



COVIDSafe Plan

Site location: GRSC

Contact number: 5142 3550

Version IV

Updated: 10 August 2021

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Hygiene</p> <p>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.</p>	<p>Site-specific details</p> <ul style="list-style-type: none"> • 2 hand sanitiser stations are located in the main foyer upon entry • Rubbish bins are available to dispose of paper towels in all public areas including change rooms • Stocks of soap and sanitiser are held on site • Poster and digital information on how to wash and sanitise hands correctly are displayed throughout GRSC • Specific cleaning materials retained for cleaning and sanitising are as per Safework recommendations • Monitor supplies of cleaning products and regularly restock.
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<ul style="list-style-type: none"> • Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift • Conference Room air flow is set for fresh air intake • Louvers are clean and without blockage
<p>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.</p>	<ul style="list-style-type: none"> • Indoor staff and attendees must wear face coverings when entering any and all indoor facilities. • Outdoor staff and attendees are required to wear face coverings when a 1.5m social distance is not able to be maintained. • Staff will monitor usage requirements of face coverings regulations and ensure compliance except where medical exception cases apply.

Guidance	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> • Face masks are available for all GRSC staff • These include re-usable, washable masks (recommended) and single use, disposable masks. • Staff are briefed at the commencement of their roster period on the wearing of masks • Masks are a MANDATORY requirement staff where and when required. • Where <i>Additional</i> PPE is required for specific tasks, it will be provided by supervisors for task specific SOP's. • The Ops Leader will ensure that all staff wear their masks under the current DHHS requirements and regulations while on-site at the workplace. • For tasks deemed 'strenuous', staff are permitted to remove their masks for the duration of the activity, provided that appropriate social distancing is maintained (eg Social Sports Coaching)
<p>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).</p>	<ul style="list-style-type: none"> • Staff are reminded of hand and cough hygiene, including how to wash and sanitise their hands correctly • Staff are reminded of updated any workplace signage (posters and digital signage in key areas) indicating and reminding of previous and current regulations and requirements. This is further communicated 'face to face' if staff appear to need reminding. • COVIDSafe signage is displayed across all of GRSC, for staff and public. • Inhouse training in all appropriate areas of COVIDSafe procedures will be provided for all GRSC staff
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> • Bring in own utensils and plates, no dishwasher use in communal kitchens • Staff only use their designated computer/ desk equipment • PC's are required to be wiped down and sanitised after each use • Dishwasher use for personal items is permitted by staff room.

Guidance	Action to ensure effective record keeping
Record keeping	
<p>Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<ul style="list-style-type: none"> • Up-to-date contact details for all staff, being obtained through wellness calls • <u>Complete attendance registers</u> for those who are present at a site longer than 15 minutes for all workers, subcontractors, customers, clients and visitors (including workplace inspectors) to the worksite • Exceptions apply to customers entering retail businesses • Records are only to be used for tracing COVID-19 infections, and must be stored confidentially and securely. • <u>Records can be kept electronically or in hard copy.</u> Records should be kept for 28 days. • Pens used to record details should be wiped with an alcohol wipe between users. <p>Site-specific details</p> <ul style="list-style-type: none"> • Up-to-date contact details for all rostered GRSC staff will be retained in Humanforce. • Staff attendance on site is recorded via Humanforce and mandatory login and log out. • Customer attendances are securely recorded via QR code system. • During periods of high volume, a dedicated Marshall will be assigned to the front entry of the main building to ensure that all entries are using the QR Codes or signing in on the C19 tracing register. • Our people counter will provide us with information on how many attendees are in the building. • Contractor attendances are recorded via the Contractor 'Sign In book' • Hard copy records, where used, will be retained for a minimum of 28 days.
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> • Upon facility reactivation, GRSC staff will be reminded of the process and importance of using the workplace OHS reporting system. This will include reporting as per normal procedures under Section 12: Incident reporting and investigation <ul style="list-style-type: none"> • COVID management plan for suspected & confirmed cases • <u>Suspected case (refer to Promapp)</u> • <u>Confirmed case (refer to Promapp)</u>



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