



COVID-19 SAFE PLAN

Business name: P&R A/C Services Pty Ltd
 Site location: 8 Eton Court, Hallam
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GUIDANCE	Action to mitigate the introduction and spread of COVID-19
HYGIENE	
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.	<ul style="list-style-type: none"> • <i>All staff carry hand sanitizer with them at all times.</i> • <i>Ensuring rubbish bins are available to dispose of paper towels</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> • <i>Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift</i>
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.	<ul style="list-style-type: none"> • <i>Identifying face coverings and PPE required for the workplace and describe when and how they need to be worn</i> • <i>Monitoring use of face coverings in all staff, unless a lawful exception applies</i>
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).	<ul style="list-style-type: none"> • <i>Educating staff on hand and cough hygiene</i> • <i>Reinforcing the importance of not attending work if unwell</i> • <i>Ensuring appropriate use of face coverings and PPE</i>
Replace high-touch communal items with alternatives.	<ul style="list-style-type: none"> • <i>swapping shared coffee and condiments for single serve sachets</i> • <i>Provide staff with their own personal equipment</i> • <i>avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment</i>
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<ul style="list-style-type: none"> • <i>Identify high touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment)</i> • <i>Providing information about cleaning schedule</i>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> • <i>Identifying which products are required for thorough cleaning</i> • <i>Monitoring supplies of cleaning products and regularly restock</i>

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Ensure that all staff that can work from home does work from home.	<ul style="list-style-type: none"> Identifying the roles that can be performed from home or adapted to be performed from home Adapting working arrangements to enable working from home Regularly assessing staff in attendance at the workplace to determine whether they are required to be there
Establish a system that ensures staff members are not working across multiple settings/work sites.	<ul style="list-style-type: none"> Adjust rosters and developing procedures to ensure workers do not work across multiple sites Develop a form for workers to declare that they have not worked across multiple worksites
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	<ul style="list-style-type: none"> Workers to complete a health questionnaire before starting their shift
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.	<ul style="list-style-type: none"> Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating so staff are not facing one another on break
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	<ul style="list-style-type: none"> Identify areas that require floor marking, such as lifts, kitchen areas, printer collection areas
Modify the alignment of workstations so that employees do not face one another.	<ul style="list-style-type: none"> Identify which workstations need to be modified Reconfigure workstations so that workers do not face one another Ensure workstations are adequately spaced from each other, including the implementation of shields or barriers where appropriate
Minimise the build-up of employees waiting to enter and exit the workplace.	<ul style="list-style-type: none"> Allocate different doors for entry and exit
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<ul style="list-style-type: none"> Develop and educate staff on strategies and work practice changes to maintain physical distancing Reinforce messaging to staff that physical distancing needs to be maintained during work and during social interactions
Review delivery protocols to limit contact between delivery drivers and staff.	<ul style="list-style-type: none"> Establish contactless delivery or invoicing. Display signage for delivery drivers. Identify designated drop off areas.
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<ul style="list-style-type: none"> Stagger start and finish times, shifts and break times, to reduce usage of common areas at the same time Encourage staff to minimise time on breaks in shared facilities with others Consider cohorting of staff (during shift work). Ensure there is no contamination (mixing) of staff across different shifts

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<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 'four square metre' rule.</p>	<ul style="list-style-type: none"> • <i>Outlining the maximum occupancy of areas that are open to the general public, and information about signage</i>
<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"> • <i>Establish a process to collect records from staff attendance (including labour hire, external contractors, cleaners, delivery drivers), including areas of the workplace accessed during each shift or visit. Where possible, consider implementing a contactless system</i> • <i>Review processes to maintain up-to-date contact details for all staff</i> • <i>Provide information on protocols for collecting and storing information</i>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> • <i>Educating staff on how to meet OHS requirements, including recording information about any incidents</i>
<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"> • <i>Identify the roles and responsibilities of employer and workers.</i> • <i>Prepare for absenteeism of staff members required to quarantine or isolate</i> • <i>Describe key dependencies (e.g. third party providers)</i> • <i>Describe how you will continue to deliver essential services</i> • <i>Plans to communicate with customers, suppliers, stakeholders in the event of a positive case</i>
<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"> • <i>Outline key responsibilities and process for engaging with DHHS and undertaking employer-led contact tracing</i> • <i>Establish a process and ensure readiness to provide records to DHHS and contact relevant staff members, including rosters and worker details</i> • <i>Outline key responsibilities and process for engaging with DHHS and undertaking employer-led contact tracing</i>
<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"> • <i>Implement a process for the cleaning and disinfection of worker's workspace and high touch surfaces,</i> • <i>Establish a process for determining whether closure or part closure of the business and/or implementation of other control measures are required to manage risk</i>
<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"> • <i>Advise the worker to self-isolate and be tested</i> • <i>Describing arrangements to isolate and transfer an unwell staff member from the premises to go home or get tested</i> • <i>Outlining responsibility and process for entering details into relevant OHS system</i>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> • <i>Regularly update and manage a list with the contact details and date of attendance of workers and visitors to the workplace, including customers, clients, delivery workers, maintenance workers</i> • <i>Establish an effective way of quickly communicating with workers where there is or has been a confirmed case</i>
<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"> • <i>Establish a process and responsibility for notifying WorkSafe and your health and safety representative</i>

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Confirm that your workplace can safely re-open and workers can return to work.	<ul style="list-style-type: none">• <i>Establish a process for confirming a worker (with a suspected or confirmed case) does not have COVID-19 before returning to physical worksite</i>• <i>Establish a process for notifying Worksafe that the site is reopening</i>

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

Signed: CB

Name: Courtney Berger

Date: 06/08/2020