



COVID-19

Coronavirus

Safety Plan

SAMPLE



Docs
by SafetyCulture

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Disclaimer: Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only and does not provide legal advice on meeting your obligations.

Introduction

This COVID -19 Safety Plan is in place to assist Xyz Company Proprietary Limited to keep the workplace free from viral infections and, manage cases in which a person may test positive for COVID – 19. The Plan will be monitored and updated as required, and the most current copy kept at the workplace.

The plan includes essential information for responsibilities, risk assessment and steps to be taken in the case of COVID-19 impacting the ability for the organisation to operate effectively.

Review Procedure

(Insert responsible person name) will review the Plan before implementation and at regular times in response to organisational or legislative changes. The review process will consider information from consultation with workers, HSR and other relevant parties. All relevant persons will be made aware of changes made as a result of the review. Review of the Plan takes place when:

- Identified changes in the workplace affect the plan;
- The Plan is not deemed effective;
- There are regulatory changes that affect the plan;
- There is a positive test returned for a person who has attended the workplace.

Document Control

The Plan is a controlled document. All unauthorised copies, either electronic or printed, are considered uncontrolled copies: record copyholders and the version numbers in the Distribution Record.

All versions of the Plan have a unique document and version number and recorded in the Document Register, including the date of approval, and review date.

All versions of the Plan kept as a record. In the event of a notifiable incident, the Plan and supporting documentation (initial and reviewed versions) will be kept for five years after the incident. During this period, the plan and support material will be accessible to all relevant persons, and any Government appointed officers as required.

Distribution Record

Copy	Issued to	Controlled Copy		Authorised by	Recipient Signature	Issue Date
		Y	N			
1		—	—			
2		—	—			
3		—	—			

Amendment Record

ISSUE #: 1
ISSUE DATE:

Rev. #	Date	Details		Description of Changes	Approved By
		Section #	Para. #		
1					
2					
3					

Management Commitment and Approval

The COVID -19 Safety Plan has been approved and endorsed by *(insert name of Owner/CEO or person in a senior management position)*

Senior Management Sign-off:

Date:

2. Responsibilities

Senior management is responsible for:

- Overseeing and implementing the development of the COVID -19 Safety Plan;
- Implementation, maintenance and communication of policy and procedures around managing risk;
- Chairing necessary risk management and business continuance meetings;
- Identifying who should participate in the initial risk/impact assessment; and
- Provide guidance when necessary.

Xyz Company Proprietary Limited will put in place a team to implement the COVID -19 Safety Plan. These team members will have the authority and access to resources to affect an effective response.

COVID -19 Team responsible for:

- implementation of safety measures as advised by senior managers.
- Ensuring the necessary resources for the plan are available.
- Attending review meetings as required.
- Ensuring communication of any changes is made known to workers, business owners and any affected parties; and
- Participation in review processes.

Workers responsible for:

- Keeping informed and be familiar with COVID-19 and the general rules of social distancing and hygiene;
- Keeping informed and be familiar with Xyz Company Proprietary Limited safety & business recovery procedures;
- Attending any required training concerning COVID – 19 safe work practices; and
- following the procedures where necessary.

3. Monitoring and Review

Senior Management is responsible for the periodic review of this plan and associated controls to ensure their continuing suitability, adequacy and effectiveness.

The plan will be reviewed annually (copies of records, notes, findings or other relevant evidence from the review filed appropriately).

The review will include an assessment of opportunities for improvement and, the need for changes to the plan.

Reviews of controls will take place regularly, and in the event of any of the following:

- If the control failed to achieve the desired outcome.
- Changes to the workplace occur that may create new or different risks where the control may no longer be effective.
- New restrictions are identified.
- Consultation with relevant persons indicates that a review of the control is needed.
- In any other case, at least monthly.

5. COVID -19 Safety Plan

Workplace location:	Date created:	Date distributed:
Manager:	Manager approval (signature):	
Manager:	Manager approval (signature):	
Worker representative:	Representative approval (signature):	

5.1 Purpose:

This plan will document the steps taken to maintain a safe working environment during the COVID 19 pandemic. This information will inform all workers and interested parties in the steps to be taken to maintaining a virus-free environment.

5.2 Scope:

Include a brief statement that outlines the area/location covered by the Plan. Additionally, describe locations the plan specifically does NOT apply. (if applicable)

E.g. This COVID -19 Safety Plan covers all activities associated with the main office complex of Xyz Organisation Proprietary Limited situated at 123 Smith Rd. Brisbane 4000.

5.3 Responsibilities:

RESPONSIBLE PERSON	POSITION	TASK	CONTACT DETAILS

5.4 Management control

Content	Controls	Responsible Person/s
Evaluation of control effectiveness <i>Assessing whether work processes or risk controls</i>	<i>EXAMPLES ONLY</i> <ol style="list-style-type: none"> <i>A risk assessment will be undertaken to identify hazards and risks, e.g. choke point/ contact areas</i> <i>Workers will be consulted on decisions for control measures to manage the risk of exposure</i> 	

