YOUR COVID-19 SAFETY PLAN

WorkSafe TASMANIA

Business name:

Address:

Completed by: **Date completed:** D D M M Y Y Y Y

Were workers and/or their HSRs consulted as you developed this plan?   Yes   No

Date reviewed: D D M M Y Y Y Y   **Next review:** 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.

Do you need more information about COVID Safe requirements for your workplace?

COVID-19 Safety Plan Guidelines are available at worksafe.tas.gov.au/covidframework.

Have you identified your COVID Risks?

COVID-19 is a workplace hazard. A Risk Assessment is used to asess the risks and develop controls to mitigate COVID risks. Your COVID-19 Safety Plan details your controls.

Who is responsible for updating your COVID-19 Safety Plan?

Your COVID-19 Safety Plan should be frequently reviewed and updated to help you comply with any new restrictions and meet requirements for your workers, contractors and customers.

Do your workers know your COVID-19 Safety Plan?

It's important for your workers to know your COVID-19 Safety Plan and the actions you have taken. It will help them understand the importance to your business of staying safe, and of staying home if they are unwell.

COVID-19 symptoms include fever, chills, cough, sore throat, shortness of breath, a runny nose or loss of smell.

Do you have your Check in TAS QR code?

Many businesses must use the Check in TAS QR Code Service and ensure everyone over 16 years who enters the venue, event or vehicle scans the Check in TAS QR code on entry. It's free, easy to use and helps stop the spread of COVID-19. To register go to coronavirus.tas.gov.au/check-in-tas.

Do you need more signs and posters to help customers do the right thing?

Signs, posters and fact sheets for your business are available at coronavirus.tas.gov.au/resources.

WorkSafe Tasmania
Department of Justice

Tasmanian Government

1. Completing your COVID-19 Safety Plan

► COVID-19 is a hazard in a workplace and the risks of exposure need to be controlled.

► Public Health Directions provide instruction on minimum requirements to reduce the likelihood of transmission and are incorporated into this plan.

► You must conduct a risk assessment to identify all controls that are needed to reduce the risks of COVID-19.

► Your COVID-Safety Plan documents what controls you will apply in your workplace. Your COVID-19 Safety Plan is one of the strongest defences in mitigating the risks associated with COVID-19 transmission within your workplace.

► **COVID-19 Safety Plans must be in writing. This document will help you document your plan; however, additional information may be required.**

► For each **Yes** response, you will need to demonstrate that the control has been implemented if asked by a WorkSafe Tasmania Inspector.

► WHS laws require employers to consult with workers when undertaking risk assessments and when implementing the controls in the workplace.

► You must provide workers with information, training and instruction on how to implement the plan.

2. Maintaining physical distance

Please indicate how you manage physical distancing in your workplace:

► Have you placed signs up at the entrance to, and inside, the premises reminding people to maintain physical distancing when entering?	Yes	No
► Have you placed decal markers on the floor indicating where people should stand to maintain 1.5 metres of separation?	Yes	No
► Do you need workers to remind customers to not congregate and remain separated?	Yes	No
► Have you conducted an assessment of the workplace and identified locations where congregation may occur and made adjustments so congestion is reduced?	Yes	No
► Do you provide and encourage the use of masks if 1.5 metres of separation is not able to be achieved between people in your workplace?	Yes	No
► What else do you do to manage physical distancing in your workplace?		

For further information, refer to section 2 of the COVID Safe Workplace Guidelines - Creating a COVID-19 Safety Plan.

3. Density requirements

Please indicate how you manage density requirements in your workplace:

	Yes	No
▶ Have you determined how many people are permitted in your workplace by calculating the available floor area and dividing by 2?	Yes	No
▶ Have you placed signs up at the entrance to and inside the premises stating the maximum number of people permitted in each room or area?	Yes	No
▶ Have you instructed your workers to monitor the number of people entering to ensure that maximum numbers are not exceeded?	Yes	No
▶ What else do you do to manage density requirements?		

For further information, refer to section 3 of the COVID Safe Workplace Guidelines - Creating a COVID-19 Safety Plan.

