

# COVID Safe plan

## Our COVID Safe Plan

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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>	<ul style="list-style-type: none"><li>• <i>Location of hand sanitiser stations throughout the worksite</i></li><li>• <i>Ensuring rubbish bins are available to dispose of paper towels</i></li><li>• <i>Ensuring adequate supplies of soap and sanitiser</i></li><li>• <i>Ensuring staff have information on how to wash and sanitise their hands correctly</i></li></ul>
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	<ul style="list-style-type: none"><li>• <i>Making sure that air conditioning is set for optimum air flow at the start of each workday or shift</i></li></ul>
<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>	<ul style="list-style-type: none"><li>• <i>Identifying face coverings and PPE required for the workplace and describe when and how they need to be worn. Masks must be worn as per DHHS guidelines and are available for collection from warehouse.</i></li><li>• <i>Monitoring use of face coverings in all staff, unless a lawful exception applies</i></li></ul>

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>	<ul style="list-style-type: none"> <li>• <i>Educating staff on hand and cough hygiene, including how to wash and sanitise their hands correctly</i></li> <li>• <i>Reinforcing the importance of not attending work if unwell</i></li> <li>• <i>Ensuring appropriate information on the use of face coverings and PPE</i></li> </ul>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<ul style="list-style-type: none"> <li>• <i>Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment</i></li> <li>• <i>Provide staff with their own personal equipment, where not possible there are bottles of sanitiser (photocopier)</i></li> </ul>

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>	<ul style="list-style-type: none"> <li>• <i>Identify high touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment)</i></li> <li>• <i>Provide information about workplace cleaning schedule and how to use cleaning products</i></li> <li>• <i>Cleaners are attending twice per week and conducting thorough clean. Sanitizing wipes and sprays are available in kitchen/ laundry and warehouse</i></li> </ul>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<ul style="list-style-type: none"> <li>• <i>Identify which products are required for thorough cleaning (MR)</i></li> <li>• <i>Monitor supplies of cleaning products and regularly restock (MR)</i></li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p>Ensure that all staff that can work from home, do work from home.</p>	<ul style="list-style-type: none"> <li>• <i>Identify the roles that are required to be performed from home or can be adapted to be performed from home (All managers to arrange)</i></li> <li>• <i>Adapt working arrangements to enable working from home</i></li> <li>• <i>Regularly assess staff in attendance at the workplace to determine whether they are required to be there (RK)</i></li> </ul>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> <li>• <i>Communicate the requirement for employees not to work across multiple sites (Managers)</i></li> <li>• <i>Adjust rosters and developing procedures to ensure employees do not work across multiple sites</i></li> </ul>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<ul style="list-style-type: none"> <li>• <i>All employees are routinely reminded not to attend work if they feel unwell.</i></li> <li>• <i>Engineers must comply with customers on site requirements regarding COVID</i></li> </ul>
<p>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.</p>	<ul style="list-style-type: none"> <li>• <i>The number of people allowed in shared staff spaces is limited to no more than density quotient allows (one person per four square meters).</i></li> <li>• <i>Headland office is populated by minimum required staff – Warehouse + support person + Managing Director/ CEO/ Board Member to ensure Duty of Care is maintained</i></li> </ul>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> <li>• <i>Only minimum staff allowed on site at any time e.g up to five</i></li> </ul>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> <li>• <i>Reconfigure workstations so that employees do not face one another</i></li> <li>• <i>Ensure workstations are adequately spaced from each other, including the implementation of shields or barriers where appropriate</i></li> </ul>
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> <li>• <i>Use an entry and exit system to the site that is as contactless as possible and quick to enter and exit</i></li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> <li>• <i>Develop and educate staff on strategies and work practice changes to maintain physical distancing</i></li> <li>• <i>Reinforce messaging to staff that physical distancing needs to be maintained during work and during social interactions</i></li> </ul>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> <li>• <i>Establish contactless delivery or invoicing.</i></li> <li>• <i>Display signage for delivery drivers and discourage any entry to site</i></li> <li>• <i>Identify designated drop off areas.</i></li> </ul>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> <li>• <i>Encourage staff to minimise time on breaks in shared facilities with others</i></li> </ul>
<p>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>.</p>	<ul style="list-style-type: none"> <li>• <i>Outlining the maximum occupancy of areas that are open to the general public, and information about signage</i></li> </ul>

Guidance	Action to ensure effective record keeping
<p><b>Record keeping</b></p>	
<p>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.</p>	<ul style="list-style-type: none"> <li>• <i>All employees, visitors, delivery drivers must use the iPad at front door to check in and check out. These records are kept for four weeks and disposed.</i></li> </ul>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> <li>• <i>All staff are provided with a soft copy of the Headland Machinery WHS and HR Manuals. An explanation of how to report any issues is included in these policy documents.</i></li> </ul>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<ul style="list-style-type: none"> <li>• <i>All relevant customers will be advised of any outbreaks in the workplace by Service Manager/ CEO or Managing Director</i></li> <li>• <i>Engineers are kept apart where possible with minimum number attending job sites. This will help if an outbreak occurs at a customer/ supplier workplace.</i></li> <li>• <i>Engineers are to work from home on any admin tasks and limit any necessary travel as per DHHS and Victorian State Government requirements</i></li> <li>• <i>If a major outbreak occurs, then we may require a staff member from QLD or NSW to assist with work where possible.</i></li> </ul>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> <li>• <i>The employer/manager will prepare records from the period of 48 hours prior to the onset of symptoms in the suspected case that include all rosters and employee details, along with customers, clients, visitors and workplace inspectors.</i></li> </ul> <p><i>This will assist in contact tracing should be employee test positive</i></p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<ul style="list-style-type: none"> <li>• <i>Where a case is confirmed to have been in the workplace, cleaning must be undertaken in accordance with DHHS guidance. Employers must undertake a risk assessment to determine whether the worksite (or part of the worksite) should be closed.</i></li> <li>• <i>Where a suspected case is present at the workplace in the 48 hours prior to the onset of symptoms or while symptomatic, employers must take all practicable steps to manage the risks posed by the suspected case, including cleaning the affected employee's workspace, areas where they attended and high-touch surfaces</i></li> </ul>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<ul style="list-style-type: none"> <li>• <i>An employee suspected to have COVID-19 is to be supported to travel home immediately OR to isolate at work if unable to travel home immediately. If isolating at work, the employee must wear a mask and be physically distancing from all other staff persons. An employer must request that an employee undergo a COVID-19 test and self-isolate</i></li> </ul>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> <li>• <i>For a confirmed case, employers will inform staff, customers, clients, visitors and workplace inspectors who are close contacts and direct them to stay in self-isolation.</i></li> <li>• <i>For a suspected case, employers will inform all staff at the workplace to be vigilant about the onset of COVID-19 symptoms, and to self-isolate at symptom onset and be tested as soon as reasonably practical</i></li> </ul>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> <li>• <i>Employers must immediately notify WorkSafe of a confirmed case: Immediately calling the mandatory incident notification hotline, and providing formal written notification within 48 hours (MR)</i></li> </ul>

Guidance	Action to prepare for your response
<p><b>Confirm that your workplace can safely re-open and workers can return to work.</b></p>	<ul style="list-style-type: none"> <li>• <i>Employers may reopen the worksite once they have assessed that all required measures within the directions have been completed (unless in a high-risk workplace setting).</i></li> <li>• <i>DHHS and WorkSafe must be notified that the workplace is reopening (MR)</i></li> </ul>

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

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_