

COVID Safe plan

Guidance on how to prepare your COVID Safe plan is available [here](#).

Our COVID Safe Plan

Business name: SKILLINVEST
 Site location: 290 THOMAS STREET & 89 CHELTENHAM ROAD DANDENONG
 Contact person: DALE GEMMELL
 Contact person phone: 0410 598 440
 Date prepared: 6 AUGUST 2020

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<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><i>PLEASE NOTE: Both above listed Dandenong facilities were closed for access by any employee or external party from the close of business Wednesday 6 August 2020 and will reopen subsequent to Stage 4 restrictions ceasing.</i></p> <p><i>During these office closures, all staff are required to work from home. Some staff that are undertaking permitted travel for work purposes to industries and businesses still allowed to operate during this time. Skillinvest staff in attendance at other businesses workplaces are required to ensure the workplace they are visiting has a COVID Safe Plan for that site and are required to abide by that plan whilst in attendance at that site.</i></p> <p><i>The above listed Skillinvest sites have a ready supply of hand sanitiser, hand soap and towels available in multiple locations throughout those sites that are monitored and replenished as and when required.</i></p> <p><i>All offices and facilities have posters regarding hygiene and handwashing.</i></p>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p><i>Thomas Street does not have any ability to open windows, however air conditioning was always on to ensure maximum workflow.</i></p> <p><i>Cheltenham Road has 2 large roller doors (1 at either end) that were always open to allow sufficient airflow through that facility.</i></p>
<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>	<p><i>All Skillinvest staff were required to wear a face covering at all times whilst undertaking work. Staff provided their own, however we had a ready supply to issue to staff that were either unable to procure one or they were misplaced or damaged whilst attending work.</i></p> <p><i>All staff were emailed advising of government requirements regarding the wearing of facemask.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<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>	<p><i>Links to training videos were circulated to all staff regarding all facets of COVID management and prevention. Posters relating to good hygiene practices were also put up around both facilities in prominent locations, including in all bathrooms.</i></p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>Where practicable, staff had ready access to items that were allocated solely to them as opposed to them being communal.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><i>Cleaning and disinfecting equipment and consumables were made readily available to all staff, who were responsible for cleaning and disinfecting their immediate area multiple times daily.</i></p> <p><i>Skillinvest have contract cleaners that clean both of their facilities on a daily basis.</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>Please refer to above response.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<p><i>As previously indicated, with the closing of both of Skillinvest's Dandenong facilities, all staff were required to work from home. Some staff were permitted to still undertake travel for work purposes since Training and Employment Services are permitted reasons to travel, but only on the condition that the ability to undertake services associated with these permitted activities was not able to be undertaken remotely.</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>Skillinvest staff will deliver the majority of their services remotely. Where this is not possible, they will endeavour to restrict their movements to a single worksite per day. Where this is not possible, they will track their movements through recording the locations they have visited using their respective calendars in Outlook.</i></p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p><i>All Skillinvest staff, students, apprentices and trainees have been advised that they are not to attend any worksite if they are unwell.</i></p> <p><i>Skillinvest keeps a register of all people that enter each of their facilities and undertakes temperature testing for all students upon arrival at each respective facility. Any student with a temperature in excess of 38 degrees C is not allowed to enter the facility.</i></p> <p><i>Posters are displayed in the office areas, training rooms and training facility. These posters have been sourced through the DHHS and Australian Government. Staff have also been emailed and briefed to ensure they understand their obligations when feeling unwell and not attending work.</i></p>
<p>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.</p>	<p><i>All workstations are configured to ensure the spacing and social distancing requirements are met. Where the moving of workstations isn't possible, staff are rostered as to when they can attend to ensure sufficient spacing when working.</i></p> <p><i>Each room/office within Skillinvest facilities has a sign on it as to the permitted maximum number of people allowed in that room at any given point in time. This is strictly enforced.</i></p> <p><i>The reception area at Thomas Street already has a screen installed and the seating arrangement for reception staff is set back 1,5M from the front of the reception desk.</i></p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p><i>Please refer to the above. In addition to this, there are stickers outlining the social distancing requirements located in multiple locations on the floors of each facility.</i></p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p><i>Most desks are set up not to face one another. In the event that they do, in the majority of instances there is a physical barrier (partition) in place between desks that do face each other.</i></p> <p><i>Where it hasn't been practicable to set up desks this way, the previously mentioned rostering of staff that are to be in attendance at a Skillinvest facility on a given day ensures that there are enough workstations available that staff would not be required to sit at a desk that faces another desk where a person would be present.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<p><i>The previously mentioned rostering system avoids the majority of instances where this may occur. We also have flexible working arrangements in place that result in different start and finish times for staff that further reduces the likelihood of a build up of staff entering and exiting either of our facilities at the same time.</i></p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p><i>Training material relating to all facets of COVID management and prevention are readily available to staff. There are also a multitude of explanatory posters relating to these expectations on prominent display throughout both facilities. Even lunchrooms and kitchens have signs on them as to the maximum number of people that can be present in that room at any given point in time.</i></p> <p><i>Posters are displayed throughout the office and training facility regarding social distancing, hygiene and health.</i></p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p><i>When the Skillinvest facilities have been open, access to the building has been restricted during operating hours to limit the number of people entering. Delivery people are required to use an intercom system to enter the facility. We also require goods to be collected without contact with the delivery driver.</i></p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p><i>Please refer to previous responses relating to rostering.</i></p>
<p>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 'four square metre' rule.</p>	<p><i>As previously indicated, each room/office within Skillinvest facilities has a sign on it as to the permitted maximum number of people allowed in that room at any given point in time. This is strictly enforced.</i></p>

Guidance	Action to ensure effective record keeping
Record keeping	
<p>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.</p>	<p><i>All attendees at either of Skillinvest's facilities are required to sign in and sign out to ensure we can identify close contacts.</i></p> <p><i>Trainers and Consultants maintain records of sites they have attended whilst working.</i></p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>Skillinvest has an OH&S Committee with representatives made up of Skillinvest employees (including Management) with representation covering each of the Skillinvest sites.</i></p> <p><i>Staff members are to report any OH&S related matters or issues to the OH&S representative of each respective site as well as their respective Line Manager or General Manager in that Manager's absence so that the matter can be dealt with promptly.</i></p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p><i>Skillinvest has in place a procedure for dealing with a suspected case of COVID-19 or confirmed case of COVID-19 (refer copy attached). All actions listed below are covered by this document unless otherwise specified.</i></p> <p><i>Managers have been provided with the 'Procedure for Dealing a Suspected or Actual Case of COVID-19'. This outlines the steps required for reporting a suspected or actual case.</i></p> <p><i>Staff have been briefed on the process and their requirements as an employee.</i></p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p><i>Refer to Procedure for Dealing with a Suspected or Actual Case of COVID-19</i></p> <p><i>Provide sign in/out register details to DHHS to assist in contact tracing.</i></p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p><i>Refer to Procedure for Dealing with a Suspected or Actual Case of COVID-19</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p><i>Refer to Procedure for Dealing with a Suspected or Actual Case of COVID-19</i></p> <p><i>Actions will be followed as per the advice provided by DHHS.</i></p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p><i>Refer to Procedure for Dealing with a Suspected or Actual Case of COVID-19</i></p> <p><i>Actions will be followed as per the advice provided by DHHS.</i></p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p><i>Refer to Procedure for Dealing with a Suspected or Actual Case of COVID-19</i></p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p><i>Advice to be taken from DHHS and WorkSafe and follow their directive prior to re-opening the workplace.</i></p>

I acknowledge I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed 
Name Carol Weston
Date 7/8/2020