COVID-19 SAFETY PLAN Small Business Template



The questions in this form will help you to develop your COVID-19 Safety Plan.

► Business name	Rainbow Building Solutions	
► Date completed	1 8 1 0 2 0 2 1	
► Workers and HSR	Rs were consulted in relation to the development of this plan? Yes No	
▶ Who is responsible for reviewing and updating this plan? Joshua Smith & Nicholas Smith		
Keep your completed sa	afety plan at your workplace: you do not need to submit this to WorkSafe Tasmania.	

MANAGING RISK: YOUR DUTY OF CARE

Managing the risks of COVID-19

The minimum standards for managing the risks of COVID-19 have been determined by Public Health.

Under the Work Health and Safety Act 2012, as a business, you must manage the risks of COVID-19 entering or spreading in your workplace. In many businesses, you may not be able to eliminate the risk completely. Instead, you will need to consider other ways to reduce the risk as far as reasonably practicable. This may involve the use of substitution, isolation, engineering or administrative controls. Reducing the risk by using personal protective equipment, (PPE) is the lowest level of control. (Note that health experts advise that masks should not be used to control the risks unless caring for or interacting with a person who has or is highly likely to have contracted COVID-19.)

You must use the most effective level of control, noting that you may need a combination of controls. You must also maintain and regularly review your control measures to ensure they remain effective. More information on how to manage the risks of COVID-19 and apply controls is available on our website.

This plan will help you to identify exactly what actions you will take to put in place suitable and effective controls.

Restrictions and risks change constantly, so you should review and think about ongoing health and safety regularly, and update your plan accordingly. Check the Tasmanian Government advice on <u>current restrictions</u> regularly, as the numbers permitted to attend gatherings will change as the recovery stages are worked through. When you undertake your business activities they must be consistent with the Public Health Directions at that time.

If you are changing your business operations, your systems of work, or the work tasks your workers perform, you will need to complete a risk assessment. This will show you how your WHS risks have changed, and help identify what changes you need to make to manage them.

Remember to consult with your workers and/or their health and safety representatives throughout the risk assessment process.



Minimum standard

Managing risks to health and safety

Key things to consider:

What are the current legal requirements (e.g. public health orders, health directions) for my area and how do they apply to my business?

Does the nature of the work undertaken by my business (sources and processes) increase the risk of my workers being exposed to COVID-19?

Identify which workers are at risk of exposure

Identify what kind of control measures should be put in place, and

Check the effectiveness of existing control measures.

What effect will the COVID-19 controls you implement have on other hazard management controls you already have in place?

Information on this can be found at the Safe Work Australia website.

▶ Have you considered ways to ensure that unwell workers do not come to work?

Yes

No

Briefly outline anything you have done to reduce the chance of workers coming to work unwell

Staff have been clearly informed that if any staff member presents or acquires cold or flu symptoms, they must stay at home, organise a COVID- 19 test and stay at home until they receive their test results. - this has been implemented into our office policy.

If someone presents at work with cold or flu symptoms management will and have previously asked the staff member to go home and acquire a COVD 19 test. All staff are instructed to contact management if someone is unwell. Management will ask the staff member who is unwell to go home.

▶ Are there other ways COVID-19 may enter, be contracted or be spread in your workplace?

Yes

No

Briefly describe these ways (if yes)

Yes there are ways that COVID-19 can be contracted or be spread within our workplace, touching surfaces, air borne particles from an infected person.

We have many clients attend our offices to obtain information and quotes on sheds, garages, carports, barns and dwellings - they are required to check in upon entry and answer our COVID-19 safety questions.

Our staff are also out on the roads conducting site inspection, or attending meetings with trades people or other business. They do come into close contact with many members of the public on a daily basis, which increases the risk of contracting COVID-19 and/or spreading COVID-19 in the workplace.

▶ What other strategies have you put in place to reduce the risk of COVID-19 entering, being contracted or being spread in your workplace?

Our Offices: Sorell and Launceston

Have QR Codes that are mandatory for all staff and members of the public to check-in to each day.

Three QR codes in each office are present. Displayed at Reception, Front Doors and Rear Doors.

There are also manual check in books at reception if QR Code scanning isn't available for members of the public

We have a sign clearly displaying the limit of people allowed in the waiting areas for Sorell and Launceston Offices

We display the signs in both offices for social distancing being 1.5 meters.

We have COVID· 19 Questions displayed at our office reception • Sorell and Launceston

We have hand sanitiser as you come out of the toilets, at reception, in the meeting room and also in the kitchens

QR Codes are created for each job site

► Have you consulted with your workers and HSR's about the ways in which the spread of COVID-19 can be controlled?

Yes

No

Briefly describe the way you consulted with workers and HSR's (if yes)

The following has been advised to staff - social distancing 1.5 meters at all times.

Checking in via QR Code everywhere you go, at the offices, all other businesses. Also prompting and ensuring members of the public also check in via QR Code or manual check in. Getting tested for COVID-19 should any symptoms occur Staying at home should a staff member be unwell and also communicating their sickness to management at Rainbow Building Solutions that they are unwell. If a staff member resulted in having a positive COVID-19 test all Rainbow Building Solutions staff would be advised to stay at home and quarantine for 14 days and be tested immediately for COVID-19 and not return to work all staff must be tested for COVID-19 and returned a negative result. Public HealtJ1 Tasmania Hot-line would be notified immediately by Rainbow Building Solutions.

