



# COVID-19 SAFE PLAN

— Checklist —

## All Victorian businesses with on-site operations must have a COVIDSafe Plan:

- COVIDSafe Plans should be developed in consultation with workers and relevant Health and Safety Representatives (HSRs).
- By developing a COVIDSafe Plan and implementing it, business owners will be better placed to protect their staff, their business and to help slow the spread of coronavirus (COVID-19).
- COVIDSafe plans are systems of work for infectious disease management.
- COVIDSafe Plans set out employer obligations and include at a minimum:
  - Actions taken by the employer to reduce the risk of introduction and spread of coronavirus (COVID-19) in the work premises.
  - The process in place to maintain records of everyone who comes to the work premises.
  - The appropriate level of Personal Protective Equipment (PPE) to be worn at the work premises.
  - The processes the employer has put in place to respond to a suspected or confirmed cases of coronavirus (COVID-19) at the work premises.
- Acknowledgement that the employer understands their responsibilities and obligations.
- Information and resources to help your business prepare a COVIDSafe Plan can be found here: [COVIDSafe Plan](#)
- The Victorian Government is offering a free support service for small to medium businesses to ensure COVIDSafe Plans are up to date and reflect current COVIDSafe Settings. For more information, please see - [Free COVIDSafe Plan support](#)

## When to review your COVIDSafe Plan:

You should review your plan regularly, especially when restrictions change. You do not have to submit your plan to the Victorian Government. You must modify your plan if directed to do so by an Authorised Officer or WorkSafe Inspector. Compliance with COVIDSafe Plans is monitored by virtual and physical inspections.

## Share your COVIDSafe Plan with employees:

Employees must comply with the COVIDSafe Plan. Where possible, discuss the plan with employees before it is finalised. Employers should share the completed plan with employees and occupational health and safety representatives.

## Additional requirements:

Some industries are subject to additional obligations due to higher risk environments. For more information, please see - [Additional Industry Obligations](#)







In addition to completing a COVIDSafe Plan, you must meet your obligations under the Occupational Health and Safety Act 2004 – S21 Duties of employers to employees. For more information, please see - [Occupational Health and Safety Act and Regulations](#)

If you have any questions regarding COVID compliance relating to your business, please contact Council on 1300 368 333 and ask to speak to one of Council's COVID-19 Business Support Officers.

Alternatively, you can send your enquiry via email to [covidbusinesssupport@yarraranges.vic.gov.au](mailto:covidbusinesssupport@yarraranges.vic.gov.au)

# Six principles of COVIDSafe workplaces



6 Principles	Requirements & Recommendations	Describe what you will do	Who is responsible
	<b>Physical Distancing</b> You must apply the relevant density quotient to arrange shared work areas and publicly accessible spaces. Maintain physical distancing of 1.5 metres in the workplace.	Signage, furniture placement, density quotients, working from home arrangements and rostering, seating, lift protocols, staggered tea breaks	Manager/ owner/ supervisor/ team leader
	<b>Face Masks</b> Ensure all workers adhere to current face mask requirements.	Adequate supplies of PPE. Monitoring use of face coverings for workers, unless a lawful exception applies.	Manager/ owner/ supervisor/ team leader
	<b>Hygiene</b> Clean and disinfect shared spaces at least twice a day. This includes high-touch communal items, e.g., doorknobs, telephones, toilets, and handrails Soap and hand sanitiser throughout the workplace and encourage regular handwashing.	Signage Monitor supplies	Manager/ owner/ supervisor/ team leader
	<b>Record Keeping</b> Use the Victorian Government QR Code Service to check-in their workers, customers, and visitors. Workers must get tested if they have symptoms	Signage, use the Vic Govt QR code Register Covid Marshall/staff member	Manager/ owner/ supervisor/ team leader
	<b>Enclosed Spaces &amp; Ventilation</b> Reduce the time workers spend in enclosed spaces	Where possible consider enabling lower-risk outdoor working environments, enhancing ventilation by opening windows, optimising fresh air flow in air conditioning systems, conducting regular air checks.	Manager/ owner/ supervisor/ team leader
	<b>Workforce Bubbles</b> If possible, consider rostering groups of workers on the same shifts at a single worksite. Try to avoid overlapping of workers during shift changes	Stagger start and finish times, shifts and break times, to reduce use of common areas at the same time.	Manager/ owner/ supervisor/ team leader

For Enquiries: [CovidRR@yarraranges.vic.gov.au](mailto:CovidRR@yarraranges.vic.gov.au)

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