

COVID-19 Safety Plan

Overview

As of 15 June 2020, all workplaces will be required to have a COVID-19 Safety Plan. This includes commercial fishing vessels, which are considered a workplace under Tasmanian WHS legislation.

A COVID-19 Safety Plan must address the six minimum standards prescribed in the Work Health and Safety Regulations. The Plan will ultimately identify any risks that could lead to the spread of COVID-19 in the workplace and implement strategies to mitigate these risks.

This document provides a Model Template for a COVID-19 Safety Plan. You may need to refine this Plan to suit the specific operations of your business and / or vessel.

In this Model Template Plan:

ESSENTIAL CONTROLS	Are things you must implement in some way to comply. If you cannot achieve the essential control, you should document why not and what other controls you have in place to mitigate any identified risks.
POTENTIAL CONTROLS	Are extra things you could consider implementing to better mitigate the risk of COVID-19 in the workplace.
OTHER CONTROLS	Allows you to add any further measures you may need to implement for their specific operations or risk profile i.e. if you are in a high risk COVID-19 demographic what else will you consider.

For fishing vessels, consideration should also be given to general hygiene when transiting to and from the vessel; when launching boats at ramps and when on jetties and wharves. These risks are not directly relevant to the workplace but are relevant to general fishing operations, so should be considered.

It is also important to be aware that what you, a worker, subcontract or visitor does in their own personal time can influence the potential spread of COVID-19 in a workplace.

It is important that everyone is aware they have a Duty of Care to be responsible in their own time and to not put others (including in a workplace) at risk of COVID-19.

A WorkSafe Tasmania Inspector will have the authority to ask for your COVID-19 Safety Plan, so keep a copy (hard copy or electronic) ready. And once again, to be compliant you will need to implement the essential controls.

COVID Safe Plan for a Land Based Seafood Facility including seafood processing (excluding retail)

Business Name:

Date Completed:

Person responsible for
review and update of plan?

1. **MINIMUM STANDARD** Managing risks to health and safety (Regulation 55B)

Having multiple workers in a land-based seafood facility increases the risk of transfer of COVID-19 between workers.

A fundamental mitigating control to protect any workforce from COVID-19 is to control who enters the workplace. This is addressed in other sections of this COVID-19 Safety Plan.

ESSENTIAL CONTROL: Assess your workplace and identify COVID-19 risks to workers.
Implement control measures to mitigate these risks (identified in other sections of this Plan) and protect workers.

2. **MINIMUM STANDARD** Cleaning and Hygiene (Regulation 55C)

Cleaning and disinfecting surfaces and good personal hygiene help prevent the spread of COVID-19.

Cleaning means physically removing germs, dirt and organic matter from surfaces.

Disinfecting means using chemicals to kill germs on surfaces. It's important to clean before disinfecting because organic matter and dirt can reduce the ability of disinfectants to kill germs.

For more information visit <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19>.

Cleaning

ESSENTIAL CONTROL: Clean and disinfect frequently touched surfaces after each use, or at a suitable frequency that suits the identified risk.

ESSENTIAL CONTROL: Routinely clean and disinfect less used areas.

ESSENTIAL CONTROL: Routinely clean any shared work resources such as cars, forklifts and other equipment, as required.

ESSENTIAL CONTROL: Ensure appropriate cleaning practices are implemented.

ESSENTIAL CONTROL: Display a cleaning schedule in the workplace.

Hygiene

- ESSENTIAL CONTROL: Provide hand sanitiser at all entry points and in high use / shared use areas.
- ESSENTIAL CONTROL: Ensure that soap is available at any wash stations and that workers clean as required.
- ESSENTIAL CONTROL: All workers to have their own PPE (gloves, jackets, boots etc). Do not use other workers PPE.
- ESSENTIAL CONTROL: If practical consider the use of face masks (seafood processing).
- OTHER CONTROLS FOR CLEANING AND HYGIENE:

Supplies

- Appropriate hand sanitiser / surface wipes for disinfecting hands and surfaces (use at least 60% alcohol-based products).
- Detergent/cleaning sprays and rags for cleaning surfaces.
- Disinfectant to disinfect surfaces.
- Soap for cleaning stations.
- Safety data sheets for any chemicals and disinfecting products.
- Gloves / other PPE as required

3. **MINIMUM STANDARD** Restrictions on entry to the workplace (Regulation 55D)

There are risks associated with any workers or third parties (subcontractors, family and friends) entering a workplace.

- ESSENTIAL CONTROL: Minimise those who enter the workplace to workers, approved subcontractors and trusted persons (family).
- ESSENTIAL CONTROL: Display DO NOT ENTER signage Attached at all workplace entry points.
- ESSENTIAL CONTROL: If any worker, subcontractor or visitor could answer yes / show signs of any of the following, deny entry / remove from workplace.
- Do you have a cough, sore throat, runny nose, fever or in general feeling ill?
 - Have you been in close contact with someone who has tested positive to COVID-19?
 - Have you been asked to self-isolate for 14 days? This includes travelling from interstate to Tasmania in the last 14 days.
 - Have you tested positive to COVID-19?
- ESSENTIAL CONTROL: Ensure workers, subcontractors and visitors are aware of the COVID-19 controls.

