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INTEGRATED FACILITY SERVICES

2021 REPORT

COVID-19 SAFETY PLAN

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Introduction

This COVID -19 Safety Plan is in place to assist Xyz Company Proprietary Limited to keep the workplace free from viral infections and, manage cases in which a person may test positive for COVID – 19. The Plan will be monitored and updated as required, and the most current copy kept at the workplace.

The plan includes essential information for responsibilities, risk assessment and steps to be taken in the case of COVID-19 impacting the ability for the organisation to operate effectively.

Review Procedure

(Insert responsible person name) will review the Plan before implementation and at regular times in response to organisational or legislative changes. The review process will consider information from consultation with workers, HSR and other relevant parties. All relevant persons will be made aware of changes made as a result of the review. Review of the Plan takes place when:

- Identified changes in the workplace affect the plan;
- The Plan is not deemed effective;
- There are regulatory changes that affect the plan;
- There is a positive test returned for a person who has attended the workplace.

Document Control

The Plan is a controlled document. All unauthorised copies, either electronic or printed, are considered uncontrolled copies: record copyholders and the version numbers in the Distribution Record.

All versions of the Plan have a unique document and version number and recorded in the Document Register, including the date of approval, and review date.

All versions of the Plan kept as a record. In the event of a notifiable incident, the Plan and supporting documentation (initial and reviewed versions) will be kept for five years after the incident. During this period, the plan and support material will be accessible to all relevant persons, and any Government appointed officers as required.

Management Commitment and Approval

The COVID -19 Safety Plan has been approved and endorsed by (insert name of Owner/CEO or person in a senior management position)

References and Applicable Documents

References

OHS Legislation and Codes of Practice Reference List. Copy and paste the references relevant to your Australian State/Territory. Refer to your tax invoice for your free download.

Standards and Guidelines

Insert any standards or guidelines applicable to your industry.

Terminology

Abbreviations and Acronyms
- CoV: Coronaviruses.
- SARS: Acute Respiratory Syndrome.
- CEO: Chief Executive Officer.

Definitions
- Coronavirus: a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases.
- COVID-19: An infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
- Employee: A person employed under a contract of employment or contract of training. An employee is not a contractor.
- Epidemic: an outbreak of a disease in a particular location or area.
- Hazard: Source or situation with the potential for injury or illness, damage to property or damage to the environment.
- Pandemic: the global outbreak of a disease.
- Risk: a combination of the likelihood and consequences of any injury or harm occurring.
- Serious incident: An incident is any unplanned event resulting in the potential to result in injury, ill health,
- damage or loss that has an impact on the organisation ability to operate.
- Virus: microscopic parasites that rely on the cells of other organisms to survive and reproduce. The official
- name of the COVID -19 virus is (SARS-CoV-2).
- Worker: is a person, who carries out work in any capacity for an Organisation, including work as:
- a. An employee, or
- b. An outworker, or
- c. An apprentice or trainee, or
- d. A student gaining work experience, or
- e. A volunteer, or
- f. A person of a prescribed class, or
- g. A contractor or subcontractor, or
- h. A worker of a contractor or subcontractor, or
- i. a worker of a labour-hire company assigned to work in the Organisation.
- Workplace – means a place where work is carried out for a business or undertaking. A workplace includes:
- a. A vehicle, vessel, aircraft or other mobile structure; and
- b. Any waters and any installations on land, on the bed of any waters or floating on any waters.

COVID-19 Safety Policy

Background:

Coronaviruses (CoV) are a family of viruses that can be transmitted between animals and people.

Coronaviruses can cause illnesses ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS).

Infection of COVID-19 can lead to respiratory symptoms such as cough, fever, shortness of breath and breathing problems. In more severe cases, the virus can cause pneumonia, severe acute respiratory syndrome, kidney failure and fatalities.

COVID-19 spreads from person to person in a similar way to the flu:

- From close contact with an infected person;
- Touching objects or surfaces contaminated by the sneeze or cough of an infected person and then touching your eyes, nose or mouth.

Purpose:

The objective of this policy and procedure is to define, document and communicate the requirements necessary for business continuance that supports critical functions of the organisation. The goals of this policy are to:

- Reduce risk in response to the COVID-19 pandemic;
- Identify systems required to support people's health and welfare during and after the outbreak;
- Compliance with regulatory requirements.
- Maintain a responsible approach to protect the interests and health of workers, business partners, and suppliers.

