Please use this COVID-19 Safety Plan template to help create and maintain a safe workplace for all workers and visitors.

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| --- |
| NOTE: Each jurisdiction has different requirements for preparing, keeping and displaying a COVID-19 Safety Plan. You should review the COVID-19 Safety Plan requirements in your state or territory prior to completing a COVID-19 Safety Plan. The requirements for each jurisdiction are set out at Appendix 1. |

We advise that the template should be completed in consultation with your workers. When it is completed you should share the template with your workers.

Duties Under WHS laws

Under the Work Health and Safety Laws in each jurisdiction, a business must manage the risks of COVID-19 entering or spreading in the workplace. A business may not be able to eliminate the risk completely. Instead, businesses need to consider other ways to reduce the risk as far as reasonably practicable.

**Risk Assessment and Planning**

Businesses must follow the current COVID-19 Public Health Orders in their jurisdiction and manage workers and visitors in accordance with Work Health and Safety Laws. You may wish to conduct a risk assessment before completing a COVID-19 Safety Plan. For more information, please consult the [Safe Work Australia Small Business Planning Tool](https://www.safeworkaustralia.gov.au/doc/small-business-planning-tool-covid-19) and [Risk assessment guide](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/risk-assessment#heading--1--tab-toc-when_should_i_do_a_risk_assessment?).

Guidance and Resources

The COVID-19 Safety Plan will help you identify what actions you may need to take to put in place suitable controls.

The plan may need to be updated and revised in the future as government restrictions and public health advice change.

This template is for general purposes and may need to be modified in accordance with your specific activities. For more information, please consult [Safe Work Australia’s COVID-19 Small Business Hub](https://www.safeworkaustralia.gov.au/covid-19-information-small-business) and [LPA’s guidelines](https://mailchi.mp/d439090221d2/yyt69eubr1-12577707), which include: [Guidelines for COVID Safe Auditions, Rehearsals and Performances](https://liveperformance.com.au/wp-content/uploads/2020/08/Guidelines-for-Auditions-Rehearsal-and-Performances-FINAL-2020.08.05.pdf); and [COVID Safe Touring Guidelines](https://liveperformance.com.au/wp-content/uploads/2020/08/Touring-Guidelines-FINAL-2020.08.05-1.pdf).

|  |  |
| --- | --- |
| **Business Details** | |
| **Business Name:** | |
| **Plan Completed by:** | **Date:** |
| **Approved by:** | **Date:** |

**GUIDANCE FOR BUSINESSES**

Fill in the table below with the actions you will put in place to keep workers and visitors safe.

**Restrictions to entering 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 are displaying symptoms associated with COVID-19 or if they have 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 COVID-19 symptoms or have been in close contact with confirmed cases. See Appendix 2 for examples of posters and signs.

|  |  |  |  |
| --- | --- | --- | --- |
| **REQUIREMENTS** | **ACTIONS** | | |
| **Wellbeing of Workers and Visitors** | **How will you do it?** | **When will you do it?** | **What supplies do you need?** |
| Exclude workers or visitors who are unwell. |  |  |  |
| Provide staff with information on COVID-19, including about when to get tested, physical distancing and cleaning. |  |  |  |
| Make staff aware of their leave entitlements if they are sick or required to self-isolate. |  |  |  |
| Display posters about conditions of entry for workers and visitors at entry points (and on your website, social media, etc.). |  |  |  |
| **Physical Distancing** | **How will you do it?** | **When will you do it?** | **What supplies do you need?** |
| Check if there are any restrictions on your business in the relevant jurisdiction. A link to Public Health Directions for each State is available at Appendix 3.  Consider what measures you may take to avoid close proximity and crowding where reasonably practicable. |  |  |  |
| Assign workers to specific workstations and minimise worker movement between workstations.  If the above measure is not reasonably practicable, clean workstations with detergent or disinfect between use. |  |  |  |
| Put plans and systems in place to monitor and control the number of workers and customers on site at any given time to allow for physical distancing. |  |  |  |
| Use flexible working arrangements where reasonably practicable, such as working from home and early/late starts to reduce the number of workers on the premises at a given time. |  |  |  |
| Consider any additional measures to help protect any vulnerable workers. |  |  |  |
| Maintain 1.5 metres physical distancing, including during meal breaks. |  |  |  |
| Hold meetings by telephone or video where reasonably practicable. |  |  |  |
| Review regular deliveries and request contactless delivery and invoicing where reasonably practicable. |  |  |  |
| Place signage near lifts and areas where people may congregate, directing workers and visitors to maintain physical distancing. |  |  |  |
| If workers need to travel in the same vehicle:   * encourage passengers and drivers to spread out, using front and back seats * workers should only handle their own tools and bags where reasonably practicable * set out process to clean the vehicle’s high touch areas at the end of each shift/day with detergent or disinfectant * set air conditioning to external air flow rather than recirculation. |  |  |  |
| If people gather immediately outside the premises, have a strategy in place to manage gathering that may occur. |  |  |  |

