

COVID-19 SAFE PLAN

Version 2.5

27 August 2020

INTRODUCTION

In line with advice from the Victorian Chief Health Officer, the Victorian Government has announced that metropolitan Melbourne and Mitchell Shire will return to Stage 4 restrictions for Melbourne and Stage 3 restrictions for regional Victoria (inc. Shepparton and Leongatha)

This decision was made in response to a significant increase in community transmission of coronavirus (COVID-19) in these areas.

AIM

The aim of this Plan is to keep our staff and public protected, safe and healthy in accordance with:

<https://www.vic.gov.au/coronavirus-covid-19-restrictions-victoria>

<https://www.dhhs.vic.gov.au/coronavirus>

<https://www.worksafe.vic.gov.au/coronavirus-covid-19>

KEY POINTS

Simford Group, specifically their division of Simford Welding Services, are classified as an **ESSENTIAL SERVICE** due to our ongoing work with the food manufacturing industry.

From 11.59pm on Sunday 2 August 2020 in metropolitan Melbourne or Mitchell Shire regional Victoria, the **MANDATORY REQUIREMENTS** of our staff:

- Wear a **face covering** that covers both your nose and mouth whenever you leave home – and wherever you live unless you have a lawful reason for not doing so.
- **Stay home** and avoid contact **if feeling unwell**.
- Practice **good hygiene**.
- Maintain **physical distancing**, keep at least 1.5 metres away from others
- Understand the risk and symptoms.
- Help continue to slow the spread of COVID-19 by getting tested, even if you have mild symptoms.
- Take care wherever you go, assume others may be carrying the virus
- If you need to travel to work, you must have a permit.

RESPONSIBILITIES

The **Management of the Simford Group** have reviewed the risks involved with the continuation of their manufacturing services and have implemented controls to mitigate the transfer of any infections.

- An employee will only attend the Workshop or Sites if they cannot complete their job role from home. Otherwise they must work from home.
- Flexible work arrangements are to be implemented to avoid the number of staff in attendance at the same time.
- All employee contact details are to be maintained as up to date and accurate for quick contact tracing if required. The list is located in our company 'Sharepoint' system.
- Report to Worksafe, Victoria within 48 hours of a positive case of Covid19 in our workplace.

The **Employees** who attend the Workshop or Sites of **Simford Group** must also be responsible to maintain the controls and in particular to follow safe distancing, personal hygiene and report any risks they identify.

OFFICE & WORKSHOP

- Our Workshop or Office abides with the regulations for maintaining the 1.5 metres social distancing requirements.
- Cleaning is to be reviewed from weekly (Saturday) to determine if an extra day is required. This will depend on activity.
- Staff to maintain a clean desk area.
- At a minimum, (mid-week) the high touch areas of keyboards, desks, handrails, welding equipment, door handles, light switches are to be cleaned with disinfectant or sanitised wipes. This would be completed by each employee within their designated area.
- The bathroom has been reviewed to confirm that sanitising is appropriate. Additional hand sanitiser will be 'stationed' at the entrance to the buildings and key areas within the facilities.
- Lunchroom facilities will be minimised at the present time by scheduling flexible breaks.
- No sharing of PPE, tools, plant or equipment in the workshop is allowed, unless the item is wiped down with a sanitiser cloth.
- Travel to our regular client Sites is to be maintained and to alleviate/minimise the necessity for staff to travel distances and out of lockdown areas or hotspots, staff will only travel to one site and no switching of sites.
- Staff at client sites are to follow strict guidelines imposed by the client and report any concerns.

SOCIAL DISTANCING

- Social distancing of 1.5 metre rule to apply within the workshop or office.
- Signage maintained at the entry points and key points within the venue.
- At the entry point of the workshop and office, sanitiser will be available for use.
- No handshakes, high 5s or other forms of greeting/recognition allowed.
- Staff lunchrooms are to be accessed using flexible timeframes to avoid contact.
- No travelling in company motor vehicles with other staff is allowed.

RECORD KEEPING

- A record will be obtained of any person who attends the workplace as per current Company policy. Staff timesheets contain a record of those who attend the workshop.
- This record will be kept for 56 days as per the guidelines.
- This record will be kept according to the Privacy Principles and not used for any other purposes other than for Covid19 compliance and tracing if required.

HYGIENE AND CLEANING REQUIREMENTS

- Notices will be displayed in key areas. Refer to Annexures.
- Hand soap and/or hand sanitiser and bacterial wipes will be available.
- Bathroom notices will include that best practice is to wash hands and use the paper towel to dry their hands. The paper towel can be used to wipe down the tap and door handle on exit. Refer to Annexures.
- Staff to wipe down handles or other touch area of any tools, plant or equipment before and after their use.

COMMUNICATION

- Staff will be advised by way of SMS, email, a notice placed on the front door of the workshop or local communication channels of changes.
- Staff will acknowledge they have received the latest updated version of this Covid19 Safe Plan.
- Staff advised to stay at home and/or seek medical help if they have signs or symptoms of cold, flu, Covid19 or are feeling unwell.
- If a person does become ill their medical practitioner will notify Victorian health.
- Management will identify the areas where the Covid19 staff member has frequented within their workplace and whom they have been in contact. Staff will be advised and sent for testing.

MONITORING OF HEALTH AND SAFETY PROCEDURES

This Covid-19 Safe Plan will be reviewed if:

- The Victorian Government Department of Health advises.
- A breach of the Plan is identified by management or staff member.

ANNEXURES

Record Keeping template REGISTER of Staff/Visitors Annexure 1

Posters:

- How to HandWash
- How to HandRub
- Coronavirus Covid 19 keeping your distance
- Coronavirus Covid 19 Simple steps to stop the spread.

REFERENCES

Simford Group #098 Pandemic Coronavirus Policy & Procedures v1.1

<https://www.safeworkaustralia.gov.au>

<https://www.vic.gov.au/coronavirus-covid-19-restrictions-victoria>

<https://www.dhhs.vic.gov.au/coronavirus>

