



YOUR COVIDSAFE PLAN



HOW DO I DEVELOP A COVIDSAFE PLAN?

As our previous articles have outlined, it is absolutely essential that as an employer, the first thing you need to be doing prior to considering any employees transition back to the workplace, is to develop a COVIDSafe Plan. This document is a comprehensive risk assessment plan that scrutinises legal requirements, information from the state and federal government and relevant industry and employee associations. The overarching aim of this document is to ensure the Workplace Health and Safety requirements are adhered to.

There is a lot to consider here, right down to the detail around how an employee commutes to and from work and whether there are restrictions in place that will expose them, unnecessarily, to COVID-19. Sound complicated? We have developed our top tips to get you started.

WHERE TO START



- [Safe Work Australia](#) (or your industry body) is the main hub for workplace health and safety information and tools to help workplaces manage the health and safety risks posed by COVID-19:
- The Government's [3-step Framework for a COVIDSafe Australia](#)
- The Government has published a [toolkit](#) to assist employers to develop a COVIDSafe plan

COVID SAFE PLAN REQUIREMENTS



Here are the main considerations for your COVIDSafe Plan:

- Potential risks that may arise from transitioning your workforce back into the workplace
- Steps that will be taken to manage the risks
- How you will ensure your workers know how to keep themselves safe from exposure to Covid-19
- How you will make sure workers and other workplace participants understand their obligations to reduce the risks associated with Covid-19
- How you will operate your business in a way that keeps workers and workplace participants safe from exposure to Covid-19
- Your cleaning and hygiene plan
- Physical distancing measures
- Record keeping requirements
- How you will review whether your processes to manage risks are effective
- How you will respond to an exposure or suspected exposure to Covid-19 in your workplace
- How changes impact on the risks of the work that you do

Please note that the above is generic information. It is imperative you refer to Safe Work Australia (or your industry body) for the specific requirements.



COMMUNICATE YOUR PLAN



Once you have developed your COVIDSafe Plan, this must be shared and communicated to your employees, contractors, clients, suppliers and other workplace participants before you transition back to the physical workplace.

KEEP UP TO DATE



It's essential that employers keep updated on public health orders and other relevant government safety advice in order to keep their workforce safe and not breach the relevant restrictions. The COVIDSafe Plan is a working document and needs to be regularly reviewed and updated as orders and advice change.

CONCLUSION



Developing a COVIDSafe Plan is the essential first step in considering a return for your employees to the physical workplace. Ensure you utilise the tools available on Safe Work Australia (or through your industry body) and really take the time to carefully assess the risks for your business and ensure the Workplace Health and Safety requirements

are adhered to. In the next article, we will examine developing a transitional plan to get your employees back to the physical workplace. For general HR advice, please book a [complimentary Discovery Session](#) with one of our Experts