4. Stay home if unwell

Please indicate how you ensure that people who are unwell do not report to work or enter your workplace:

	Yes	No
▶ Have you trained your workers on what the symptoms of COVID-19 are and what to do if they feel unwell?	Yes	No
▶ Have you instructed workers who show any symptoms to stay away from the workplace until tested for COVID-19 and cleared to attend work?	Yes	No
▶ Do you have signs up at the entrance to your premises telling customers not to enter if they are unwell or if they have COVID-19 symptoms?	Yes	No
▶ Have you put in place procedures so workers can work from home (where possible) while waiting for test results?	Yes	No
▶ Have you instructed your supervisors to monitor workers and customers for signs and symptoms that they are unwell (and empowered them to take action where necessary)?	Yes	No
▶ Do you make it easy for workers to stay at home if unwell, such as providing access to COVID leave/sick leave?	Yes	No
▶ What else do you do to encourage people who are unwell or waiting on test results to stay away from your business?		

For further information, refer to section 4 of the COVID Safe Workplace Guidelines - Creating a COVID-19 Safety Plan.

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5. Hygiene Factors

Please indicate how you ensure that people practice good hygiene while in your workplace:

▶	Have you defined what good hygiene is and provided the necessary resources to help people comply?	Yes	No
▶	Have you placed signs up in your workplace reminding people of good hygiene practices?	Yes	No
▶	Do you have sanitiser at the entry to your premises and at easy-to-access places throughout your premises?	Yes	No
▶	Do you provide soap and water for handwashing in bathrooms and, if relevant, work areas?	Yes	No
▶	Have you trained/instructed your workers on what good hygiene is and the procedures they need to follow?	Yes	No
▶	Do you monitor the workplace to ensure that hygiene supplies (soap/sanitiser) are available?	Yes	No
▶	Are hand washing stations regularly cleaned?	Yes	No
▶	What else do you do to encourage good hygiene practices in your workplace?		

For further information, refer to section 5 of the COVID Safe Workplace Guidelines - Creating a COVID-19 Safety Plan.

6. Cleaning

Please indicate how you ensure that regular cleaning and disinfecting occurs in your workplace:

▶	Have you identified and documented high frequency touch points in your workplace?	Yes	No
▶	For each touch point identified, have you defined the frequency (at least daily) that cleaning and disinfecting is to occur?	Yes	No
▶	Have you identified those surfaces that are not high frequency touch points that will require routine cleaning (weekly)?	Yes	No
▶	Have you defined the products you use to clean surfaces?	Yes	No
▶	Have you defined the products you use to disinfect surfaces?	Yes	No

Please indicate how you ensure that regular cleaning and disinfecting occurs in your workplace:

	Yes	No
▶ Have you documented a cleaning schedule for your workplace?	Yes	No
▶ Have you trained/instructed workers in how to apply the cleaning schedule and in the safe use of the chemicals?	Yes	No
▶ Do you monitor your workplace to ensure that the cleaning is conducted in accordance with the cleaning schedule?	Yes	No
▶ What else do you do to ensure adequate cleaning practices in your workplace?		

For further information, refer to section 6 of the COVID Safe Workplace Guidelines - Creating a COVID-19 Safety Plan.

7. Provision of information, training and instruction to workers

Please indicate what COVID-19 information, training and instructions has been provided to staff in your workplace:

	Yes	No
▶ Have you provided information, training and instructions to workers on the risks of COVID-19 and the importance of being vigilant in reducing these risks?	Yes	No
▶ Have you provided information, training and instructions to workers on the controls that your workplace applies to protect workers and customers?	Yes	No
▶ Have you provided information, training and instructions to workers on the procedures that are to be applied to reduce your COVID-19 risks?	Yes	No
▶ Do your workers understand their role in preventing COVID-19 impacting on your business?	Yes	No
▶ Do you have regular COVID-19 meetings to provide refresher information, training and instructions to workers?	Yes	No
▶ Have you provided information, training and instructions to your supervisors so they are aware of their responsibilities in ensuring that COVID-19 controls are applied correctly?	Yes	No
▶ Have you got records to demonstrate that you have provided information, training and instructions to staff on the risks of COVID-19?	Yes	No
▶ What else have you done to provide information, training and instructions to workers about managing COVID-19 risks?		

For further information, refer to section 7 of the COVID Safe Workplace Guidelines - Creating a COVID-19 Safety Plan.

8. Provision of adequate supervision (in implementing the plan)

Please indicate who is responsible to implementing COVID-19 controls in your workplace:

▶	Have your supervisors been involved in developing of your COVID-19 Safety Plan?	Yes	No
▶	Have you provided information, training and instructions to supervisors on **their role** in implementing the COVID-19 Safety Plan?	Yes	No
▶	Have you empowered your supervisors to take action when the plan is not being applied correctly or where non-compliance is identified?	Yes	No
▶	What else have you done to ensure that supervisors are implementing your COVID-19 Safety Plan?		