**HYGIENE AND CLEANING**

**Cleaning**

The employer should prepare, implement and maintain a schedule for cleaning and, where appropriate, disinfecting, that ensures the workplace is routinely cleaned. This may include cleaning and disinfecting of 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 in the workplace.

**Hygiene**

The employer must implement a hygiene procedure to ensure all persons at the workplace are observing appropriate hygiene measures to minimise risk of exposure to, contracting or spreading COVID-19 within the workplace. This procedure includes hand washing practices of workers and other people in the workplace that use soap and water, or the use of hand sanitiser as appropriate depending on 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 completed. See Appendix 4 of the Safe Work Australia Guide on [how to clean and disinfect your workplace](https://www.safeworkaustralia.gov.au/sites/default/files/2020-06/cleaning-table-covid19-24June2020.pdf).

The employer should also print posters and signs on good hygiene and hand washing practices to display in bathrooms, kitchens and break rooms. See Appendix 2 for examples of posters and signs.

|  |  |  |  |
| --- | --- | --- | --- |
| **REQUIREMENTS** | **ACTIONS** | | |
| **Hygiene and cleaning** | **How will you do it?** | **When will you do it?** | **What supplies do you need?** |
| Provide hand sanitiser at multiple locations throughout the workplace. |  |  |  |
| Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitors, phones, keyboard, and mouse. |  |  |  |
| Ensure bathrooms have hand soap and paper towels, and instructions about hand washing. |  |  |  |
| Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces. |  |  |  |
| If workers are required to clean, ensure they wear gloves when cleaning and wash hands thoroughly before and after with soap and water. |  |  |  |

**RECORDING AND REPORTING**

**Record Keeping**

In the event of a case of COVID-19 being detected at your workplace, it will be important to be able to trace people who have been at your workplace. Consider how you would do this.

|  |  |
| --- | --- |
| **REQUIREMENTS** | **ACTIONS** |
| **Record keeping** | |
| Keep name and mobile number or email address for all workers and visitors for at least 28 days. (Records should only be used for contact tracing COVID-19 infections and must be stored in a secure and confidential place). | **How will you do this?**  **Who is responsible?** |
| Make workers aware of the COVIDSafe App and the benefits of the app to support contact tracing. | **How will you do this?**  **Who is responsible?** |

**Responding to an incident of COVID-19 in the workplace**

An employer at a workplace must prepare a COVID-19 emergency response plan for the workplace that outlines how they will respond if there is a suspected or confirmed case of COVID-19 associated with their business.

|  |  |
| --- | --- |
| **REQUIREMENTS** | **ACTIONS** |
| **Response to COVID-19 infection** | |
| Prepare the COVID-19 emergency response plan. The plan should include:   * an outline of what your first action will be if notified of a possible or actual COVID-19 infection * confirmation of who has what responsibilities, e.g. notifying the Public Health and Worksafe Authority in your jurisdiction (see Appendix 5: COVID-19 Public Health Helplines; see Appendix 6: Safe Work Australia incident notification Factsheet) * a statement outlining how you will clearly communicate with staff * a statement outlining how you will clean your workplace after an infection * an outline of how your business will continue to trade or reopen. |  |

APPENDICES

1. COVID-19 SAFETY PLAN REQUIREMENTS BY STATE

Western Australia

The COVID Safe Plan template includes a ‘COVID Safety Plan Certificate’, which must be printed and displayed on the premises

* Required Template: <https://www.wa.gov.au/sites/default/files/2020-05/COVID-19-Safety-Plan-Other-Business-Pack.pdf>
* Guidelines: <https://www.wa.gov.au/sites/default/files/2020-06/COVID-Safety-Guidelines-Phase-4_0.pdf>

Further information about COVID Safe Plans in Western Australia is available [here](https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-business-and-industry-advice).

