

COVID Safe plan

Our COVID Safe Plan

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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>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.</p>	<ul style="list-style-type: none"> • <i>Informative posters are displayed in wash stations and amenities to ensure all staff have information on how to wash and sanitise their hands correctly.</i> • <i>Notices are displayed to educate staff on the importance of correct hygiene practices.</i> • <i>Toolbox talks include reminders of the importance of personal hygiene, correct and regular washing of hands.</i> • <i>Hand sanitiser stations throughout the worksite and where possible provide employees with personal hand sanitiser.</i> • <i>Rubbish bins are positioned where paper towel is located to ensure correct disposal of spent paper towel.</i> • <i>Ensuring adequate supplies of soap and sanitiser are available and maintained – daily inspection of quantities is undertaken.</i>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<ul style="list-style-type: none"> • <i>All admin areas have the windows and air conditioning units set for optimum air flow.</i>
<p>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.</p>	<ul style="list-style-type: none"> • <i>Informative posters are displayed to ensure all staff have information on the correct method for selecting, fitting and use of face coverings/required PPE.</i> • <i>COVID GEMBA's to be completed weekly to ensure all COVID controls are being adhered to.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>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).</p>	<ul style="list-style-type: none"> ● <i>Informative posters are displayed within the workplace and communicated as part of the toolbox meetings that inform staff of:</i> <ol style="list-style-type: none"> 1. <i>the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</i> 2. <i>the importance of correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</i> 3. <i>Correct hand and cough hygiene, including how to wash and sanitise their hands correctly.</i> 4. <i>the importance of not attending work if unwell</i>
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> ● <i>Removal of shared coffee and condiments for single serve sachets</i> ● <i>Hand towel bins are placed outside the door to allow staff to use the towel to grab the door handle and then dispose hand towel.</i> ● <i>Equipment such as phones, desks, headsets, offices, tools or other equipment is not to be shared unless there is no alternative and if required must be sanitised after use.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<ul style="list-style-type: none"> ● <i>High touch surfaces (door and cupboard handles, kitchen counters, touch screens, shared work equipment) is cleaned after use or at regular intervals.</i> ● <i>Cleaning products are readily available and staff are encouraged to clean items after use.</i> ● <i>Site cleaning frequency has been increased to 5 days per week.</i>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> ● <i>Cleaning products are made readily available to all staff.</i> ● <i>Cleaning products stocks are monitored and regularly restocked and distributed accordingly.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<ul style="list-style-type: none"> • <i>All roles that can be performed from home have been identified and working arrangements have been made to enable them to work from home.</i>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> • <i>Staff have been informed of the requirement for employees not to work across multiple sites and adjustments have been made to ensure staff are assigned site based work only.</i>
<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"> • <i>Staff are required to complete a health questionnaire before starting their shift each day and report to their supervisor immediately if unwell or showing any symptoms.</i> • <i>Employees must not attend their workplace if they are being tested for coronavirus and must notify employers immediately if they test positive.</i>
<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"> • <i>The workplace has been reconfigured to ensure the use of common areas is limited, rearrangement of layout including but not limited to the removal or cordoning off the furniture to ensure physical distancing and stagger seating so staff are not facing one another on their breaks.</i> • <i>Break times have been staggered to reduce the number of staff taking breaks at the same time.</i> • <i>Areas have also been assessed for the allowable number of staff to be in the area at any given time ie, one person per 4sqm) and signage or posters to reflect the new limit are displayed.</i> • <i>Tipper truck drivers have been advised to stay in trucks and only use facilities for toilet needs or to warm their lunch, then return to their truck"</i>
<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"> • <i>Areas that require floor marking, such as kitchen areas, printer collection areas and document collection points are clearly labelled with distancing requirements.</i>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> • <i>All workstations where employees face each other have been identified and modified or reconfigured so that employees do not face one another.</i> • <i>All workstations are adequately spaced from each other, including the implementation of shields or barriers where appropriate</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> • Some doors have been opened to allow alternative access and reduce the foot traffic in one direction. • Designated drop points are determined using the UHF radio frequency or if in person masks are worn and the driver does not get out of his vehicle.
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> • Informative posters are displayed in amenities and lunch rooms that explain the requirements surrounding physical distancing expectations while working and socialising (e.g. during lunchbreaks). • Notices are displayed to educate staff on the importance of physical distancing expectations while working and socialising (e.g. during lunchbreaks). • Toolbox talks include reminders of the importance of physical distancing expectations while working and socialising (e.g. during lunchbreaks).
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> • Signage for delivery drivers erected. • Designated drop off areas have been established prior to arrival. • Deliveries of product is contactless – no signing of dockets or invoices required.
<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"> • Stagger break times have been implemented to reduce usage of common areas at the same time. • Toolbox talks include reminders of the importance staff to minimise time on breaks in shared facilities with others and where possible have their breaks in an alternative location.
<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"> • Areas open to the general public have also been assessed for the allowable number of occupancy and signage erected as a visual reminder ie, one person per 4sqm) and signage/posters to reflect the new limit are displayed across the site.

Guidance	Action to ensure effective record keeping
Record keeping	
<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"> • Site visitor attendance books are in place and are required to be completed as part of the site access requirements. • Risk Assessments and Job Packs are completed as part of contractor works and include the names of all persons involved in the work and the time, date and duration of the task.

Guidance	Action to ensure effective record keeping
<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>Staff have been shown the BCP for COVID -19 and it is on display onsite to ensure the contact details and process for reporting are known.</i>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<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>The BCP is regularly reviewed to ensure it is current and site management are aware of their obligations.</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>Site manager with support of HR & SHEQ 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> <p><i>This will assist in contact tracing should the 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"> • <i>The BCP will be initiated where a case is reported for suspected COVID-19.</i> • <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> • <i>Where a suspected case is present at the workplace in the 48 hours prior to the onset of symptoms or while symptomatic, 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 will be taken.</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>An employee suspected to have COVID-19 will 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> • <i>The BCP is to be initiated.</i>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> • <i>For a confirmed case, Boral will inform staff, customers, clients, visitors and workplace inspectors who have been in close contact and direct them to stay in self-isolation.</i> • <i>For a suspected case, Boral 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 practicable.</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>Boral will immediately notify WorkSafe of a confirmed case: Immediately calling the mandatory incident notification hotline, and providing formal written notification within 48 hours.</i>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<ul style="list-style-type: none"> • <i>Boral will seek advice from DHHS and assess that all required measures within the directions have been completed prior to reopening the site.</i>

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

Signed:

Name:

Date: 07/08/2020