COVIDSafe Plan

About the COVIDSafe Plan

The COVIDSafe Plan has been developed to support businesses to maintain a COVIDSafe workplace and prepare for a suspected or confirmed case of COVID-19 in the workplace.

In order to be compliant with public health direction:

- All Victorian businesses with on-site operations must complete a COVIDSafe Plan.

- This COVIDSafe Plan should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).

- In addition to completing a COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.

- You must comply with a request to present or modify your COVIDSafe Plan, if directed to do so by an Authorised Officer or WorkSafe Inspector.

- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.

High Risk COVIDSafe Plans are no longer mandatory, but industries with higher levels of risk may have additional requirements beyond those listed in this document. For more information, see: coronavirus.vic.gov.au/additional-industry-obligations.

If you have an up-to-date High Risk COVIDSafe Plan, you do not need to write a new COVIDSafe Plan, but you should ensure your existing plan reflects current restrictions.

How to develop your COVIDSafe Plan

1. Understand your responsibilities

Information on public health directions applying to employers is available at coronavirus.vic.gov.au.

2. Prepare your plan

Below is the COVIDSafe Plan template which you will need to complete. The COVIDSafe Plan is grouped into six COVIDSafe principles. These include:

1. Practise physical distancing

2. Wear a face mask

3. Practise good hygiene

4. Keep records and act quickly if workers become unwell

5. Avoid interactions in enclosed spaces

6. Create workforce bubbles

When completing your plan, under the 'actions' column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirement. You will note that additional requirements apply to some industries. For more information on additional industry obligations, see: https://www.coronavirus.vic.gov.au/additional-industry-obligations.

Mandatory requirements under public health direction feature this symbol: ⚠

- All other points are highly recommended for keeping your workers safe and workplace open but are not mandatory.

- Some of the requirements in the COVIDSafe Plan may not apply to your business. Where the requirement does not apply to your business it should be marked N/A (not applicable).

3. Keep your plan up to date

Your COVIDSafe Plan must be reviewed and updated routinely and when restrictions or public health advice changes. Organisations with multiple worksites must complete a COVIDSafe Plan for each worksite.

You do not have to lodge your COVIDSafe Plan with the Victorian Government, however, you may need to provide your COVIDSafe Plan to an Authorised Officer or WorkSafe Inspector upon request, or in the event of a confirmed positive case at your workplace. There will be virtual and physical inspections as well as desktop audits to ensure the implementation of and compliance with your COVIDSafe plan.

4. Share your plan

Your workforce needs to be familiar with this plan. Where possible it is recommended that you discuss the plan with your workers before you finalise it. Once you have completed the plan, share it with your workers and occupational health and safety representatives.

For further guidance on how to prepare your COVIDSafe Plan or any other questions, please visit coronavirus.vic.gov.au or call the Business Victoria Hotline on 13 22 15.

Your COVIDSafe Plan

Business name: Cola Solar

Plan completed by: Natalie Clayton

Date reviewed: 09 August 2021

For the latest information on restrictions in Victoria, visit coronavirus.vic.gov.au

Practise physical distancing

Requirements and recommendations	Action
⚠ You must apply the relevant density quotient to configure shared work areas and publicly accessible spaces. • Shared work areas are only accessible to workers, and should only include workers in the density quotient. • Publicly accessible spaces should include members of the public, and may include workers if they share the space on an ongoing basis. • Further information can be found at coronavirus.vic.gov.au	• Shared work areas are only accessible to workers • Compliance with relevant density quotient and signage requirements is maintained.
Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres. This can be done by: • Displaying signs to show patron limits at the entrance of enclosed areas where density quotients apply for your workplace You may also consider: • Minimising the build-up of people waiting to enter and exit the workplace. • Using floor markings to provide minimum physical distancing guides. • Reviewing delivery protocols to limit contact between delivery drivers and workers	• Signs placed on ground, displaying the 1.5m distancing signs at front door, prior to entering building, with red X markings (marking the 1.5m spacing). • Signs at front door and within workplace displaying the maximum number of people per area (one member of public per four square meters of publicly available space indoors). • Clear signage is displayed for delivery drivers to identify the designated drop off area. • Review of delivery protocols are undertaken to limit contact between delivery drivers and workers. • Contactless delivery and invoicing are in place. • Regular review of delivery protocols is undertaken to limit contact between delivery drivers and workers. • Furniture has been arranged in front office (public access) to ensure physical distancing maintained. • Perspex screening is in place in front office where accessible to public. • Reinforced messaging and education for staff to continue and maintain social distancing. • Regular assessment is undertaken of staff in workplace and Government guidelines of staff ratio in building is adhered to.

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Requirements and recommendations	Action
You should provide training to workers on physical distancing expectations while working and socialising. This should include: • Informing workers to follow current public health directions when carpooling. This can be found at coronavirus.vic.gov.au	• Protocols have been introduced for carpooling and the amount of people in each vehicle. • Face masks and hand sanitiser in all company vehicles. • All staff are kept well informed of Government/ public health directions.
You may be required to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions.	• Measures have been put in place for remote working from home, Office staff to work from home where possible, adapted to Government guidelines and restrictions. • The allowable percentage of staff, as per Government Guidelines (DHHS), in office and workshop is adhered to.

