers within buildings and rooms.
* Lunch breaks are staggered to avoid breaching 1 person per 2 square meter rule.
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* If 1.5 mts between people can’t be maintained what other controls will you put in place? E.g. encouraged on-line meetings, reduced the number of people in the workplace

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| Examples* Wearing of PPE (gloves, masks, eye protection or a full face shield)
* Additional temperature checks,
* Split shifts
* Staggered breaks
* Routine packing shed maintenance done outside of peak work hours.
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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](http://www.safeworkaustralia.gov.au/) and search for ‘physical distancing’.

#####  Providing instruction, training and supervision in respect to COVID-19

**Minimum standard**

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 as they are reasonably able.

The information and instructions are to be in a format that is reasonable to the circumstances, including the use of plain English. This may also include the use of pictures, and being provided in languages other than English.

* Do you have information displayed clearly in the workplace so that everyone understands their obligations to reduce the risks posed by the COVID-19?
* Put up posters on how to wash hands ([link](https://www.coronavirus.tas.gov.au/__data/assets/pdf_file/0035/86759/Hand_Washing_Procedure_-_COVID-19_Fact_Sheet.pdf))
* Provide information on how to limit the spread of germs ([link](https://www.coronavirus.tas.gov.au/__data/ashttps%3A/www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19))
* Put up signs requesting people limit touching items, surfaces
* Provide training or instruction on appropriate cleaning ([link](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19))
* Supervising workers when using specialist protective equipment

[x]  Yes [ ]  No

Briefly outline your approach

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| ExamplesPosters are placed around the workplace with reminders to;* Wash hands correctly
* Avoid touching the face Frequently sanitize
* Cover coughs and sneezes with elbows
* Dispose of tissues & wipes correctly
* Use disposable cutlery & crockery or staff to utilize their own.

Training has been provided and documented procedures with visuals are in place including the following;* Handwashing and sanitising.
* Cleaning, including correct use of PPE, approved products and correct procedure
* Correct use of PPE if unable to socially distance.
* Safe disposal of materials and PPE.
* Temperature checks and the process if result is >37.5C
* The process involved in sending someone for a COVID-19 test & actions following results.

Supervisors and Managers* Regularly remind staff of procedures during documented toolbox meetings.
* Carry out documented safety walks, remind staff of correct procedures and compliance with the COVID Safety Plan.
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* Have you documented COVID-19 procedures and have you trained your workers in these?

[x]  Yes [ ]  No

What do these procedures include?

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| ExamplesCOVID-Safe work procedures are provided as follows;* At Induction
* New procedures and updates at Toolbox with all staff in attendance DOCUMENTED.

Considerations* Keep procedures simple, using pictures can help.
* Individual procedures for different tasks, e.g.
* Equipment wipe down after use,
* Shared vehicle clean down after use,
* Packing shed if social distancing impractical, document the process workers be required to take.
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#####  Responding to an incident of COVID-19 in the workplace

**Minimum standard**

(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? E.g. a person in your workplace has a confirmed diagnosis of COVID-19.

[x]  Yes [ ]  No

Briefly outline that process

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| Example* Fruit Growers Tasmania nominated COVID-19 coordinator is: Lawrence Cowley
* A person diagnosed is not permitted to return to work until a negative result is returned. The facility / work area of diagnosed person is to be cleaned. All persons who may have been exposed to the risk must isolate and complete a COVID-19 test.
* Refer to FACTSHEET 'Preparing Your Business for COVID-19 Cases and Outbreaks' coronovirus.tas.gov.au
* If Public Health notifies of a confirmed COVID-19 case linked to our workplace the initial steps Public Health may ask us to undertake are:
1. Review & activate our COVID-19 Safety Plan.
2. Instruct people to wear face masks.
3. Support Public Health contact tracing collected via the Check in TAS app. and manual check in/visitor log sheets.
4. Identified contacts quarantine at home and follow instructions on coronavirus.tas.gov.au website. Public Health will provide instructions in the following days.
5. Liaise with Public Health to coordinate appropriate communications about the case or outbreak associated with our workplace.
6. Organize cleaning and disinfection of frequently touched areas, as outlined in our COVID-19 Safety Plan.
7. Advise staff, visitors, contractors and customers of the situation (in consultation with Public Health).
8. Continue to encourage COVID-Safe behaviours: physical distancing, good hygiene, covering coughs and sneezes, advising staff/visitors to stay home if unwell.
 |

##### 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?

[x]  Yes [ ]  No

Briefly outline that process

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| **Examples*** Nominated worker 'x' reviews updates to https://www.coronavirus.tas.gov.au on weekly basis.
* Updates are reviewed and minuted during the business' weekly meeting.
* Controls are reviewed in line with updates or monthly, to ensure they are in line with Public Health Directives.
* The business COVID Safety Plan is updated to reflect any new mandates

**Considerations*** The situation can change rapidly. Do you have a process for reviewing and adjusting controls as circumstances change?
* Update your plan when implementing new work instruction or process.
* Conduct regular inspections to ascertain actions implemented are satisfactory to mitigate risk.
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##### Manager approval of your COVID-19 Safety Plan

Approved by

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| Lawrence Cowley |

Signature

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| Lawrence Cowley |

Date Completed

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| --- |
| 13 / 12 / 21 |

*Keep your completed safety plan at your workplace; you do not need to submit this to WorkSafe Tasmania*

### Contact tracing: compulsory recording of contact details

Depending on your industry, you may be required to collect contact details of every person who enters and remains on your premises for at least 15 minutes; and keep these details for at least 28 days.

You can use the Tasmanian Government’s Check in Tas app, or alternative electronic or paper-based solutions to do this.

For details on what industries must do this, and guidance on how to do it, go to [https://coronavirus.tas.gov.au/families-](https://coronavirus.tas.gov.au/families-community/current-restrictions) [community/current-restrictions](https://coronavirus.tas.gov.au/families-community/current-restrictions).