Policy:

Xyz Company Proprietary Limited commits to putting in place measures to prevent the outbreaks of COVID-19 that have the potential to significantly affect a person's health and business continuance.

Development of strategies required to support business recovery:

- Procedures and actions required to respond to an incident in terms of containment, control and minimising impacts;
- Procedures and actions required to recover from an outbreak to minimise disruption and recovery times.

Xyz Company Proprietary Limited will keep up to date with the latest COVID-19 information and advice to help in managing the risk. To do this is we will monitor the Australian Government Department of Health , the Smartraveller website if travelling for work, and any advice from state/territory government agencies.

We will ensure workers are aware of and kept up to date on information relevant to them regarding COVID-19 by directing them towards official websites. Clear advice will be provided to workers about actions they should take if they think they may have the symptoms of COVID-19. Including:

a. When they should not attend work or travel;

b. Information and links to relevant services should they require support.

Xyz Company Proprietary Limited acknowledges that the following scenarios may cause workers to either isolate at home or not attend the normal place of work:

1. A person tests positive for COVID-19 or has come in contact with someone known to be positive and must self-isolate, or enter into medical care;

2. A direction from a relevant government body to ; not operate the business Which, in turn, requires the need to stand down workers, e.g. non-essential businesses.

3. The organisation voluntarily standing down of workers due to health concerns for the workers;

4. Workers are voluntarily standing down or taking leave due to their own personal health concerns.

Additional policies and a recovery response plan will be developed to keep workers, and other interested parties, informed of the organisations; direction and measures regarding COVID -19.

Responsibilities

Senior management is responsible for:

- Overseeing and implementing the development of the COVID -19 Safety Plan;
- Implementation, maintenance and communication of policy and procedures around managing risk;
- Chairing necessary risk management and business continuance meetings;
- Identifying who should participate in the initial risk/impact assessment; and
- Provide guidance when necessary.

Xyz Company Proprietary Limited will put in place a team to implement the COVID -19 Safety Plan. These
team members will have the authority and access to resources to affect an effective response.

COVID -19 Team responsible for:

- Implementation of safety measures as advised by senior managers.
- Ensuring the necessary resources for the plan are available.
- Attending review meetings as required.
- Ensuring communication of any changes is made known to workers, business owners and any affected parties; and
- Participation in review processes.

Workers responsible for:

- Keeping informed and be familiar with COVID-19 and the general rules of social distancing and hygiene;
- Keeping informed and be familiar with Xyz Company Proprietary Limited safety & business recovery procedures;
- Attending any required training concerning COVID – 19 safe work practices;
- Following the procedures where necessary.

Monitoring and Review

Senior Management is responsible for the periodic review of this plan and associated controls to ensure their continuing suitability, adequacy and effectiveness.

The plan will be reviewed annually (copies of records, notes, findings or other relevant evidence from the review filed appropriately.

The review will include an assessment of opportunities for improvement and, the need for changes to the plan.

Reviews of controls will take place regularly, and in the event of any of the following:
- If the control failed to achieve the desired outcome.
- Changes to the workplace occur that may create new or different risks where the control may no longer be effective.
- New restrictions are identified.
- Consultation with relevant persons indicates that a review of the control is needed.
- In any other case, at least monthly.

COVID – 19 Safety Plan Guide

How to use this Plan

A COVID -19 Safety Plan should be allocated the same importance in business planning as quality
management or health & safety plan. The COVID -19 Safety Plan needs to be clearly established within the business, and everyone should know the importance of the plan.

A checklist has also been provided to identify and address issues that may impact the continuity of business. The purpose of the checklist is to assist the team when preparing the COVID -19 Safety Plan.

The checklist should be filled in as the team progresses through the process of developing, documenting, and implementing the plan.

Use a small team of suitably qualified and/or experienced people to review the business operations and identify critical areas of operation.

Once all critical functions have been identified, use the safety plan template to accurately detail the steps required to manage the business function during the crises period. Clearly state:

- Controls for COVID-19 hygiene.
- How you will evaluate the controls.
- Detail how staff can access relevant information.
- How you will maintain staff health.
- Responsible persons.
- Resources required.

Some examples have been provided to assist you in filling out the template. Feel free to use the provided examples if they are suitable for your workplace.

