COVIDSafe Plan

About the COVIDSafe Plan

The COVIDSafe Plan has been developed to support businesses to maintain a COVIDSafe workplace and prepare for a suspected or confirmed case of COVID-19 in the workplace.

In order to be compliant with public health direction:

- All Victorian businesses with on-site operations must complete a COVIDSafe Plan.

- This COVIDSafe Plan should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).

- In addition to completing a COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.

- You must comply with a request to present or modify your COVIDSafe Plan, if directed to do so by an Authorised Officer or WorkSafe Inspector.

- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.

High Risk COVIDSafe Plans are no longer mandatory, but industries with higher levels of risk may have additional requirements beyond those listed in this document. For more information, see: coronavirus.vic.gov.au/additional-industry-obligations.

If you have an up-to-date High Risk COVIDSafe Plan, you do not need to write a new COVIDSafe Plan, but you should ensure your existing plan reflects current restrictions.

How to develop your COVIDSafe Plan

1.   Understand your responsibilities

Information on public health directions applying to employers is available at coronavirus.vic.gov.au.

2.   Prepare your plan

Below is the COVIDSafe Plan template which you will need to complete. The COVIDSafe Plan is grouped into six COVIDSafe principles. These include:

1. Practise physical distancing

2. Wear a face mask

3. Practise good hygiene

4. Keep records and act quickly if workers become unwell

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5. Avoid interactions in enclosed spaces

6. Create workforce bubbles

When completing your plan, under the 'actions' column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirement. You will note that additional requirements apply to some industries. For more information on additional industry obligations, see: https://www.coronavirus.vic.gov.au/additional-industry-obligations.

Mandatory requirements under public health direction feature this symbol: ⚠

- All other points are highly recommended for keeping your workers safe and workplace open but are not mandatory.

- Some of the requirements in the COVIDSafe Plan may not apply to your business. Where the requirement does not apply to your business it should be marked N/A (not applicable).

3.   Keep your plan up to date

Your COVIDSafe Plan must be reviewed and updated routinely and when restrictions or public health advice changes. Organisations with multiple worksites must complete a COVIDSafe Plan for each worksite.

You do not have to lodge your COVIDSafe Plan with the Victorian Government, however, you may need to provide your COVIDSafe Plan to an Authorised Officer or WorkSafe Inspector upon request, or in the event of a confirmed positive case at your workplace. There will be virtual and physical inspections as well as desktop audits to ensure the implementation of and compliance with your COVIDSafe plan.

4.   Share your plan

Your workforce needs to be familiar with this plan. Where possible it is recommended that you discuss the plan with your workers before you finalise it. Once you have completed the plan, share it with your workers and occupational health and safety representatives.

For further guidance on how to prepare your COVIDSafe Plan or any other questions, please visit coronavirus.vic.gov.au or call the Business Victoria Hotline on 13 22 15.

Your COVIDSafe Plan

Business name: CherryHill Orchards PTY LTD (Wandin East)

Plan completed by: Michael Appleton

Date reviewed: 19/08/2021

For the latest information on restrictions in Victoria, visit coronavirus.vic.gov.au

Practise physical distancing

Requirements and recommendations	Action
⚠ You must apply the relevant density quotient to configure shared work areas and publicly accessible spaces. • Shared work areas are only accessible to workers, and should only include workers in the density quotient. • Publicly accessible spaces should include members of the public, and may include workers if they share the space on an ongoing basis. • Further information can be found at coronavirus.vic.gov.au	• Occupancy limits are displayed in all areas where density quotient limits apply. • COVID Marshall onsite during business hours to facilitate social distancing. • Social distancing signage and infographics are displayed throughout the site.
Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres. This can be done by: • Displaying signs to show patron limits at the entrance of enclosed areas where density quotients apply for your workplace You may also consider: • Minimising the build-up of people waiting to enter and exit the workplace. • Using floor markings to provide minimum physical distancing guides. • Reviewing delivery protocols to limit contact between delivery drivers and workers	• Density quotient applied to shared workspaces and customer areas. • Occupancy limits displayed at all entry and exit points.
You should provide training to workers on physical distancing expectations while working and socialising. This should include: • Informing workers to follow current public health directions when carpooling. This can be found at coronavirus.vic.gov.au	• All employees and contractors are aware of the company's covid safe plan and the control measures in place. • All staff have received training on our covid safe policies and practices as part of their induction. • Changes to public health directions are communicated to all staff via email from the HR department.
You may be required to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions.	• All employees who are able to work from home, are required to do so.