For further information, refer to section 8 of the COVID Safe Workplace Guidelines - Creating a COVID-19 Safety Plan.

9. Record of entry for contact tracing

Please indicate how you record the people entering your workplace should contact tracing be required:

▶	Do you use the Check in TAS Application?	Yes	No
▶	Do workers reinforce the need to 'check in' when people enter your premises?	Yes	No
▶	Do workers 'check in' each day?	Yes	No
▶	Do you use a paper based system?	Yes	No
▶	Do workers reinforce the need to 'sign in' when people enter your premises?	Yes	No
▶	Do you collect the name of the person, a telephone number, an email address, the date and time the person entered the premises?	Yes	No
▶	Have you identified where 'sign in' records are to be kept?	Yes	No
▶	Do you keep the 'sign in' records for a minimum of 28 days?	Yes	No
▶	What else do you do to ensure that records are kept and available should an exposure occur?		

For further information, refer to section 9 of the COVID Safe Workplace Guidelines - Creating a COVID-19 Safety Plan.

10. Vaccination of workers

Please indicate how vaccinations are used to reduce your risk of COVID-19:

▶	Have vaccinations been mandated for your industry by a Public Health Direction?	Yes	No
▶	Have you undertaken a risk assessment to determine if it is necessary to mandate vaccinations for all workers?	Yes	No
▶	Have you decided to mandate vaccinations for all workers as a result of the risk assessment?	Yes	No
▶	List the factors you identified to support mandatory vaccinations:		
▶	Did you consult with your workers when undertaking the risk assessment?	Yes	No
▶	If there is no need to mandate worker vaccinations, are you encouraging workers to be vaccinated?	Yes	No
▶	What do you do to encourage workers or people entering the workplace to be vaccinated?		

For further information, refer to section 10 of the COVID Safe Workplace Guidelines - Creating a COVID-19 Safety Plan.

11. Ventilation in the workplace

Please indicate how you have applied ventilation controls to your workplace:

▶	Have you obtained advice on maximising the operation of your ventilation system to reduce the risk of COVID-19?	Yes	No
▶	Do you reduce the number of people in unventilated areas (where possible)?	Yes	No
▶	Do you ensure that doors are left open (where possible) to maximise air movement?	Yes	No
▶	Where practicable, do you encourage the opening of windows in your workplace?	Yes	No
▶	Have you provided instruction and training to workers on the advantages of encouraging air movement in the workplace?	Yes	No
▶	What else do you do to improve ventilation in your workplace to lower the risk of COVID-19 transmission?		

For further information, refer to section 11 of the COVID Safe Workplace Guidelines - Creating a COVID-19 Safety Plan.

12. Case and outbreak management

Please indicate what you have done to prepare for a case or outbreak of COVID-19 in your workplace:

▶ Have you prepared a Case and Outbreak Management Plan?	Yes	No
▶ Have you identified what you will need to do to keep your business operating should you have an exposure in your workplace?	Yes	No
▶ Do you have a plan on how you will manage your customers should you have an exposure in your workplace?	Yes	No
▶ Are you prepared to clean and disinfect your workplace using the cleaning procedures in this plan should you have an exposure in your workplace?	Yes	No

Testing

▶ Have you instructed your workers to stay home and get tested if they have COVID-19 symptoms?	Yes	No
▶ Have you established working from home arrangements, where possible, to enable workers to continue to work while waiting for test results?	Yes	No

Tracing

▶ Have you identified and provided training and instruction to people responsible for coordinating your workplace's response to a case or outbreak?	Yes	No

Isolation

▶ Have you considered the impact on your business if workers are required to go into isolation due to an exposure?	Yes	No
▶ Do you have support mechanisms in place to support workers while in isolation? (regular contact/working from home/welfare checks)	Yes	No

Quarantine

▶ Have you considered the impact on your business if workers are required to quarantine due to an exposure?	Yes	No
▶ Do you have support mechanisms in place to support workers whilst in quarantine? (regular contact/working from home/welfare checks)	Yes	No

For further information, refer to section 12 of the COVID Safe Workplace Guidelines - Creating a COVID-19 Safety Plan.

Approved by

Signature

Date   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.

▶ **Overflow**

Record responses here if you have run out of space

Disclaimer

To ensure this information is as accessible and easy to understand as possible, we refer to 'employers' and their responsibilities.

However, under the model WHS laws, duties apply to any person conducting a business or undertaking (PCBU) which includes employers, but also others who engage workers. For more information about who is a PCBU see worksafe.tas.gov.au.