Minimum standard

Cleaning and Hygiene

Cleaning

The employer must prepare, implement and maintain a schedule for cleaning, and where appropriate disinfecting, that ensures the workplace is routinely cleaned. This must include furniture, equipment and other items.

The cleaning schedule should be in writing so all workers are aware of the requirements. The schedule should take into account the level of risk of exposure to, contracting or spreading COVID-19 within the workplace.

This schedule is to set out both the frequency and method that cleaning and disinfecting is to be done.

Hygiene

The employer is to put a hygiene procedure in place to ensure all persons at the workplace are observing appropriate hygiene measures to minimise the risk of exposure to, contracting or spreading COVID-19 within the workplace. This procedure is to address the hand cleaning by workers and other people in the workplace using soap and water or the use of hand sanitiser, as appropriate for the circumstances.

Supplies and Equipment

The employer must provide all the supplies and equipment necessary to ensure that the cleaning schedule and hygiene procedure implemented for the workplace can be complied with. Consider also printing and displaying posters and signs on good hygiene and hand washing practices in bathrooms, kitchens and break rooms. See Safe Work Australia's posters, and SafeWork Australia's guide on how to clean and disinfect your workplace.

CI	Cleaning		
>	Do you have a regular cleaning schedule for areas of workplace frequented by workers or others?		
	Yes No No No No No No No N		
	Briefly outline your cleaning schedule		
	Door handles and light switches, EFT Machine are cleaned daily.		
	Chairs at reception cleaned after use.		
	Desks are cleaned regularly		
	Staff Kitchen cleaned daily		
	All Mugs, plates etc, cleaned, washed		
	Office is cleaned throughout once a week		
>	Do you clean frequently touched areas and surfaces regularly? Eg. EFTPOS, door knobs, handrails, keyboards, furniture? Yes No Seriefly outline your approach to cleaning these surfaces EFT Cleaned after Use Printers		
	Computer Keyboards Exterior & Interior Door Handles cleaned twice a day		
	Waiting room chairs cleaned after each use		
	Client Appointment room cleaned Kitchen cleaned		
>	Do you need to clean vehicles regularly? Yes No Describe how and when you clean your vehicles		
	Vehicles are cleaned by staff individually - Our Staff to avoid sharing vehicles whenever possible. If required to share, face masks are required to be worn, and vehicle thoroughly cleaned.		

H	ygiene
>	What procedure do you have in place for ensuring good hygiene practices in your workplace?
	Describe who has what tasks to undertake
	Social Distancing Cleaning Door Handles and Light Switches Regularly Hand Sanitiser at front reception, and bathrooms & meeting room Washing Hands in bathroom, then using hand sanitiser
•	Are you confident that your workers know about and are able to meet the hygiene requirements for regular handwashing/sanitising and cleaning of surfaces? Eg. provide bathroom & handwashing facilities adequate for frequent handwashing with soap & water.
	Yes No No No No No No No N
Sı	ipplies and Equipment
•	Are you clear on what cleaning products or services you will need? Eg. disinfectant, detergent, access to wash basins?
	Yes No No
	Describe these
	Disinfectant Detergent
	Disposable Gloves Mops
	Cloths
	Rubbish Bags
	Sink with Hot Water
•	Have you considered making hand sanitiser available in frequented areas or upon entry/exit of rooms or workplaces for your workers and other people attending the workplace? Yes No Where have you placed them and how are they monitored to be refilled? Reception Meeting Room
	Bathroom Kitchen
	They are replaced as soon as one runs out. Sanitiser spares are kept in the stationary area at each office and stocks are checked weekly.

Restrictions on Entry to the Workplace

The employer must take all reasonable steps to ensure that a worker or others do not enter or attend the workplace if they display symptoms associated with COVID-19 or the worker/other has been required to isolate or quarantine.

This may include displaying signs at the front of your premises/workplace telling people not to enter if they have

Yes •	o one enters the workplace if they have been instructed to stay in isolation or quarantine?
	outline what arrangements are in place
At both	offices, signs are displayed at the entry doors stating how many people are allowed at reception at any one time sign is also displayed inside the door at the reception counter.
_	a also asks the public to check in to the QR code or ask staff to manually check you in. it also states" Please do it this premises if you have been instructed to be in isolation or quarantine. The signs clearly state - " Staying -Safe"
Are yo	u able to trace who has been in your workplace?
Yes •	No O
Outline	how you are doing this, e.g. sign in book, appointment book
	e have QR Codes at each entry point, and also a manual check in written book at each office on for both Sorell and Launceston Offices
If you hat last 21 c	·
	now you are doing this, e.g. appointment book, rosters / work orders.
Explain h	are are required to check in at the offices. All staff utilise their appointment diary to ensure

Physical Distancing at the workplace

An employer must take all reasonable steps to ensure as far as is reasonably practicable in the circumstances that:

- Each person at the workplace, or entering or leaving the workplace, maintains a distance of at least 1.5 metres from each other at the workplace, or when entering or leaving the workplace, and
- the total number of people present in a single space, at any one time, does not exceed the number calculated according to the current density requirement. Refer to coronavirus.tas.gov.au for the latest requirements.