Wear a face mask

Requirements and recommendations	Action
⚠ You must ensure all workers adhere to current face mask requirements, as outlined at coronavirus.vic.gov.au/face-masks	• Disposable face masks are available for employees, contractors, and visitors to use. • Face masks are compulsory on site.
You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE. You should inform workers that reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.	• Induction training includes instruction and guidance on how to correctly fit, use and dispose of face masks.

If your industry is subject to additional industry obligations, you may also be required to:

Adhere to additional face mask requirements.	N/A

Practise good hygiene

Requirements and recommendations	Action
⚠ You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones. You should: • Clean high-touch surfaces with appropriate cleaning products, including detergent and disinfectant. • Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so. • Clean between shifts.	• A cleaning checklist is in place. • Amenities team on site during trading periods to facilitate cleaning schedule – including frequent cleaning and sanitising of high-touch areas. • External cleaning company engaged for deep clean before and after event (Abound Cleaning). • Cleaning and sanitising products are readily available.
You should display a cleaning log in shared spaces.	
You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.	• Hand santiser and hand washing stations are accessible throughout the site and are frequently checked and re-stocked as required.

If your industry is subject to additional industry obligations, you may also be required to:

Ensure all areas where workers are working are cleaned at least daily.	• All employees and contractors are required to sanitise their workstations and equipment before and after use.
Adhere to additional hygiene training requirements.	N/A

Keep records and act quickly if workers become unwell

Requirements and recommendations	Action
⚠ You must support workers to get tested and stay home even if they only have mild symptoms.	• Employees are temperature screened at the start of each shift. • All employees are required to complete health declarations at the start of each shift when signing in. • Employees are aware they must not come to work if they have ANY symptoms of COVID-19, and they must get tested then isolate until their result comes back. • All of the above information is communicated to staff via email and during induction.
⚠ You must develop a business contingency plan to manage any outbreaks. This includes: • Having a plan to respond to a worker being notified they are a positive case or a close contact while at work. • Having a plan in place to clean the worksite (or part) in the event of a positive case. • Having a plan to contact the Department of Health and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts. • Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace. • Having a plan in the event that you have been instructed to close by the Department of Health. • Having a plan to re-open your workplace once agreed by Department of Health and notify workers they can return to work.	• Employees are grouped into teams and must travel to and from work with the same 'buddy'. • Any person(s) displaying symptoms of COVID-19 or receiving notification of being a positive case or a close contact whilst on-site are instructed to return home in the vehicle they travelled to work in, get tested and isolate until they receive a negative test result – any person(s) that travelled with the symptomatic person(s), must also return home, get tested and isolate until they receive a negative test result. • Our amenities team is responsible for cleaning and sanitisation of worksites and customer areas. • Contract cleaning company to undertake deep cleaning activity (Abound Cleaning). • Human Resources (Jenni Fraser) is responsible for notifying DHHS and Worksafe of any suspected or confirmed COVID-19 cases. • Human Resources will provide risk assessments and close contact tracing details to DHHS / Worksafe.
⚠ Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors. For more information see https://www.coronavirus.vic.gov.au/about-victorian-government-qr-code-service .	• Vic Gov QR codes are located at all entrance points throughout the site and check-in is mandatory. • Manual sign-in forms are also available at all entrance points.

Avoid interactions in enclosed spaces

Requirements and recommendations	Action
You should reduce the amount of time workers are spending in enclosed spaces. This could include: • Enabling working in outdoor environments. • Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms. • Enhancing airflow by opening windows and doors. • Optimising fresh air flow in air conditioning systems.	• Majority of workplace activity is undertaken outdoors. • Office employees who are able to work from home, must do so. • We have reduced capacity in all internal spaces and displayed occupancy limits at entry and exit points. • Windows and doors remain open during business hours to optimise fresh airflow. • Breaks are staggered and workers are grouped to avoid unnecessary interactions.

If your industry is subject to additional industry obligations, you may also be required to:

Ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate.	• Employees are required to complete a health declaration when clocking in to work.

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Create workforce bubbles

Requirements and recommendations	Action
You should consider keeping groups of workers rostered on the same shifts at a single worksite and avoid any overlap of workers during shift changes where it is practical to do so.	• Employees are grouped into teams and shift start and finish times are staggered to avoid congestion when clocking in/out.

If your industry is subject to additional industry obligations, you may also be required to:

Limit or cease the number of workers working across multiple work sites where reasonably practical.	
Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.	• Approved contractor list is managed by Gina Wessel – Project Manager. Gina maintains records of contractors and their site-visits.