

# COVID Safe plan



## Our COVID Safe Plan

Business name: Moffat Pty Ltd  
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Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<b>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</b>	<i>Ample supplies of hand sanitizer are available including sensor dispensing units at all entries. All employees have access to individual hand sanitizer bottles and additional hand sanitizer is available. Guidance is provided on hand washing and hygiene principles.</i>
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	<i>Majority of employees in warehouse have no air-conditioning and open doors. Minimal number in office are well spaced and air-conditioning units are regularly cleaned and maintained</i>
<b>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</b>	<i>All staff are provided with face masks they are required to wear onsite in addition to face shield also being available, unless they have a medical exemption. Compliance is regularly monitored.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</b></p>	<p><i>Information and training provided Constantly reminding staff to stay home if they are unwell and get tested if required</i></p>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<p><i>No sharing of desks, phones or facilities Minimal shared contact for beverages No shared PPE Doors kept open to reduce common touch points</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<p><i>Additional cleaning and disinfection applied to common areas, taps, microwaves, urns, fridges etc</i></p>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<p><i>All supplies being monitored and topped up as required</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Ensure that all staff that can work from home, do work from home.</b></p>	<p><i>All staff that can work from home are doing so</i></p>
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<p><i>Onsite staff only work on the one site and staff within the site are restricted to their immediate work area No staff working for any other employers</i></p>
<p><b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b></p>	<p><i>Notices and questions in place, temperature checking and severely restricted the number of visitors to only essential visits (hygiene bins, air-conditioning maintenance, pest control, fire system monitoring etc)</i></p>
<p><b>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</b></p>	<p><i>In place and all on site take staggered breaks to reduce numbers in lunchroom at any given time</i></p>
<p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>	<p><i>In place</i></p>
<p><b>Modify the alignment of workstations so that employees do not face one another.</b></p>	<p><i>In place employees have been relocated to maximize the space between them</i></p>
<p><b>Minimise the build up of employees waiting to enter and exit the workplace.</b></p>	<p><i>Multiple entry doors and staggered arrival times ensure no build ups</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	In place
Review delivery protocols to limit contact between delivery drivers and staff.	<i>In place drivers remain with their vehicles, maintain social distancing and are not allowed to enter the premises.</i>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	N/A
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the <a href="#">‘four square metre’ rule</a> .	N/A

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<i>In Place</i>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<i>In Place Connx incident reporting</i>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<p><i>Ongoing review of the plan</i></p>
<p><b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b></p>	<p><i>All records available from site and HR Manager including all technician attendances in the event that we need to provide details for any suspected cases</i></p>
<p><b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b></p>	<p><i>Process in place to engage cleaning contractors following any identified need for additional cleaning in the event of a positive case being identified and a risk assessment being conducted.</i></p>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b></p>	<p><i>In the event of becoming aware of a potential case the employee is directed leave site to get tested and self-isolate immediately. Records are kept of any employees undergoing testing</i></p>
<p><b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b></p>	<p><i>For a suspected case, we will inform all staff on site to be vigilant about the onset of COVID-19 symptoms, and to self-isolate at symptom onset and be tested as soon as reasonably practicable. Visitors will be identified and notified as soon as possible.</i></p>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<p><i>HR Manager will notify Worksafe as per the amendments to the Act</i></p>
<p><b>Confirm that your workplace can safely re-open and workers can return to work.</b></p>	<p><i>Liaise with the authorities DHHS and Worksafe to determine when the site is safe to reopen Ensure the worker is clear of Covid19 before they return to the workplace HR Manager will notify DHHS and Worksafe of their intention to re-open the workplace</i></p>

I acknowledgement I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed *Gregory J O'Connell*

Name Greg O'Connell

Date 6-8-2020