The examples are only supplied to help you think about how you will maintain hygiene controls. You should carefully examine your own situation and use controls specific to your business location.

Please use as much detail as you feel is required.
Monitor and review the plan regularly to ensure the controls continue to provide a safe and healthy environment.

Supplied web links (section six (6) - resources) are current as at 11/05/2020 and are provided as guidance only. You must seek the most recent information from credible sources and keep staff updated of changes. Always refer to your state, territory, and local government websites for information relevant to your business.

COVID -19 Safety Plan

Workplace location:		Date created:	Date distributed:
Manager:		Manager approval (signature):	
Manager:		Manager approval (signature):	
Worker representative:		Representative approval (signature):	

Purpose:

This plan will document the steps taken to maintain a safe working environment during the COVID 19 pandemic. This information will inform all workers and interested parties in the steps to be taken to maintaining a virus-free environment.

Scope:

Include a brief statement that outlines the area/location covered by the Plan. Additionally, describe locations the plan specifically does NOT apply. (if applicable)

E.g. This COVID -19 Safety Plan covers all activities associated with the main office complex of Xyz Organisation Proprietary Limited situated at 123 Smith Rd. Brisbane 4000.

Management control

Content	Controls	Responsible Person/s
Evaluation of control effectiveness Assessing whether work processes or risk controls are effective?	EXAMPLES ONLY 1. A risk assessment will be undertaken to identify hazards and risks, e.g. choke point/ contact areas 2. Workers will be consulted on decisions for control measures to manage the risk of exposure 3. Ensure that all employees can communicate effectively with each other, and systems are working correctly 4. Conducting regular checks of controls to ensure they remain effective 5. Take feedback from staff, customers, or others on the apart effectiveness of our controls 6. Staff are encouraged to provide input on what might be done better 7. Promptly change controls where necessary 8. Ensure hygiene control mechanisms are discussed at every team meeting (minimum at least weekly) 9. Any changes to controls are immediately passed on to relevant staff and customers 10. Altered controls will be assessed to ensure they are effective NOTE: These examples are only provided to help you think about how you will evaluate controls for your business. Carefully consider how you will assess whether risk controls you put in place remain effective? Controls should not just be a set and forget process. Consultation with workers does not require consensus or agreement. Still, you must allow your workers to be part of the decision-making process. Remember, the plan should contain actions that you will actually implement and are easy for staff and customers to follow.	

Worker Training and Instruction

Content	Controls	Responsible Person/s
Informing workers Consider how you will provide guidance to staff on distancing and hygiene rules	EXAMPLES ONLY 1. Relevant State/territory guidance material will be sourced and made available to all staff 2. A prestart up meeting will be held with all staff to ensure everyone is aware of the guidelines the organisation will be following 3. All workers and other relevant parties will be provided guidance on how to properly wash hands 4. Workers will be made aware of the controls and how they are to be implemented 5. Workers will be trained in how to fit and use any necessary personal protective equipment (PPE) 6. Providing workers with instructions on how to exercise adequate cleaning practices throughout the day (refer to any SOP here) 7. Signage strategically placed to reminding customers and staff of their responsibilities 8. We will nominate a team to champion safe practices in the workplace 9. (Enter person's name here) will review the following website daily to ensure our procedures are up to date 10. https://www.business.qld.gov.au/running-business/whs/resources-COVID-19 (Replace with your applicable state/ territory webpage. See resources in section 6) 1. Daily staff meeting or emails to pass on information regarding changes to the process.	

Transmission Risk

Content	Controls	Responsible Person/s
Transmission from/to others Consider the hygiene steps you can take to limit contact	EXAMPLES ONLY • Social distancing rules maintained by: • Signage or posters requiring 1.5 m distancing or one person per 4sqm • Signage will be placed (enter location) • Clearly defined walkways/ aisles will be defined by tape on the floor/bollards • Move workstations, desks and tables in further apart to comply with social distancing rules • Regulating the use of high traffic areas to maintain social distancing • Using screens to create a physical barrier between people where appropriate, e.g. Point of Sale points • Minimise contact at 'handover' points with other staff • We will nominate a person on the work floor to be responsible for keeping everyone the required distance apart • Only essential workers in the workplace. Administrative staff to work from home wherever possible • Determine the minimum number of people is needed on the premises to operate safely and effectively • Use 'fixed teams' where possible (so each person only works with a few others) • Teams placed on shifts to restrict the number of workers interacting with each other • Use safe outside areas for breaks Staff travel • Employees to commute to work via private transport where possible • Public transport only used as last resort (face mask used when travelling) • Staggered arrival and departure times to reduce social contact into and out of the workplace • Provide additional entrances and exits where possible	