5.7 Workplace Hygiene

Content	Controls	Responsible Person/s
<p>Workplace Hygiene <i>Consider the hygiene steps you can take to make the location safe for others</i></p>	<p><i>EXAMPLES ONLY</i></p> <ul style="list-style-type: none"> • <i>Maintain communications with customers and employees and other relevant parties that may be affected by the hazard controls</i> • <i>Cleaning products and personal protective equipment will be provided and available to disinfect</i> • <i>We will promote good hygiene practices by displaying hand hygiene posters</i> • <i>Easy access to hand sanitiser when entering premises to clean hands</i> • <i>We will restructure the layout of the workplace to allow for physical distancing</i> • <i>Limit the number of people in the workplace as per regulations.</i> • <i>All surfaces sterilised and regular disinfecting controls maintained (List disinfecting controls)</i> <ul style="list-style-type: none"> ○ <i>Front counter wiped after a customer interaction</i> ○ <i>Payment transactions to be completely contactless whenever possible</i> ○ <i>Hand sanitiser in place and used before any card transactions</i> ○ <i>increased regular cleaning schedules of common use areas (e.g. sanitising tables, chairs)</i> ○ <i>End of shift all handles wiped down</i> ○ <i>Hand sanitiser stations at entry and exit points and around the workplace</i> ○ <i>Handwashing facilities provided and kept clean, properly stocked and in good working order.</i> ○ <i>Bathrooms will be well-stocked with hand wash and paper towel.</i> ○ <i>Workers to wear gloves when cleaning and wash their hands thoroughly with soap or use an alcohol-based hand sanitiser</i> ○ <i>All workers to wash or clean their hands before entering or leaving the site</i> ○ <i>-</i> ○ <i>-</i> • <i>Workers will:</i> <ul style="list-style-type: none"> ○ <i>Clean hands regularly with soap and water or alcohol-based hand sanitiser.</i> ○ <i>Cover noses and mouths with a tissue or bent elbow when coughing or sneezing.</i> ○ <i>Tissues will be disposed of immediately after use and hands washed/sanitised</i> ○ <i>Avoid touching their face, nose and mouth</i> ○ <i>Not hug or shake hands with others</i> ○ <i>Avoid close contact with anyone unwell.</i> ○ <i>Try to stay 1.5 metres away from anyone coughing or sneezing.</i> ○ <i>Stay home if unwell.</i> <p><i>Food Safety</i></p> <ul style="list-style-type: none"> ○ <i>Allowing kitchen access to as few people as possible</i> 	

5.9 Actions in the case of infection within the workplace

Content	Controls	Responsible Person/s
Critical Hazard	<i>Someone in the workplace is tested positive or has been in contact with someone exposed to COVID-19</i>	
Business Impact	<i>Potential stand-down of staff to ensure containment of the virus</i>	
Immediate Action Response	<ol style="list-style-type: none"> <i>1. Inform all workers, customers, and other relevant parties that a staff member has tested positive or has come in contact with a person who has tested positive</i> <i>2. The name of the person who was tested positive is made known to applicable parties</i> <i>3. Assess the level of contact the positive staff member or customer has had with other persons in the workplace</i> <i>4. All staff who may have had close contact will be stood down for at least two weeks and must not return to work unless tested and have a negative result for the virus</i> <i>5. Notifying the relevant State or Territory Department of Health and local state WH&S regulators</i> <p>NOTE: Refer to any operating procedures or other support/instructional documents as necessary</p>	
Business continuity actions	<ul style="list-style-type: none"> <i>Maintain communications with customers and other relevant parties that may be affected</i> <i>Maintain clear communication with staff to inform them of any information changes</i> <i>Notify all parties when a return to work is possible</i> 	
Responsible Persons	<ul style="list-style-type: none"> <i>Customer and staff communications: Janette Brown</i> 	

5.10 Resources

Content	Details	Responsible Person/s
Resources for staff and management <i>Identify the location of relevant information and how it will be accessed by staff and management</i>	<p>Safework Australia Information from Safework Australia is not specific to any State or Territory</p> <ol style="list-style-type: none"> https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19 https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/about-covid-19 <p>Australian Government Dept of Health</p> <ol style="list-style-type: none"> https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert https://www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources <p>New South Wales (NSW)</p> <ol style="list-style-type: none"> https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx https://www.health.nsw.gov.au/Infectious/covid-19/Pages/frequently-asked-questions.aspx <p>Queensland (QLD)</p> <ol style="list-style-type: none"> https://www.worksafe.qld.gov.au/coronavirus/workplace-risk-management-b https://www.business.qld.gov.au/running-business/whs/resources-covid-19 https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19 	

5.12 COVID -19 Safety Plan Checklist

Issues to identify and address that may impact the continuity of business	Yes	No	N/A	Responsible Person to Action
PLANNING				
Responsibility assigned for planning and preparedness to a senior manager?	=	=	=	
Was Information gathered on COVID-19 control measures?	=	=	=	
Consult with workers and worker representatives?	=	=	=	
Develop a COVID-19 Safety Plan?	=	=	=	
Put in place a person or team to monitor social distancing rules?	=	=	=	
Have you nominated a worker or team to champion safe practices?	=	=	=	
Plan in place in the event the workplace is exposed to COVID-19?	=	=	=	
Is extra staff training required?	=	=	=	
CONSULTATION				
Have workers been consulted on plans to manage risk?	=	=	=	
Have arrangements been made on how to communicate to workers suspected or confirmed cases of COVID 19?	=	=	=	
Are information and updates related to COVID-19 in the workplace made available to workers?	=	=	=	
RISK MANAGEMENT				
Critical activities identified?	=	=	=	
Was a risk assessment undertaken?	=	=	=	
Remote work capabilities considered?	=	=	=	
Consideration of the circumstances under which the business may need to scale back or suspend operations?	=	=	=	
Procedure in place for workers to report if they're feeling unwell, or have been potentially exposed to COVID-19?	=	=	=	
Social distancing rules in place?	=	=	=	