

Protecting yourself and others from coronavirus

COVID-19 Safety Plans



COVID-19
INFO



This interim information is based on what is currently known about coronavirus (COVID-19) and the current situation in Tasmania. The Tasmanian Government will update interim information as needed and as additional information becomes available. Visit www.coronavirus.tas.gov.au for the latest information.

The Government has a plan to 'Rebuild a Stronger Tasmania'. As part of this plan, all workplaces will be required to have a COVID-19 Safety Plan to document how they will comply with the COVID-19 Minimum Standards.

COVID-19 Safety Plans

The COVID-19 Workplace Public Health Direction sets the minimum standards for workplaces to be COVID Safe. Your COVID Safety Plan is a great way to show how you are keeping your customers, your workers and your community safe.

As workplaces reopen, they will need to demonstrate their compliance with the Minimum Standards. When a WorkSafe Inspector visits, you must be able to demonstrate how you are complying with the Minimum Standards in your workplace. The Inspector will ask to see your COVID-19 Safety Plan. It shows how you have assessed the risks in your workplace and the control measures you have implemented. It is a simple, concise summary that the Inspector will work through with you while looking at the way your control measures are working in practice.

Templates are available to support small and medium-sized businesses to develop COVID-19 Safety Plans based on sector-specific guidelines.

There are Public Health Orders in place that require current workplaces to comply with many of the Minimum Standards.

All workplaces must comply with all of the Minimum Standards from 15 June 2020. The Public Health Direction remains in force while the Public Health Emergency remains in place, unless revoked earlier. At this time, the Public Health Emergency is in place for 12 weeks, until 30 August 2020.

Business are encouraged to register for COVID Ready window stickers and poster once their COVID-19 Safety Plan is developed and in place. This sticker or poster will provide the Tasmanian community with confidence that your workplace is best prepared to manage and respond to COVID-19.

Developing Plans

Developing a COVID-19 Safety Plan is the best way to demonstrate compliance with the Minimum Standards (see over the page).

Individual Safety Plans will depend on the size and nature of your workplace.

The Small Businesses template is an easy step-by-step process for developing a COVID-19 Safety Plan.

The Medium-Sized Businesses template provides a broader framework for developing COVID-19 Safety Plans. This template can be used by any workplace that wants greater flexibility in the process of drafting their plan. Businesses that are already working to an industry standard for managing COVID-19 may find it easier to use the Template for Medium-Sized Businesses.

Large enterprises may already have well developed COVID-19 Plans in place for a range of workplaces. Existing plans need to be reviewed to ensure they meet the Minimum Standards.

COVID-19 Safe Workplace Guidelines

One size doesn't fit all. Safe Workplace Guidelines are being developed with sectors and peak bodies as a practical guide on how businesses and workplaces can meet the Minimum Standards. The sectors are consistent with the Australian and New Zealand Standard Industrial Classification 2006 (ANZSIC).

Minimum Standards

WorkSafe Tasmania and Public Health have developed Minimum Standards that all workplaces will be required to meet to manage risks posed by COVID-19 as best as possible. Compliance of the Minimum Standards will be monitored by Inspectors.

Minimum standards a workplace will be required to meet are:

- manage the risks of a person contracting or spreading COVID-19 in the workplace
- implement and maintain a cleaning schedule across the workplace
- have good hygiene procedures and practices (such as washing and/or sanitising of hands)
- ensure workers who have been instructed to quarantine or self-isolate don't come to the workplace
- make sure physical distancing requirements are met by workers, contractors and others entering, leaving or moving around the workplace
- provide information, training and supervision on how the risks of COVID-19 are to be managed and ensure all processes and procedures are applied by the workers
- provide information and instruction to other people who attend the workplace about how they are to comply with your processes and procedures, and make sure they apply them
- all information, recommendations, directions and guidance materials relevant to the workplace (obtained from reputable sources) is reviewed regularly to ensure the control measures implemented are appropriate

- entry into the workplace is managed and controlled in a reasonable manner if someone is suspected of showing symptoms of COVID-19, or of being exposed to COVID-19 within the preceding 14 days, or of being diagnosed with COVID-19
- any workplace records that would assist with notifying people who enter/leave the workplace of any potential exposure to COVID-19 must be kept for at least 21 days.

Employers must ensure that the above measures remove or reduce the risk posed by COVID-19 as far as is reasonably practicable and those measures are recorded in writing.

Resources

Use the following resources, available at www.coronavirus.tas.gov.au

Checklist

[COVID-19 Safety Plan Template for Small Businesses](#)

[COVID-19 Safety Plan Template for Medium Businesses](#)

[COVID Ready stickers and posters](#)

For more information

Contact the Business Tasmania Hotline on **1800 440 026**

Visit www.worksafe.tas.gov.au