Workplace Hygiene

Content	Controls	Responsible Person/s
Workplace Hygiene Consider the hygiene steps you can take to make the location safe for others	EXAMPLES ONLY • Maintain communications with customers and employees and other relevant parties that may be affected by the hazard controls • Cleaning products and personal protective equipment will be provided and available to disinfect • We will promote good hygiene practices by displaying hand hygiene posters • Easy access to hand sanitiser when entering premises to clean hands • We will restructure the layout of the workplace to allow for physical distancing • Limit the number of people in the workplace as per regulations. • All surfaces sterilised and regular disinfecting controls maintained (List disinfecting controls) • Front counter wiped after a customer interaction • Payment transactions to be completely contactless whenever possible • Hand sanitiser in place and used before any card transactions • increased regular cleaning schedules of common use areas (e.g. sanitising tables, chairs) • End of shift all handles wiped down • Hand sanitiser stations at entry and exit points and around the workplace • Handwashing facilities provided and kept clean, properly stocked and in good working order. • Bathrooms will be well-stocked with hand wash and paper towel. • Workers to wear gloves when cleaning and wash their hands thoroughly with soap or use an alcohol-based hand sanitiser.	

- All workers to wash or clean their hands before entering or leaving the site.

Workers will:
- Clean hands regularly with soap and water or alcohol-based hand sanitiser.
- Cover noses and mouths with a tissue or bent elbow when coughing or sneezing.
- Tissues will be disposed of immediately after use and hands washed/sanitised
- Avoid touching their face, nose and mouth
- Not hug or shake hands with others
- Avoid close contact with anyone unwell.
- Try to stay 1.5 metres away from anyone coughing or sneezing.
- Stay home if unwell.

Food Safety
- Allowing kitchen access to as few people as possible
- Minimise interactions between kitchen staff and other workers, including breaks
- Minimising access to walk-in pantries, cold-rooms etc. (one person access these areas at a time)
- Adjusting put-away and replenishment rules to create space for social distancing
- All rubbish should be put straight in the bin and not left for someone else to clear up
- Eating areas thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.

Staff Wellness

Content	Controls	Responsible Person/s
Maintaining Staff health Ensure all workers know how to keep themselves safe from exposure to COVID-19	EXAMPLES ONLY 1. Relevant State/territory guidance material will be sourced and made available to all staff 2. All staff will attend training/ instructions session before recommencing work 3. The staff made aware of the National Coronavirus hotline (1800 020 080) and a reminder to call if they think they have contracted the virus 4. Signage will be strategically placed on symptoms of COVID-19 in the workplace. 5. Workers instructed to stay home if they are ill or displaying symptoms of COVID-19 6. Workers instructed to inform their managers if they are displaying symptoms of COVID-19, have been in close contact with a person 7. who has COVID-19 or have been tested for COVID-19? 8. Staff reminded of their leave entitlements and encouraged to take time away if feeling ill 9. Provide workers with a point of contact to discuss their concerns and provide support If a worker feels ill, develops a high temperature or persistent cough, they should: 1. The worker will be advised to go home and immediately and call their doctor. Only attend hospital in an emergency. Do not attend GP surgery. 2. The worker will be provided with transport wherever possible if they do not have private transport (wherever possible we will ensure the worker does not use public transport) 3. The worker will be advised that they must self-isolate and follow their doctor's advice.	