POTENTIAL CONTROL: Implement a temperature screening procedure for all people boarding the vessel. Deny vessel boarding if temperature is above 37.4°.

OTHER CONTROLS: Implement mitigation strategies for workers who are required to travel.
Implement mitigation strategies for workers who are exposed to greater risks – i.e. deal with external customers or subcontractors.

If any workers or visitors to the workplace contract COVID-19, it is important to be able to identify everyone who came into close contact with that person. Close contact is face-to-face contact for more than 15 minutes with someone who has a confirmed case of COVID-19.

ESSENTIAL CONTROL: Have a register of all persons entering and exiting the workplace, including workers. A template sign in / out form can be found Attached.

4. **MINIMUM STANDARD** Physical distancing at the workplace (Regulation 55E)

It is important to acknowledge that physical distancing is not always possible within a land-based seafood facility workplace.

- ESSENTIAL CONTROL: When possible, ensure all persons in the workplace maintain a distance of 1.5 metres from each other.
- ESSENTIAL CONTROL: Use physical barriers, line markings or other barriers to support workers maintaining a minimum distance of 1.5 m between each other while working.
- ESSENTIAL CONTROL: Consider adjusting the work environment to enable workers to keep 1.5 metres apart.
- ESSENTIAL CONTROL: Conform to the 4 square meters of space per person rule. To achieve this: calculate the area of the room (length x width in meters) and divide by 4 = number of persons allowed in the space. Limit entry into the workplace at any one time to this number of people.
- ESSENTIAL CONTROL: Display or actively control the number of people in the workplace to the allowed number. If not possible, implement further controls.
- ESSENTIAL CONTROL: Hold team meetings outside or in a suitably large space.
- OTHER CONTROLS: Cleaning, disinfecting, hygiene and limiting who enters the workplace provide alternative controls for COVID-19.

5. **MINIMUM STANDARD** Providing instruction, training, and supervision in respect to COVID-19 (Regulation 55F)

- ESSENTIAL CONTROL: Ensure that all workers are aware of their obligations to reduce the risks posed by COVID-19. If practical:
- Put up posters on how to wash hands (Attached)
 - Put up posters Protect Yourself Protect Others (Attached)
 - Provide instruction on appropriate cleaning
- ESSENTIAL CONTROL: If required, provide formal training or written knowledge of COVID-19 control requirements and procedures.
- OTHER CONTROLS:

6. **MINIMUM STANDARD** Responding to an incident of COVID-19 in the workplace (Regulation 43)

If there is an incident of COVID-19 in the work place you must act.

ESSENTIAL CONTROL: In some larger workplaces, contact the appropriate business owner / responsible person.

ESSENTIAL CONTROL: Contract Public Health for advice (1800 671 738).

ESSENTIAL CONTROL: Contact all close contacts of the infected person. The sign in / out register will assist.

ESSENTIAL CONTROL: Organise cleaning of the area as directed by Public Health.

OTHER CONTROLS:

REVIEW

Review this document when the COVID-19 situation changes or when a new risk is identified.



Do not enter this facility if you:

- Have COVID-19.
- Have been instructed to quarantine and your 14 days are not yet finished.
- Are unwell, including with fever (or night sweats/chills) or respiratory symptoms, e.g. shortness of breath, cough, sore throat.

Protecting yourself and others from coronavirus



Hand Washing Procedure



1 Wash with water and soap, ensuring the entire back and front hand surface is covered



2 Lather palms together



3 Lather between fingers



4 Focus on both front and back of thumbs

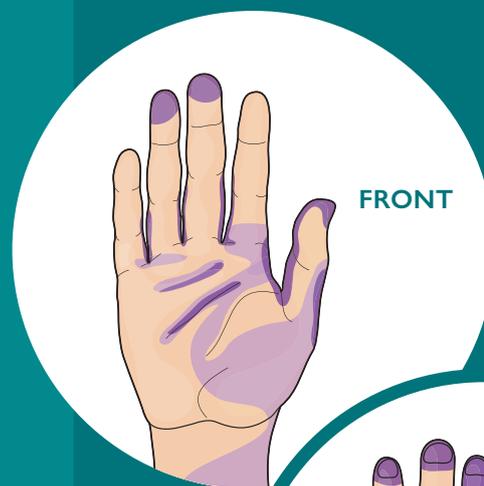


5 Make sure to reach the back of your hands



6 Lather wrists and rotate

Frequently missed spots when washing hands



FRONT



BACK

- MOST FREQUENTLY MISSED
- FREQUENTLY MISSED



Protecting yourself and others from coronavirus

Protecting Yourself from Coronavirus

Following this advice and practising hygienic respiratory etiquette can help slow the spread of COVID-19

1  Wash your hands frequently for at least 20 seconds or use an alcohol-based hand sanitizer

2  Cover your cough and sneeze with your elbow or a tissue, then dispose of the tissue in a rubbish bin

3  If unwell, avoid contact with others (stay more than 1.5 metres from people)

4  Clean and disinfect frequently touched surfaces regularly

5  Stay home if you are feeling unwell

Practising good hand and sneeze/cough hygiene is the best defence against most viruses

Coronavirus is most likely spread from person-to-person through direct or close contact