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Wear a face mask

Requirements and recommendations	Action
⚠ You must ensure all workers adhere to current face mask requirements, as outlined at coronavirus.vic.gov.au/face-masks	• Department of Health and Human Services requirements of facemasks are always adhered to unless a lawful exception applies. • Monitoring use of face coverings in all workers is undertaken.
You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE. You should inform workers that reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.	• Facemasks and hand sanitizer are provided to all staff, and are available throughout the office, within the warehouse, and in all company vehicles. • Facemasks should be washed each day after use, or single use masks appropriately disposed daily or when required.

If your industry is subject to additional industry obligations, you may also be required to:

Adhere to additional face mask requirements.	• Perspex Barriers have been fitted within the front office for additional protection.

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Practise good hygiene

Requirements and recommendations	Action
⚠ You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones. You should: • Clean high-touch surfaces with appropriate cleaning products, including detergent and disinfectant. • Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so. • Clean between shifts.	• Extra cleaning of hard surfaces with appropriate cleaning products. • Cleaning disinfectant has been placed around the building if additional cleaning is required. • Shared office space is kept to a minimum in workshop and cleaned following each use. • All office staff having their own designated workspace. • Cleaning of high-touch surfaces is undertaken with appropriate cleaning products. • Cleaning between shifts. • Monitoring of supplies of cleaning products and regularly restocked.
You should display a cleaning log in shared spaces.	• Cleaning log maintained and completed
You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.	• Hand soap and hand sanitizer are provided to all staff, and are available throughout the office, within the warehouse, and in all company vehicles. • Signage has been placed around office and workshop of correct hand washing technique, to ensure the highest hand hygiene is maintained. • Deep cleaning will be undertaken under advice of Department of Heath Services if positive case identified.

If your industry is subject to additional industry obligations, you may also be required to:

Ensure all areas where workers are working are cleaned at least daily.	
Adhere to additional hygiene training requirements.	

Keep records and act quickly if workers become unwell

Requirements and recommendations	Action
⚠ You must support workers to get tested and stay home even if they only have mild symptoms.	• All staff, customers, delivery drivers and any visitors to the office and workshop are to check in with QR code (Or manually log in). • Workplace QR code (and manually log in) is placed at front door, at front office and throughout the office and workshop. • Staff who display any symptoms are required to test and self-isolate until negative result received. • Staff who have been in close contact with a positive case are required to test and self-isolate until negative result received. • Staff who have received a positive test are required to notify company immediately. • Communication provided to workers the financial support available to them if they cannot work while they are waiting for test result or are confirmed as a positive case. • Review undertaken to maintain up-to-date contact details for all workers.

Requirements and recommendations	Action
⚠ You must develop a business contingency plan to manage any outbreaks. This includes: • Having a plan to respond to a worker being notified they are a positive case or a close contact while at work. • Having a plan in place to clean the worksite (or part) in the event of a positive case. • Having a plan to contact the Department of Health and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts. • Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace. • Having a plan in the event that you have been instructed to close by the Department of Health. • Having a plan to re-open your workplace once agreed by Department of Health and notify workers they can return to work.	Contingency plan if confirmed case • Direct the worker to return home and isolate immediately, whether they have symptoms or not. Once home, the worker must test, isolate and wait for further instructions from the Victorian Department of Health. • Any other staff who have been in contact are to be tested and isolate until negative result received. • Complete the Employer COVID-19 notification form and email covidemployernotifications@dhhs.vic.gov.au • If form has not been emailed to Department of Health within 24hours contact will be made by phone 1300 651 160. • We will notify all staff, suppliers, and customers that there has been a confirmed positive case. • We will notify Work safe • https://www.worksafe.vic.gov.au/report-confirmed-positive-case-covid-19 • Completion of the Workplace risk assessment form and Close Contact excel spreadsheet will be undertaken and emailed to covidemployernotifications@dhhs.vic.gov.au • Close contacts will be notified and requested to self-isolate and watch for symptoms • Deep clean the workplace or areas identified in the Workplace risk assessment. • Assessment will be taken if business is to be closed for deep cleaning. If closed, we will work on the advice of Department of Health when it is safe to re-open the business.
⚠ Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors. For more information see https://www.coronavirus.vic.gov.au/about-victorian-government-qr-code-service .	• Workplace QR code (and manually log in) is placed at front door, front office and throughout the building and workshop, for staff, customers, and delivery drivers).

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Avoid interactions in enclosed spaces

Requirements and recommendations	Action
You should reduce the amount of time workers are spending in enclosed spaces. This could include: • Enabling working in outdoor environments. • Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms. • Enhancing airflow by opening windows and doors. • Optimising fresh air flow in air conditioning systems.	• Staggered breaks are undertaken to unsure that limits can be adhered to of the maximum number of people in tearoom at one time. • Table and seating are outside for staff breaks • Air conditioning is set for optimum air flow at the start of each workday or shift. • Staff meetings to be held outside, weather permitting.

If your industry is subject to additional industry obligations, you may also be required to:

Ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate.	

Create workforce bubbles

Requirements and recommendations	Action
You should consider keeping groups of workers rostered on the same shifts at a single worksite and avoid any overlap of workers during shift changes where it is practical to do so.	- Encourage workers to minimise time in shared facilities when taking breaks. - Regular review on advice of Department of Health of rosters to ensure workers do not work across multiple sites.

If your industry is subject to additional industry obligations, you may also be required to:

Limit or cease the number of workers working across multiple work sites where reasonably practical.	
Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.	

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