If it is not reasonably practicable to comply with the physical distancing requirements described above, then the employer must ensure that control measures are implemented in keeping with the requirements to manage the risks to

ieait	in and safety relevant to COVID-19.
	erson at, entering or leaving a workplace must ensure that s/he complies with the requirements of the physical ncing requirements of that workplace, if it is reasonable to do so.
	Do you know what the capacity of your premises is? Yes ● No ○ What is your premises capacity? Sorell Main Office = 18 // Sorell Housing Office = 18 // Launceston office = 10
	What is the maximum capacity per space and how did you work this out? (e.g. multiple length & width of the room in m2 and divide by current density requirement)
	Length and Width of each office building divided by the 1 person per 2 square meters of floor.
	Explain how your workers and other people in your workplace will be able to maintain a minimum distance of 1.5 metres between each other while working? Yes No Briefly outline what changes, if any, you have made to the workplace. Eg. Physical barriers, line marking on floors
	We have not had to modify the Sorell or Launceston offices
	If 1.5 mts between people can't be maintained what other controls will you put in place? Eg. encouraged on-line meetings, reduced the number of people in the workplace
	We are all set up to work from home, should the need arise. Zoom meetings are set up for all staff
iee (SafeWork Australia's industry-specific guidance on appropriate arrangements for workplaces that are not able to maintain th

physical distancing requirements outlined above. Go to <u>safeworkaustralia.gov.au</u> and search for 'physical distancing'.

Minimum standard

Providing instruction, training and supervision in respect to COVID-19

The employer must provide each worker at the workplace (including contractors and volunteers) with information, training and instruction on:

- the risks in relation to COVID-19, and
- the control measures implemented in the workplace to mitigate those risks, in relation to COVID-19.

The employer must provide adequate supervision to ensure control measures are implemented in the workplace in relation to COVID-19.

The employer must also ensure that information and instruction is provided to other people in the workplace about the control measures in place to mitigate the risks of COVID-19 and the requirements of those people to apply the control measures as they are reasonably able.

The information and instructions are to be in a format that is reasonable to the circumstances, including the use of plain English. This may also include the use of pictures, and being provided in languages other than English.

- ▶ Do you have information displayed clearly in the workplace so that everyone understands their obligations to reduce the risks posed by the COVID-19?
 - Put up posters on how to wash hands (link)
 - Provide information on how to limit the spread of germs (link)
 - Put up signs requesting people limit touching items, surfaces
 - Provide training or instruction on appropriate cleaning (link)
 - Supervising workers when using specialist protective equipment

Yes

No

Briefly outline your approach

Sign Stating 1.5 m distance

QR Codes For Check In

Sign stating not to enter the premises if you have been advised to quarantine or isolate Sign stating the Max people allowed in each area at the one time

Yes No	
	procedures include?
We have proceed	dures and workers are advised on this.
nimum standard	Responding to an incident of COVID-19 in the workplace
otify Public Health	by phoning 1800 671 738)
•	response plan in place detailing how your workplace will respond should the ome contaminated? Eg. a person in your workplace has a confirmed diagnosis of
COVID-19.	The concumulated. 2g. a person in your workplace has a committed diagnosis of
Yes O No O	
Briefly outline tha	t process
1. Our workplac	e (Sorell & Launceston) will close immediately.
_	deep cleaning performed at both offices
3 Staff will be se	ent home immediately and asked to gain a COVID-19 test immediately and remain at

home until such a time as they are advised by the Department of Health that they are allowed to leave

5. Notifications to all current and past clients will be sent to advise we have a positive case in the office and if they have been a close contact of any of our staff members to contact the public health hot-line.

6. Staff will provide Department of Health their locations over the previous 14 days

home - (14 days to finish isolation/quarantine)
4. Staff are already set up to work from home

Review

As the situation with COVID-19 can change rapidly, make sure you regularly review your control measures to make sure they are still meet the minimum requirements and are managing the risks in the best possible way for your workplace.

▶ Do you have a process for reviewing and adjusting the controls as circums using that process?	tances change, and are
Yes ● No ○	
Briefly outline that process	
Yes, we are reviewing these procedures on a regular basis	

Manager approval of your COVID-19 Safety Plan

► Approved by	
► Signature	
► Date completed	
Keep your completed safe	ety plan at your workplace: you do not need to submit this to WorkSafe Tasmania.

Contact tracing: compulsory recording of contact details

Depending on your industry, you may be required to collect contact details of every person who enters and remains on your premises for at least 15 minutes; and keep these details for at least 28 days.

You can use the Tasmanian Government's Check in Tas app, or alternernative electronic or paper-based solutions to do this.

For details on what industries must do this, and guidance on how to do it, go to https://coronavirus.tas.gov.au/families-community/current-restrictions.

>	Overflow
	Record responses here if you have run out of space