**COVID-19 Work Health and Safety Plan**

## Managers are required to review their public, common, office/administrative and clinical work areas\* to identify and manage the need of any safe work measure under the Work Health and Safety Legislation.

This guide should be applied as far as is reasonably practicable, acknowledging it may be determined following this assessment, that not all recommended measures can be introduced. Where recommended control measures cannot be introduced, other controls must be detailed in this plan. A copy of this plan must be stored locally in addition to providing a copy to the Work Health and Safety team.

If you require assistance, please contact your Work Health and Safety Practitioner

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| Department / Unit Name: |  | Facility: |  |
| Department / Unit Manager: |  | Contact Number: |  |

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| Responsibilities | | | |
| Person responsible for developing the COVID-19 Safe Workplace Plan and ensuring a work area risk assessment has been completed.  e.g. Line Manager, Health and Safety Representative. | Name/Position/Date: | | |
| Person(s) responsible for compliance with the COVID-19 Safe Workplace Plan.  e.g. Line Manager. | Name/Position/Date: | | |
| Workplace circumstances that may affect how the COVID-19 Safe Workplace Plan is implemented.  e.g. Essential patient care where physical distancing requirements are unable to be observed. | Insert details here: | | |
| Have affected employees been consulted in the development of the COVID-19 Safe Workplace Plan? | Yes | No | Who |
| Is the plan updated in line with current Health Directives as  advised via intranet, email and/or staff forum? | Yes | No | Who |
| Where required changes to implement the guide are significant in nature, have you liaised with your HR Business Partner before consulting with relevant unions? | Yes | No | Who |

**Controls**

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| **Recommended Controls** | Controls applicable by work area (tick applicable) | | | | |  |
| Clinical Areas | Public and common areas | Office / Work areas | Waiting rooms/ reception counters | Date implemented | If not implemented – explain why and detail other controls |
| Reduction and separation of entry and exit points for patients / visitors and employees to manage people flow and to target the communication of physical distancing requirements within our facilities. |  |  |  |  |  |  |
| Floor signage to direct people flow through high-traffic areas. |  |  |  |  |  |  |
| Signage requiring at least 1.5m distance between people and advising maximum safe occupancy capacity displayed at facility entrances, common areas such as lunch and meeting rooms, and key people flow areas such as lifts |  |  |  |  |  |  |
| At least 1.5m spacing between seating in waiting areas and floor signage indicating at least 1.5m spacing in queues. |  |  |  |  |  |  |

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| **Recommended Controls** | Controls applicable by work area (tick applicable) | | | | | |
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| Hand sanitiser stations are available at appropriate points around the workplace with adequate hand wash and paper towel available in rest rooms. |  |  |  |  |  |  |
| Posters providing instruction on hand and respiratory hygiene practices displayed prominently throughout facilities. |  |  |  |  |  |  |
| Plastic screens or guards at reception counters for public-facing employees. |  |  |  |  |  |  |
| Review cleaning frequency and practices. |  |  |  |  |  |  |
| Communicated a requirement for employees to stay at home if not well and to report to their line manager if they have been unwell. |  |  |  |  |  |  |
| Use Personal Protective Equipment (PPE) where necessary in accordance with Gold Coast Health Guidelines including fit testing prior to first use for P2/N95 masks if where  applicable. |  |  |  |  |  |  |
| Required PPE including fit checking for P2/N95 masks if used. |  |  |  |  |  |  |

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| **Recommended Controls** | Controls applicable by work area (tick applicable) | | | | | |
| Clinical Areas | Public and common areas | Office / Work areas | Waiting rooms/ reception counters | Date implemented | If not implemented – explain why and detail other controls |
| Moving workstations, tables or other equipment to meet physical distancing requirements and reduce people flow in high traffic areas. |  |  |  |  |  |  |
| Maintaining flexible work arrangement such as working from home to support physical distancing where practicable. Ensure employees working from home have completed the ‘Flexible Working Arrangements Application e-Form’. |  |  |  |  |  |  |
| Staggering employees’ rostered start and finish times, and break times to reduce the number of people in common areas such as lunchrooms. |  |  |  |  |  |  |
| Require the use of phones or online tools, such as telehealth or MS Teams to reduce face-to-face interactions wherever possible. |  |  |  |  |  |  |

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| Where hot desking arrangement exist, enhanced safety and hygiene measures such as employees utilising individually dedicated equipment (for example, keyboards) and availability of hand sanitiser or alcohol wipes. |  |  |  |  |  |  |
| Have you talked with your staff about the Queensland Health [COVID-19 vulnerable employees guideline](https://qheps.health.qld.gov.au/__data/assets/pdf_file/0028/2490526/covid-19-vulnerable-staff-guideline.pdf?utm_source=email&utm_medium=Special%2BBroadcast&utm_campaign=200403&utm_term=Coronavirus&utm_content=supporting%2Bvulnerable%2Bstaff) and sent completed forms to: [GCHOHSAdmin@health.qld.gov.au](mailto:GCHOHSAdmin@health.qld.gov.au). |  |  |  |  |  |  |
| Have you located “vulnerable staff” who are unable to work from home to other work areas that have more available space (in this instance, other physical distancing measure should have already been attempted)? (if required) [Flexible Work Arrangements](http://gchweb.sth.health.qld.gov.au/documents/POL1424). |  |  |  |  |  |  |
| Have you consulted with your staff and your workgroup Health and Safety Representatives(s) on determining and implementing these control measures? |  |  |  |  |  |  |
| Have you put in place measures to ensure you are regularly consulting and communicating with your staff regarding Work Health and Safety including COVID-19 information? |  |  |  |  |  |  |
| Are you supporting staff Wellbeing with fatigue management and EAP support where required? [Wellbeing Framework](http://gchweb.sth.health.qld.gov.au/documents/GOV004624). |  |  |  |  |  |  |

**Monitoring and review**

It is a requirement under the Work Health and Safety Act 2011 to monitor and review controls implemented to mitigate risk. Please ensure that you schedule your review to be undertaken when you complete your unit’s Hazard Identification Monthly Checklist.

## For more information and support please contact the Work Health and Safety team on:

Email: [GCHOHSAdmin@health.qld.gov.au](mailto:GCHOHSAdmin@health.qld.gov.au)