Queensland

Approved COVID Safe Industry Plans and guidelines are available for [specific industries](https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans) and must be completed, maintained and made available to Work Health Safety Inspectors or other Queensland Government officials if they ask for it:

* Live Performance Venues/Theatre Guidelines and COVID Safe Plan: <https://www.covid19.qld.gov.au/__data/assets/pdf_file/0024/134844/covid-safe-industry-plan-live-performance-venues-theatres.pdf?nocache-v1>
* Cinema Industry Guidelines and COVID Safe Plan: <https://www.covid19.qld.gov.au/__data/assets/pdf_file/0018/134703/covid-safe-industry-plan-cinema.pdf?nocache-v1>
* Dance and Physical Performing Arts: <https://www.covid19.qld.gov.au/__data/assets/pdf_file/0021/134715/covid-safe-industry-plan-dance-physical-performing-arts.pdf?nocache-v1>
* Live Music in Small Venues: in progress to be published [here](https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans) when available.
* General Template: <https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0008/192689/WHS-plan-for-COVID19.pdf>
* General Guidelines: <https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf>

A business in Queensland can download and follow their own COVID Safe Industry Plan and complete the [Statement of Compliance](https://www.covid19.qld.gov.au/__data/assets/pdf_file/0025/134953/statement-of-compliance.pdf?nocache-v2) to demonstrate best practice as a COVID Safe Business.

If a business does not utilise the provisions of their COVID Safe Industry Plan, it must operate under the relevant conditions listed under the [Roadmap](https://www.covid19.qld.gov.au/__data/assets/pdf_file/0016/127150/DPC7309-COVID-19-Restrictions-roadmap.pdf) and [Public Health Directions](https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/business-activity-undertaking-direction).

Events

If an event is outside the scope of an Approved Industry Plan, or only parts of the event are covered by an Approved Industry Plan, event organisers must follow the process under the [Industry Framework for COVID Safe Events](https://www.covid19.qld.gov.au/__data/assets/pdf_file/0018/132570/industry-framework-covid-safe-events.pdf) (as well as the relevant components of Industry Approved Plans.)

* Events outside the scope of an Approved Industry Plan Framework/Guidelines: <https://www.covid19.qld.gov.au/__data/assets/pdf_file/0018/132570/industry-framework-covid-safe-events.pdf>
* Events up to 500 people: can proceed after completing a [COVID Safe Event Checklist](https://www.covid19.qld.gov.au/__data/assets/pdf_file/0014/132701/covid-safe-event-checklist.pdf)
* Events with 500 to 10,000 people: must develop a COVID Safe Event Plan and submit to [COVID-19.Industryplans@health.qld.gov.au](mailto:COVID-19.Industryplans@health.qld.gov.au) for approval by the local Public Health Unit.
* Events of more than 10,000 people: must develop a COVID Safe Event Plan and submit to [COVID-19.Industryplans@health.qld.gov.au](mailto:COVID-19.Industryplans@health.qld.gov.au) for ****approval**** by the Queensland Chief Health Officer.

Further information about COVID Safe Plans in Queensland is available [here](https://www.covid19.qld.gov.au/government-actions/covid-safe-businesses).

South Australia

The COVID-19 Safe Plan must be printed and made available at the premises or place of business. A physical copy of the Plan must be produced on request by an authorised officer.

If you have not completed a Plan, or do not have the Plan available at your premises when requested, you can be fined up to $5,000 on the spot for non-compliance or be prosecuted.

* Template (online form): <https://forms.sa.gov.au/#/form/5ef1564dad9c5b09e46e8b30/app/5ef9a1834d433159d82db1c7>
* Guidelines: <https://www.covid-19.sa.gov.au/__data/assets/pdf_file/0008/205739/COVID-Safe-Plan-REVISED-28-May.pdf>
* Contact Tracing record: <https://www.covid-19.sa.gov.au/__data/assets/pdf_file/0011/209594/Contact-Tracing-Record-Attendance-at-Public-Activities.pdf>
* Further information about COVID Safe Plans in South Australia is available [here](https://www.covid-19.sa.gov.au/restrictions-and-responsibilities/activities-and-gatherings).

