

# COVID Safe plan

## Our COVID Safe Plan

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Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<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>	<ul style="list-style-type: none"><li>• Do not come to work if feeling unwell.</li><li>• Hand sanitiser &amp; Face Masks to be worn throughout the office.</li><li>• Dispose of Face masks &amp; paper towels rubbish bins required and at end of day.</li><li>• Wash hands for at least 20 seconds with soap and water after using WC.</li></ul> <i>Ensuring staff have information on how to wash and sanitise their hands correctly.</i> <ul style="list-style-type: none"><li>• Keep hand sanitiser and face masks in vehicles.</li></ul>
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	<i>Take regular fresh air breaks outside ensuring face masks remain on at all times.</i>
<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>	<i>Face masks to be worn if more the one person present at the office and any one time. Hand sanitiser to be used upon first entry and at regular intervals whist at the office.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<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><i>Follow the current guidelines of the Chief health officer on face coverings, PPE, Hygiene.</i></p>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<p><i>Avoid cross contamination of communal items by only using own items and cleaning common areas with disinfectant wipes after use.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<p><i>Additional cleaning by our cleaning contractor will take place as required by state regulations.</i></p> <p><i>Ensure good hygiene and cleaning by individual staff after using facilities.</i></p>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<p><i>Cleaning products will be readily available for use.</i></p> <p><i>Please advise if products become low.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Ensure that all staff that can work from home, do work from home.</b></p>	<p><i>If you can work from home you must work from home. If you attend the office ensure you will be the only person there and all current regulations apply while traveling to and from work.</i></p>
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<p><i>Work is not to be carried out across multiple sites. You must <b>not</b> come to the office if you have been to other work locations. If other persons need to attend the office then contact must be established first with office based staff to prevent or limit staff crossover. Face masks, hand sanitiser and social distancing must be adhered to if crossover is unavoidable.</i></p>
<p><b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b></p>	<p><i>Do not come to work if feeling unwell. If you become unwell while at work you must isolate from others, inform others of your current health state, leave the office and get tested at your nearest testing facility. Inform others you have been tested and self-isolate as per current health guidelines.</i></p>
<p><b>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.</b></p>	<p><i>If other persons need to attend the office then contact must be established first with office based staff to prevent or limit staff crossover. Face masks, hand sanitiser and social distancing must be adhered to if crossover is unavoidable. Separation of work areas must be at least 1.5M apart.</i></p>
<p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>	<p><i>If other persons need to attend the office then contact must be established first with office based staff to prevent or limit staff crossover. Face masks, hand sanitiser and social distancing must be adhered to if crossover is unavoidable. Separation of work areas must be at least 1.5M apart.</i></p>
<p><b>Modify the alignment of workstations so that employees do not face one another.</b></p>	<p><i>If other persons need to attend the office then contact must be established first with office based staff to prevent or limit staff crossover. Face masks, hand sanitiser and social distancing must be adhered to if crossover is unavoidable. Separation of work areas must be at least 1.5M apart.</i></p>
<p><b>Minimise the build up of employees waiting to enter and exit the workplace.</b></p>	<p><i>Staggered start times to ensure smooth and uncluttered entry to office. If arriving at the same time Face masks, hand sanitiser and social distancing must be adhered to.</i></p>

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>	<p><i>Staggered lunch times to ensure uncluttered areas. Sit at other ends of tables and move seating to provide a safe distance. Social distancing must be adhered to.</i></p>
<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<p><i>Deliveries to be left at front entry and collected by one staff member only. Hand sanitiser to be used after checking off delivery and wiping down of all packages should be considered.</i></p>
<p><b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>	<p><i>Separation of office personnel from site based personnel to be practiced while current Covid restrictions are in place. If site based personnel need to attend the office then contact must be established first with office based staff to prevent or limit staff crossover. Face masks, hand sanitiser and social distancing must be adhered to if crossover is unavoidable. Separation of work areas must be at least 1.5M apart.</i></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>N/A</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><i>Records of all personnel &amp; deliveries to the office will be kept for future tracing.</i></p>
<p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></p>	<p><i>Emails and remote toolbox talks will provide staff with information of OHS reporting requirements.</i></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><i>Any Staff member who is unwell with inform via email and phone of there absenteeism and a reschedule of there work will be made or resigned to another competent staff member. If any crossover of staff have been in contact with the unwell staff member, they will also be required to stay away from work. Testing and isolation may also be required.</i></p>
<p><b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b></p>	<p><i>The employer/manager will prepare records from the period of 48 hours prior to the onset of symptoms in the suspected case that include all rosters and employee details, along with customers, clients, visitors and workplace inspectors. This will assist in contact tracing should be employee test positive.</i></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><i>Where a case is confirmed to have been in the workplace, cleaning must be undertaken in accordance with DHHS guidance. Employers must undertake a risk assessment to determine whether the worksite (or part of the worksite) should be closed.</i></p> <p><i>Where a suspected case is present at the workplace in the 48 hours prior to the onset of symptoms or while symptomatic, employers must take all practicable steps to manage the risks posed by the suspected case, including cleaning the affected employee's workspace, areas where they attended and high-touch surfaces.</i></p>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b></p>	<p><i>An employee suspected to have COVID-19 is to be supported to travel home immediately OR to isolate at work if unable to travel home immediately. If isolating at work, the employee must wear a mask and be physically distancing from all other staff persons. An employer must request that an employee undergo a COVID-19 test and self-isolate.</i></p>
<p><b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b></p>	<p><i>For a confirmed case, employers must inform staff, customers, clients, visitors and workplace inspectors who are close contacts and direct them to stay in self-isolation.</i></p> <p><i>For a suspected case, employers must inform all staff at the workplace to be vigilant about the onset of COVID-19 symptoms, and to self-isolate at symptom onset and be tested as soon as reasonably practicable.</i></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><i>Employers must immediately notify WorkSafe of a confirmed case: Immediately calling the mandatory incident notification hotline and providing formal written notification within 48 hours.</i></p>
<p><b>Confirm that your workplace can safely re-open and workers can return to work.</b></p>	<p><i>Employers may reopen the worksite once they have assessed that all required measures within the directions have been completed (unless in a high-risk workplace setting).</i></p> <p><i>DHHS and WorkSafe must be notified that the workplace is reopening.</i></p>

