

MANDATORY COVIDSAFE PLANS

On Monday 26 October, Melbournians breathed a collective sigh of relief as Victorian Premier Daniel Andrews delivered the long-awaited announcements on the easing of restrictions across the state. With restrictions easing, businesses will need to ensure that it adheres to the various requirements for opening and operating.

As part of the Victorian Government's roadmap for reopening, every Victorian business **must** have a COVIDSafe Plan in place before commencing operations. A comprehensive COVIDSafe Plan must set out:

- the businesses' actions to prevent introduction of COVID-19 into the workplace
- how the business will meet the requirements set out by the Government;
- the type of face mask or personal protective equipment (PPE) required
- plans on how to respond in the event of a suspected or confirmed case of COVID-19 in the workplace.

COVIDSafe Plans must include the six COVIDSafe Workplace principles.

Businesses must review and update their COVIDSafe Plans regularly, especially when restrictions or public health advice changes. Organisations with multiple worksites must complete a COVIDSafe Plan for each worksite.

The COVIDSafe Plan must be in English but should be translated in to other languages to cater for any staff for whom English may be a second language.

To ensure compliance with the regulations, the government will conduct random spot checks of businesses throughout the state.

Failure to comply may result in an on-the-spot fine of up to \$9,913 and up to \$20,000 for serious offences.

Contact Us

If you would like more information on the COVIDSafe Plan or would like assistance with preparing a COVIDSafe Plan, please speak to your account manager or contact us on 03 9899 4036.

Six COVIDSafe Workplace Principles



Ensure physical distancing
(1.5 metres)



Wear a face mask



Keep good records and
act quickly if staff become
unwell



Practice good hygiene



Avoid interactions in close
spaces



Create workforce bubbles

High-Risk COVIDSafe Plans

Under current restrictions, businesses that operate in a high-risk industry must prepare a High Risk CovidSafe Plan. A High-risk COVIDSafe Plan includes additional obligations for employers such as regular surveillance COVID testing in some industries and appointment of onsite COVID Marshall(s).

High-risk industries include:

- poultry processing facilities
- abattoirs and meat processing facilities
- seafood processing facilities
- supermarkets
- medical supplies, PPE supplies and pharmaceutical sector
- warehousing and distribution centres
- construction sites
- manufacturing facilities