New South Wales  
It is not mandatory to use the NSW COVID-19 Safety Plan Template. If you choose to use the NSW template, you can choose to register the COVID-19 Safety Plan online. This allows visitors to your premises to see that you have a plan and to provide feedback to your business. Registering your premises is optional and comes with some obligations. You will need a COVID-19 Safety Plan to register.

* Template for cinemas, theatres and concert halls (Including drive-in cinemas) COVID-19 Safety Plan: <https://www.nsw.gov.au/sites/default/files/2020-06/covid-19-safety-plan-cinemas-theatres-concert-halls.pdf>
* Template: <https://www.nsw.gov.au/sites/default/files/2020-06/Covid-19-safety-plan-general.pdf>
* Guidelines: <https://www.nsw.gov.au/covid-19/covid-safe-businesses>

Further information about COVID-19 Safety Plans for cinemas, theatres, concert halls, drive-in cinemas in New South Wales is available [here](https://www.nsw.gov.au/covid-19/industry-guidelines/cinemas-theatres-concert-halls-drive-cinemas). For all other industries, further information is available [here](https://www.nsw.gov.au/covid-19/safe-workplaces/employers).

Tasmania:

COVID-19 Safety Plans should be completed and kept at the premises. If a Work Health & Safety Inspector visits the workplace, the Plan can be used to demonstrate compliance with the minimum standards.

* Template:

Fewer than 20 employees: <https://www.worksafe.tas.gov.au/__data/assets/pdf_file/0010/567829/Fillable-V3.0-WorkSafe-COVID-19-Safety-Plans-Small-Business-Template.pdf>

Between 20 and 199 employees:

* <https://www.worksafe.tas.gov.au/__data/assets/pdf_file/0011/567722/Fillable-V3.0-WorkSafe-COVID-19-Safety-Plans-Medium-Business-Template.pdf>
* Guidelines: <https://coronavirus.tas.gov.au/business-and-employees/covid-19-safe-workplaces-framework>

Further information about COVID Safe Plans in Tasmania is available [here](https://www.worksafe.tas.gov.au/topics/Health-and-Safety/safety-alerts/coronavirus/covid-safe-workplaces-framework#COVID-19-Safety-Plan-templates-and-checklist).

Victoria

At the time of writing, businesses that are closed under Stage 4 restrictions do not have to have a COVIDSafe Plan in place in Victoria. Businesses are encouraged to use the templates created by Business Victoria to create a plan to return to work safely when restrictions are eased.

* Guidelines: <https://creative.vic.gov.au/coronavirus/return-to-business> and <https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/arts-and-recreation-services-sector-guidance>
* Templates, Guidelines, Attendance Register and other resources for the development of a COVID Safe Plan.: <https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/covid-safe-plan#_ga=2.181416999.1650398122.1598583895-1483488116.1583300121>

Further information about COVIDSafe Plans in Victoria is available [here](https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business).

Australian Capital Territory

COVID Safety Plans are required to be developed by some businesses in the ACT including, cinemas and drive in cinemas, concert venues, theatres arenas, auditoriums and outdoor venues. No standard template is required.

* Guidelines: <https://www.covid19.act.gov.au/__data/assets/pdf_file/0007/1554199/CV_Safety-Plan-Guidelines_2.2_Final-19062020.pdf>
* Further information about COVID Safety Plans in the Australian Capital Territory is available [here](https://www.covid19.act.gov.au/becoming-covid-safe#COVID-Safety-Plan).

Northern Territory

An online COVID-19 Safety checklist or COVID-19 Event Safety Plan will need to be completed for events or gatherings in the Northern Territory.

Events or public gatherings of less than 100 people do not require the completion of a checklist or safety plan, however the NT Government recommends that physical distancing and hygiene principles should be considered and implemented

Events and public gatherings of 100 to 500 people require the completion of the online [COVID-19 Safety Checklist](https://forms.nt.gov.au/Produce/wizard/ed539526-7c92-4bf9-a490-00c5d1f0c85f/?prepared=true&logGuid=43c804be-bace-4828-ac82-6be343ea1fb4). When the checklist is received by the Department of Health you will receive a ‘statement of commitment’. No further approval is required, however Environmental Health Officers may visit the event to ensure that the requirements you committed to in the checklist are met.