5. Avoid touching anything
6. Cough or sneeze into a tissue and put it in a bin or,cough and sneeze into the crook of their elbow.
7. Follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.
8. The work area should receive deep cleaning and social distancing maintained

Actions in the case of infection within the workplace

Content	Controls	Responsible Person/s
Critical Hazard	Someone in the workplace is tested positive or has been in contact with someone exposed to COVID-19.	
Business Impact	Potential stand-down of staff to ensure containment of the virus.	
Immediate Action Response	1. Inform all workers, customers, and other relevant parties that a staff member has tested positive or has come in contact with a person who has tested positive 2. The name of the person who was tested positive is made known to applicable parties 3. Assess the level of contact the positive staff member or customer has had with other persons in the workplace 4. All staff who may have had close contact will be stood down for at least two weeks and must not return to work unless tested and have a negative result for the virus 5. Notifying the relevant State or Territory Department of Health and local state WH&S regulators NOTE: Refer to any operating procedures or other support/instructional documents as necessary	

Business continuity actions	• Maintain communications with customers and other relevant parties that may be affected • Maintain clear communication with staff to inform them of any information changes • Notify all parties when a return to work is possible	
Responsible Persons	• Customer and staff communications: Janette Brown.	

Resources

Content	Details	Responsible Person/s
Resources for staff and management Identify the location of relevant information and how it will be accessed by staff and management	Safework Australia Information from Safework Australia is not specific to any State or Territory 1. https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19 2. https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/about-covid-19 Australian Government Dept of Health 1. https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert https://www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources New South Wales (NSW) 1. https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus 2. https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx 3. https://www.health.nsw.gov.au/Infectious/covid-19/Pages/frequently-asked-questions.aspx Queensland (QLD) 1. https://www.worksafe.qld.gov.au/coronavirus/workplace-risk-management-b 2. https://www.business.qld.gov.au/running-business/whs/resources-covid-19 3. https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19	

• Victoria (VIC) • https://www.dhhs.vic.gov.au/coronavirus • https://www.worksafe.vic.gov.au/coronavirus-covid-19 • Tasmania (Tas) • https://worksafe.tas.gov.au/topics/Health-and-Safety/safety-alerts/coronavirus • South Australia (SA) • https://www.covid-19.sa.gov.au/ • https://www.covid-19.sa.gov.au/home/dashboard • Northern Territory(NT) • https://worksafe.nt.gov.au/forms-and-resources/guides/getting-your-workplace-ready-for-covid-19-coronavirus • https://worksafe.nt.gov.au/workers-compensation/covid-19-faqs • Western Australia (WA) • https://ww2.health.wa.gov.au/Articles/A_E/Coronavirus • https://www.commerce.wa.gov.au/worksafe/covid-19-coronavirus • Australian Capital Territory (ACT) https://www.covid19.act.gov.au/home	

Support Documents

Document required	Document Location	Contact Person
e.g. Infection Control Airborne Virus (Universal Precautions) SOP		

COVID -19 Safety Plan Checklist

Issues to identify and address that may impact the continuity of business	YES	NO	N/A	Responsible Person to Action
Planning				
Responsibility assigned for planning and preparedness to a senior manager?	✓			
Was Information gathered on COVID-19 control measures?	✓			
Consult with workers and worker representatives?	✓			
Develop a COVID-19 Safety Plan?	✓			
Put in place a person or team to monitor social distancing rules?	✓			
Have you nominated a worker or team to champion safe practices?	✓			
Plan in place in the event the workplace is exposed to COVID-19?	✓			
Is extra staff training required?	✓			
Consultation				
Have workers been consulted on plans to manage risk?	✓			
Have arrangements been made on how to communicate to workers suspected or confirmed cases of COVID 19?	✓			
Are information and updates related to COVID-19 in the workplace made available to workers?	✓			
Risk Management				
Critical activities identified?	✓			
Was a risk assessment undertaken?	✓			
Remote work capabilities considered?	✓			

Consideration of the circumstances under which the business may need to scale back or suspend operations?	✓			
Procedure in place for workers to report if they're feeling unwell, or have been potentially exposed to COVID-19?	✓			
Social distancing rules in place?	✓			

Personal Protective Equipment (PPE)

Workers supplied with individual PPE, e.g. gloves, face masks?	✓			
PPE Cleaned or disposed of correctly?	✓			
First aid kits updated, and workers update on infection control	✓			

Cleaning Controls

Provision for hand washing, and waste disposal facilities and protocols as per national/ state recommendations?	✓			
Cleaning products and personal protective equipment provided?	✓			
Reviews of controls take place regularly?	✓			
Displaying hand hygiene posters?	✓			
Is the workplace restructured to allow for physical distancing?	✓			

Training and Instruction

All workers know how to keep themselves safe from exposure to COVID-19?	✓			
Relevant State/territory guidance material made available to all staff?	✓			
All staff attended training/ instructions session before recommencing work?	✓			