

COVID Safe plan

Our COVID Safe Plan

Business name: Thomas Warburton
 Site location: 481 Frankston Dandenong Road, Dandenong South, VIC 3175
 Contact person: Jaymee Sanders
 Contact person phone: 0401 928 812
 Date prepared: 04/08/2020

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</p>	<p><i>All employees have been provided with hand sanitiser at their work stations. There is hand sanitiser provided at all building entrances. There is hand sanitiser, hand washing shop and paper towels in all bathrooms. There are posters displayed on how to wash your hands thoroughly and is shown in companywide updates. All employees who are visiting customers are sanitising their hands before and after these visits.</i></p>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p><i>Warehouse doors are constantly opening and closing to provide air flow into the warehouse facility.</i></p>
<p>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</p>	<p><i>All employees and visitors are to wear face masks as advised by the Department of Health and Human Services, with the only exceptions permitted by the Department of Health and Human Services being:</i></p> <ul style="list-style-type: none"> <i>o A person who is affected by a relevant medical condition - including problems with their breathing, a serious skin condition on the face, a disability or a mental health condition. This also includes persons who are communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.</i> <i>o Persons for whom wearing a face covering would create a risk to that person's health and safety related to their work, as determined through OH&S guidelines.</i> <i>o Persons whose professions require clear enunciation or visibility of their mouth</i> <i>o When directed by police to remove the face covering to ascertain identity.</i> <i>o The person is travelling in a vehicle by themselves or with other members of their household.</i> <i>o When consuming food, drink, medication or when smoking/vaping.</i> <i>o During emergencies.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<p><i>Training is constantly provided to employees through email, morning meetings and our companywide updates.</i></p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>High touch communal items are cleaned regularly within our office and warehouse – the changeover in our warehouse shifts also has a thorough clean of all high touched communal items before the next shift starts.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><i>The building cleaners are attending each night to thoroughly clean especially areas that are touched more commonly.</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>We have a closest full of cleaning products which include detergent and disinfectant. We also have disinfectant around the building for use of all employees or visitors.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<p><i>Most of the office staff are working from home unless they are attending within our 50% capacity and this is only if they urgently need to attend to something within the office.</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>All office staff are working from home or have their own desks and all warehouse staff are only working within the one warehouse and working on their own desk. Our sales staff are only visiting customers when necessary and only with customers that are open and require our essential products.</i></p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p><i>All workers and visitors have been advised if sick to not come into work and should the following occur:</i></p> <ul style="list-style-type: none"> • <i>Employee notifies us they are going to be tested</i> • <i>Employee informs us they have tested positive</i> • <i>Non – employee who has been on our site notifies us they have tested positive</i> • <i>Employee notifies us that they have been in direct contact with a person that is being tested or has tested positive</i> <p><i>We will adhere to all government guidelines of reporting and keeping records. Enforce staying home and isolating, and most of all seek government guidance as required.</i></p>
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<p><i>All employees have been made aware and trained to stay the distance of 1.5m or more from each employee. We have displayed this information all over our business to remind employees of the social distancing requirements.</i></p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p><i>We have made sure no workstations are facing each other and if they are, only one employee can work within that space.</i></p>
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<p><i>We have more an once entrance into the building, and huge warehouse doors that prevent any build ups of employees entering and exiting at the same time.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<i>All employees have been made aware and trained to stay the distance of 1.5m or more from each employee. We have displayed this information all over our business to remind employees of the social distancing requirements.</i>
Review delivery protocols to limit contact between delivery drivers and staff.	<i>The contact between delivery drivers has been amended so our employee does not come in contact with the delivery drivers at all. The delivery drives leave boxes outside our warehouse on a pallet and for signing purposes we just advise them our name. These drivers do not come into our warehouse on any occasion and the employees are aware and monitor this. Regarding delivery drivers with pallets, they open the side door and we take the pallet out and again do not come in contact with the driver at all.</i>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<i>The warehouse is now working in two shifts and each shift does not come in contact with the other shift. This meaning minimal staff on each shift. Sales staff are not visiting customers unless an urgent matter arises. Office staff are working on rosters if required to come into the office.</i>
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule .	<i>Signage is displayed outside our warehouse advising all drivers that they are not allowed to enter our office or warehouse at any time.</i>

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<i>Any visitor that may need to attend the building have a sign in area that they are required to fill out before entering the building.</i>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<i>Employees are constantly being advise of all rules, regulations and OHS reporting via email, morning meetings or companywide updates. All our OHS policies and procedures are online and accessible for all employees.</i>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p><i>Regular updates on the current situation is discussed in the Senior Management Team and measures are put in action accordingly.</i></p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p><i>All employees have been advised to report any COVID-19 testing and results to our Executive Assistant. These records are being kept for over 21 days.</i></p> <p><i>Any visitor that may need to attend the building have a sign in area that they are required to fill out before entering the building.</i></p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p><i>Cleaning is already taking place regularly, we have the capacity to close down areas of the business if required due to a positive COVID-19 test and will have our cleaner thoroughly clean this area before work is proceed in this area again.</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p><i>Should the following occur:</i></p> <ul style="list-style-type: none"> • <i>Employee notifies us they are going to be tested</i> • <i>Employee informs us they have tested positive</i> • <i>Non – employee who has been on our site notifies us they have tested positive</i> • <i>Employee notifies us that they have been in direct contact with a person that is being tested or has tested positive</i> <p><i>We will adhere to all government guidelines of reporting and keeping records. Enforce staying home and isolating, and most of all seek government guidance as required.</i></p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p><i>Should the following occur:</i></p> <ul style="list-style-type: none"> • <i>Employee notifies us they are going to be tested</i> • <i>Employee informs us they have tested positive</i> • <i>Non – employee who has been on our site notifies us they have tested positive</i> • <i>Employee notifies us that they have been in direct contact with a person that is being tested or has tested positive</i> <p><i>We will adhere to all government guidelines of reporting and keeping records. Enforce staying home and isolating, and most of all seek government guidance as required.</i></p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p><i>Our Executive Assistant is aware of this process and is keeping a track of all employees who are being tested. Worksafe will be called as soon as we have confirmed any cases of COVID-19.</i></p>

Guidance	Action to prepare for your response
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p><i>We will adhere to all government guidelines of reporting and keeping records. Enforce staying home and isolating, and most of all seek government guidance as required.</i></p>
<p>Interstate Travel</p>	<p><i>Where possible eliminate all interstate travel, if elimination is not possible then travelling can only be approved by the managing director and must fall in line with all state and territory border restrictions – in addition to this if individual state or border restrictions do not dictate 14-day quarantine – a 14-day self-isolation will be enforced by Thomas Warburton for any staff member that travels. They will also adhere to the same rules as stage 4 restriction in Victoria.</i></p>

I acknowledge I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed: 

Name: Daniel Schmidt

Date: 15/01/2021