Events and public gatherings of more than 500 people require the completion of a [COVID-19 Event Safety Plan](https://forms.nt.gov.au/Produce/wizard/c6e16e6f-c111-47f1-a4d4-9fcb42b9bb01/?prepared=true&logGuid=5fbdbe9b-4d69-4581-9882-bab7d147c146). The Plan will be assessed by a case manager before it is provided to the Chief Health Officer or authorised delegate for approval. If the Plan is not approved, the event cannot proceed. If the Plan is approved, you will receive a formal letter of approval and the event can proceed. Environmental Health Officers may visit the event to ensure you are meeting your responsibilities as outlined in your COVID-19 Event Safety Plan.

Guidelines are available to assist with the information that should be included in checklists and Plans.

* Guidelines: <https://coronavirus.nt.gov.au/roadmap-new-normal/business/guidelines-for-events-and-gatherings> and <https://coronavirus.nt.gov.au/community-advice/exemptions/prepare-a-covid-19-management-plan>

Further information about COVID-19 Event Safety Plans and checklists in the Northern Territory is available [here](https://coronavirus.nt.gov.au/roadmap-new-normal/business/guidelines-for-events-and-gatherings#/more_than_500_people).

1. COVID-19 – SIGNAGE AND POSTERSS

* **NSW:** <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/resources.aspx>
* **VIC:** <https://www.dhhs.vic.gov.au/promotional-material-coronavirus-covid-19>
* **SA:** <https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/clinical+resources/clinical+programs+and+practice+guidelines/infectious+disease+control/coronavirus+disease+2019+information+for+health+professionals/coronavirus+disease+2019+%28covid-19%29+resources+and+links+for+health+professionals>
* **ACT:** <https://www.covid19.act.gov.au/signs-and-factsheets>
* **TAS:** <https://www.coronavirus.tas.gov.au/resources>
* **NT:** <https://coronavirus.nt.gov.au/community-advice/resources#section2>
* **All states**: <https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources#posters>

1. PUBLIC HEALTH DIRECTIVES

* **ACT:** <https://www.covid19.act.gov.au/resources/public-health-directions>
* **NSW:** <https://www.health.nsw.gov.au/Infectious/COVID-19/Pages/public-health-orders.aspx>
* **NT:** <https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers>
* **QLD:** <https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers>
* **SA:** <https://www.legislation.sa.gov.au/Web/Information/CV19/CV19.aspx>
* **TAS:** <https://www.coronavirus.tas.gov.au/resources>
* **WA:** <https://www.wa.gov.au/government/document-collections/COVID-19-coronavirus-state-of-emergency-declarations>
* **VIC:** <https://www.dhhs.vic.gov.au/victorias-restriction-levels-COVID-19>

1. SAFE WORK AUSTRALIA RESOURCES AND CHECKLISTS

* Cleaning and disinfecting: <https://www.safeworkaustralia.gov.au/sites/default/files/2020-06/cleaning-table-covid19-24June2020.pdf>
* What can I do to keep my workers safe? <https://www.safeworkaustralia.gov.au/sites/default/files/2020-06/COVID-19_Workplace-Checklist_12June2020.pdf>
* Physical distancing: <https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Physical-Distancing-Checklist.pdf>
* Cleaning: <https://www.safeworkaustralia.gov.au/sites/default/files/2020-05/COVID-19_Cleaning-Checklist_26May2020.pdf>
* Health, Hygiene & Facilities: <https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Good-Hygiene-Checklist.pdf>

1. COVID-19 PUBLIC HEALTH HELPLINES

* **NSW:** 1300 066 055
* **QLD:** 13 432 584
* **VIC:** 1800 675 398
* **SA:** 1800 253 787
* **TAS:** 1800 671 738
* **WA:** 13 26843
* **ACT:** (02) 6207 7244
* **NT:** (08) 8922 804

1. SAFE WORK AUTHORITIES INCIDENT NOTIFCATION FACTSHEET

* Safe work authority notification requirements: <https://www.safeworkaustralia.gov.au/sites/default/files/2020-08/COVID%20Incident%20Notification%20Fact%20Sheet%20-%204%20August%202020_0.pdf>