



# COVID Safe plan

## Our COVID Safe Plan

Business name: Infront Staffing & Training  
 Site location: NSW / QLD / WA / VIC sites – multiple  
 Contact person: Marc Parche / Roger Johnson / State Crew Mgr.  
 Contact person phone: 0414 415 284 / 0415 821 258  
 Date prepared: 05/08/2020

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<p><b>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.</b></p>	<p>All crew members should check with host site manager/supervisor if location of these requirements is not clear upon arrival to ensure is available for use as needed.</p> <p>Crew should be carrying hand sanitiser for themselves</p>
<p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b></p>	<p>This point should be noted for travel to and from the work site aswell, particularly with more than one person in a vehicle.</p>
<p><b>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.</b></p>	<p>Please ensure PPE <b>**including face masks**</b> is worn at all times when on site. Again this would be beneficial if travelling with more than one person in a vehicle to/from site.</p> <p>Crew to ensure they advise if they do not have necessary PPE as should not commence work without.</p> <p><b>**Face masks mandatory in stage 4 restricted states unless requested by host site management</b></p>
<p><b>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).</b></p>	<p>Ongoing discussions during tool box and crew meetings</p> <p>See the following link:  <a href="https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19">https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19</a></p>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<p>Use of gloves to avoid touching communal items with direct hands. Always keep hands away from face.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	Cleaning/disinfection of items such as forklift before and after use.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	Disinfectant to be carried by all crew. Crew to advise if more stock is required (before depleting existing supply)

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
Ensure that all staff that can work from home, do work from home.	n/a
Establish a system that ensures staff members are not working across multiple settings/work sites.	Rostering and scheduling crews so that crew members are grouped together without mixing and also to work sites consistently rather than all crews working across all sites at random.
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	Some sites have implemented temperature testing on arrival, others will require each crew member to log time in and out on each visit.  Please ensure crew report to site supervisors / managers to ensure we are following each sites COVID safe plan aswell as our own.  No crew member to attend any site if showing any symptoms, no matter how mild.
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.	Always work with social distancing in mind
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	If available at respective site – again follow host sites COVID safe plan aswell
Modify the alignment of workstations so that employees do not face one another.	Consider how this can be done in the unpack process. Crew work either side of pallets to ensure distancing
Minimise the build up of employees waiting to enter and exit the workplace.	If required to wait at any time during the work process, continue to maintain social distancing and use of PPE.

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> no shaking hands to greet others</li> <li><input type="checkbox"/> avoid non-essential meetings. If needed, hold meetings via video conferencing or phone call if possible</li> <li><input type="checkbox"/> avoid unnecessary meetings</li> <li><input type="checkbox"/> hold essential meetings outside in the open air if possible</li> <li><input type="checkbox"/> promote good hand, sneeze and cough hygiene (cough/sneeze into elbow)</li> <li><input type="checkbox"/> alcohol-based hand rub for all staff</li> <li><input type="checkbox"/> eat lunch outside rather than in the lunch room</li> <li><input type="checkbox"/> regularly clean and disinfect surfaces that many people touch</li> <li><input type="checkbox"/> open windows or adjust air conditioning for more ventilation</li> <li><input type="checkbox"/> no sharing of food / drinks</li> <li><input type="checkbox"/> avoid non-essential travel</li> </ul>
<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<p>Maintain social distancing from all other host staff / contractors</p>
<p><b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>	<p>Social distancing  Maintain / do not mix crews when rostering  Schedule same crews for same sites whenever possible</p>
<p><b>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 <a href="#">‘four square metre’ rule</a>.</b></p>	<p>Ensure all host site signage is followed. If unsure, please speak immediately with host supervisor / manager for clarification and do not continue without confirmation of site rules. If in doubt, always ask.</p>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<p><b>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.</b></p>	<p>If host site requires this please ensure all details of each crew member on site are clearly specified on site documentation so that they have records of who was at site.</p> <p>Infront <b>**permit**</b> documentation must be completed by each crew member for each day/site they visit and submitted to respective state crew manager for recording.</p> <p><b>**Permitted worker permit for stage 4 restricted states only</b></p>
<p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></p>	<p>All crew must ensure they report any WHS issue, including COVID concerns to respective state crew manager – immediately and without delay so that necessary action can be taken right away.</p>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<p>If a site advises of an issue, they will advise and we will not be able to continue at that site until notified is safe to do so.            If a crew member becomes symptomatic, they must advise respective state crew manager immediately and ensure testing is done. Isolation must be strictly adhered to, to ensure any possible risk of spread amongst the crew is minimised/removed.</p>
<p><b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b></p>	<p>Again ensure <b>**permit**</b> documentation with all records of site visits each day are clear and can be provided to authorities upon request.</p> <p><b>**Permitted worker permit for stage 4 restricted states only</b></p>
<p><b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b></p>	<p>Disinfection processes as discussed. Any concerns at any site must be reported to respective state crew manager immediately so that can be addressed with host site management before work continues. Do not continue work if you feel unsafe or compromised.</p>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b></p>	<p>Immediate contact with to report specific situation. If a crew member is suspected or confirmed with the virus, all who have worked/had contact with that person must stop work, get tested immediately and isolate.</p> <p>State crew manager to advise Infront immediately</p>
<p><b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b></p>	<p>Immediate contact with to report specific situation. If a crew member is suspected or confirmed with the virus, all who have worked/had contact with that person must stop work, get tested immediately and isolate</p> <p>State crew manager to advise Infront immediately</p>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<p>Immediate contact with your state crew manager to report specific situation. If a crew member is suspected or confirmed with the virus, all who have worked/had contact with that person must stop work, get tested immediately and isolate</p> <p>State crew manager to advise Infront immediately</p>
<p><b>Confirm that your workplace can safely re-open and workers can return to work.</b></p>	<p>State crew managers, Infront and host site management to communicate and document in writing with any necessary evidence that site is safe to attend again.</p>

**My signature and details below confirm that I understand the Infront COVID safe plan and will ensure I follow all guidelines included:**

FULL NAME:	SIGNATURE:	DATE:
