

COVIDSafe Plan

21 September 2021



How to develop or review your COVIDSafe Plan

About this template

- This COVIDSafe Plan template has been developed for businesses to maintain a COVIDSafe workplace and prepare for a suspected or confirmed case of COVID-19 in the workplace.
- To comply with public health directions.
- All Victorian businesses with on-site operations must complete and document a COVIDSafe Plan.
- COVIDSafe Plans should be developed in consultation with workers and relevant Health and Safety Representatives (HSRs).
- In addition to completing a COVIDSafe Plan, you must meet your obligations under the Occupational Health and Safety Act 2004.
- You must modify your COVIDSafe Plan if you are directed to do so by an Authorised Officer or WorkSafe Inspector.

In addition to the general restrictions for all businesses, some industries are subject to additional obligations due to a higher transmission risk. For more information see: coronavirus.vic.gov.au/additional-industry-obligations.

Understand your responsibilities



This symbol indicates mandatory public health requirements. Your COVIDSafe Plan must detail how you will meet these requirements.

- All other guidance is strongly recommended to keep workplaces COVIDSafe.
- Some requirements and recommendations may not apply to your business and should be marked N/A (not applicable).
- Businesses with multiple worksites must complete a plan for each worksite.

When to review your COVIDSafe Plan

You should review your plan regularly, especially when restrictions change. You do not have to submit your plan to the Victorian Government. You must modify your plan if directed to do so by an Authorised Officer or WorkSafe Inspector. Compliance with COVIDSafe Plans is monitored by virtual and physical inspections.

Share your COVIDSafe Plan with employees

Employees must comply with the COVIDSafe Plan. Where possible, discuss the plan with employees before it is finalised. Employers should share the completed plan with employees and occupational health and safety representatives.

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

Your COVIDSafe Plan

Business name: BICYCLE RECYCLE SHED INC

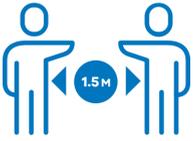
Address: Lee St, Brunswick East VIC 3057

Plan completed by: Anthony Waite

Job title: committee member

Date reviewed: 22 July 2022

Next review:



1. Physical distancing



RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must apply the relevant density quotient to arrange shared work areas and publicly accessible spaces. How will you do this?</p> <ul style="list-style-type: none"> • Density quotients can change. One person per four square metre or one person per two square metres may apply to your workplaces or venue. • You must display signage showing the maximum number of people allowed in the space. • Shared work areas are only accessible to workers and should only include workers in the density limit. • Publicly accessible spaces should include members of the public and may include workers if they share the space on an ongoing basis. <p>For more information about restrictions for your workplace, density quotients and signage visit: coronavirus.vic.gov.au/business</p>	<p>Number of volunteers will be limited to 12, including day manager.</p> <p>Fence will isolate public from volunteers.</p> <p>Plastic chain will demarcate area accessible to customers from volunteers area</p> <p>Workstations for volunteers are naturally socially distanced.</p> <p>Signs will be displayed to reinforce message of social distancing.</p>	<p>Day manager</p>
<p>You may need to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions. How will you do this?</p>	<p>Number of volunteers will be limited to 12. Day manager will monitor public attendance and exclude when in excess of 5 in public area.</p>	<p>Day manager</p>
<p>Where possible aim for workers and visitors to maintain physical distancing of 1.5 metres in the workplace. How will you do this?</p>	<p>Working outside in spaced out workstations.</p>	<p>Day manager</p>

You should give training to workers on physical distancing while working and socialising. How will you do this?	Volunteers will be referred to public health directions when signing up.	Day manager
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2. Face masks



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must ensure all workers adhere to current face mask requirements. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/face-masks</p>	<p>PPE (face masks and gloves) will be made available by the Bike Shed. Day manager will enforce compliance with face masks rule, if applicable.</p>	<p>Day manager</p>
<p>You should give training and information on how to correctly fit, use and dispose of PPE. How will you do this?</p>	<p>Volunteers will be given feedback where use of PPE is inappropriate.</p>	<p>Day manager</p>
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none">• adhere to extra face mask requirements• appoint Covid Marshals• conduct surveillance testing for COVID-19. <p>How will you do this?</p> <p>For more information visit coronavirus.vic.gov.au/additional-industry-obligations</p>	<p>N/A at 22/07/2022</p>	<p>N/A</p>



3. Hygiene



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must clean and disinfect shared spaces at least twice a day. This includes high-touch communal items, e.g. doorknobs, telephones, toilets and handrails. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/cleaning</p>	N/A at 22/07/2022	Volunteers
<p>You should display a cleaning log in shared spaces. How will you do this?</p>	N/A at 22/07/2022	N/A
<p>You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing. How will do you this?</p>	<p>Provide sanitiser throughout workplace in convenient locations.</p> <p>Provide specialised soap near taps.</p>	Day manager



4. Record keeping



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/about-victorian-government-qr-code-service</p>	N/A as at 22/07/2022	Day manager
<p>Some venues must have a COVID-19 Check-in Marshal at all public entrances whenever the facility operates. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/covid-check-in-marshals</p>	N/A.as at 22/07/2022	Day manager
<p>You must encourage workers to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a close contact. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/vaccine</p>	Anyone signed up to volunteer will be notified to stay home if they have any symptoms of COVID-19.	Day manager
<p>It's strongly recommended that you develop a business contingency plan to manage any outbreaks. How will you do this?</p> <p>This includes having a plan:</p> <ul style="list-style-type: none"> to respond to a worker being notified they are a positive case or a close contact while at work to clean the worksite (or part) in the event of a positive case to contact the Department of Health on 1800 675 398 and notify the actions taken, provide a copy of the 	<p>Sign up will be used to identify which volunteers attended on particular days.</p> <p>Access to worksite will be restricted in accordance with health advice (up to a fortnight if necessary).</p> <p>Andrew and/or Committee to contact volunteers who were present on the day of positive case identified and advise.</p>	Bike Shed Committee

<p>risk assessment conducted and contact details of any close contacts</p> <p>to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace</p> <p>if you have been instructed to close by the Department of Health</p> <p>to re-open your workplace when cleared by the Department of Health and notify workers to return to work.</p> <p>For additional resources: business.vic.gov.au/emergency-planning</p>	<p>Bike Shed will follow any direction by Department of Health to close.</p> <p>N/A at 22/07/2022</p>	
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Enclosed spaces and ventilation

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
You should reduce the time workers spend in enclosed spaces. How will you do this?	Volunteers will mostly work outside, going inside only to access tools and parts.	Day manager
If your industry is subject to additional industry obligations, you may also be required to: <ul style="list-style-type: none">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.conduct surveillance testing. How will you do this? For more information visit: coronavirus.vic.gov.au/additional-industry-obligations	N/A. at 20/07/2022	N/A.



6. Workforce bubbles

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You are strongly recommended to consider rostering groups of workers on the same shifts at a single worksite. Try to avoid overlapping of workers during shift changes where practical. How will you do this?</p>	<p>Not applicable due to infrequent operating hours.</p>	<p>N/A</p>
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> ● limit or stop workers working across multiple sites where practical ● keep records of workers who are working for different employers across multiple premises. <p>How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/additional-industry-obligations</p>	<p>N/A.at 22/07/2022</p>	<p>N/A</p>