COVID Safe Plan

Our COVID Safe Plan

Business name:	Port of Hastings Development Authority (PoHDA)
Site location:	Western Port
Contact person:	HSSE & Compliance Manager/COVID Marshal
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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
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.	• Display hygiene signage at entry points. • Hand sanitiser stations are installed at key locations throughout the workplace. • Bathrooms and amenities areas supplied with hand soap and paper towels. • Maintain adequate supply of cleaning materials and hygiene products for the workplace. Distribute to staff.

Where possible: enhance airflow by opening windows and adjusting air conditioning.	• Consult with staff to manage ventilation in the workplace. Staff must:
	   a. Open windows in the office as an alternative to using the air conditioning system, where practicable; and
	   b. Doors or windows to remain in the open position during operational hours to vent internal spaces.

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.	• Office work – if you are working alone, you do not need to wear a face mask unless someone else enters the room. • Maintain supplies of PPE. Masks must be accessible to staff via the office, vehicles and vessels. Carry a face mask at all times. • Provide training and instruction to all staff on mandatory use of masks, as applicable, workplace application, exemptions, enforcement and care, maintenance and safe disposal. • Provide hand sanitiser stations in key locations throughout the workplace.
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).	• Provide training and instruction to all staff on mandatory use of masks, as applicable, workplace application, exemptions, enforcement and care, maintenance and safe disposal. COVID-19 Marshal training to be completed by all PoHDA personnel. • Provide hand sanitiser stations in key locations throughout the workplace. • COVID-19 Cleaning Checklists for staff to complete and record. • Provide suitable PPE for cleaning activities by staff. Instruct staff to stay home if unwell, report immediately to their manager and get tested before returning to work.

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Guidance	Action to mitigate the introduction and spread of COVID-19
Replace high-touch communal items with alternatives.	• Communicate COVID-19 Contractor/Visitor access requirements to reduce site visits to the Office. • Contractors/Visitors encouraged to complete HSE inductions via the Online Portal. • Contractors encouraged to text the relevant PoHDA representative when arriving and leaving operational sites. • Staff to use electronic mediums for meetings, where practicable. • Doors to remain open where practicable.

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least once daily).	• COVID-19 Cleaning Checklists for staff to sign and record. • Provide suitable PPE for cleaning activities by staff. • Crib Rooms – shared spaces, including use by Construction Workers will be subject to regular cleaning, including high-touch surfaces. Sanitiser and hygiene products are readily available in these areas.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	• Order adequate supply of cleaning materials and hygiene products for the workplace. Distribute to staff. • Provide suitable PPE for cleaning activities by staff.

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	• Instruct Office/Administration staff to work from home, where possible. Numbers to be adjusted in accordance with recommended government COVID-19 guidelines/directions. • Distribute ergonomic risk assessment to staff for home office set up. • Instruct staff on social distancing requirements and hygiene practices when entering the office and other workplace areas. • Coordinate deliveries of supplies to the office to reduce frequency of visits. • Update PoHDA website with COVID-19 information. • Instruct staff to update email signatures to inform people that they are working remotely and contactable via email or mobile.
Establish a system that ensures staff members are not working across multiple settings/work sites.	• PoHDA's workforce is 12 in total. • Instruct Office/Administration staff to work from home, where possible. Numbers to be adjusted in accordance with recommended government COVID-19 guidelines/directions. • Instruct Maintenance staff to limit car-pooling. No car-pooling during high-risk periods.
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	• COVID-19 Declaration Form and temperature check to be completed upon entry to site. • Entry requirements communicated via website, Online Induction Portal, onsite induction materials and site signage. Declaration Forms include verification of vaccination requirements in accordance with CHO Directions. • Site Vaccination Register maintained to confirm vaccination status of employees. • Declarations from relevant stakeholders to verify vaccination records are maintained and staff are compliant with CHO vaccination directions prior to onsite access.

Guidance	Action to mitigate the introduction and spread of COVID-19
	• Instruct staff to stay home and self-isolate if unwell. Employees must undertake a COVID-19 test before returning to work after having COVID-19 symptoms. • Use an Infrared Non-Contact Thermometer for daily testing in the workplace. Provide instructions to staff on safe use and storage. In the event that the temperature is more than 37.5°C, the employee must leave the premises, get tested and self-isolate until a negative test result is received.
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.	• Communal work areas exceed the four-square metre rule. • Office/Administration staff to work from home, where possible. Numbers to be adjusted in accordance with recommended government COVID-19 guidelines/directions. • Avoid working in enclosed spaces. • Crib facilities – to minimise contact, contractors and Construction Workers are not permitted to congregate inside common areas. Consumption of food and drink with strict density requirements and adequate ventilation is to be implemented.
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	Not applicable.
Modify the alignment of workstations so that employees do not face one another.	Not applicable.
Minimise the build-up of employees waiting to enter and exit the workplace.	Not applicable.
Provide training to staff on physical distancing expectations while working and socialising (e.g., during lunchbreaks).	• Staff must complete a COVID infection control course. • Instruct Office/Administration staff to work from home, where possible. Numbers to be adjusted in accordance with recommended government COVID-19 guidelines/directions. • Communicate expectations for use of common areas to limit interactions. • Instruct Maintenance staff to limit car-pooling. No car-pooling during high-risk periods. • Display social distancing signage in key locations throughout the workplace. • Where possible, move activities outside including meetings and lunch breaks.
Review delivery protocols to limit contact between delivery drivers and staff.	• To minimise deliveries to the office. • Staff to maintain social distancing in the office during delivery. • Deliveries may be left at office or depot without staff signing for delivery.
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	• Instruct Office/Administration staff to work from home, where possible. Numbers to be adjusted in accordance with recommended government COVID-19 guidelines/directions. • Create a workforce bubble by rostering employees on the same shift. • Instruct Maintenance staff to limit car-pooling. No car-pooling during high-risk periods. • Disseminate Time Sheets to staff for record keeping purposes.

Guidance	Action to mitigate the introduction and spread of COVID-19
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.	• Display maximum capacity signage in key locations throughout the workplace.

Guidance	Action to ensure effective record keeping
Record keeping	
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.	**Non-essential Site Visits** • PoHDA staff to liaise with Customers, Clients and Visitors to suspend all non-critical site visits. Arrange online meetings, where practicable. **Site Visits** • Display Victorian Government QR Code to be scanned at entry points (Stony Point Office/Jetty Main Gate/French Island Shelter) and Crib Point (Jetty Main Gate/Amenities Room) for contact tracing. • COVID-19 Contractor/Visitor Declaration Form must be completed by all visitors. Communicate via website, onsite signage and HSE Online Induction Portal. • Develop and implement a Construction Workplace Entry – COVID-19 Declaration Form. Include reference to mandatory vaccination requirements and certificate provisions. • Maintain Sign In/Sign Out documentation at Reception. • Sanitiser station in Reception. Maintain a site Vaccination Register for Construction Workers and confirm vaccination records, as applicable.
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	• Staff must complete an Incident Report & Investigation Form as soon as practicable in event of an incident. Forms are available via K:\PoH\HSSE\Health & Safety\Section 4 - Measurement & Evaluation\Incident Management\Forms Guidance provided at toolbox meetings, via email communications and management meetings.

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	• Ongoing review of the Business Continuity Plan by the Business Continuity Team– Section 4 (Pandemic/Injury to Staff), as applicable. • Safe Work Procedure - Managing a Suspected Infectious Disease Case – "whole of port" related occurrences.
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	• Ensure all visitors sign in via the relevant QR codes. • Communicate the Victorian Government message to staff to download the COVID Safe App. • Maintain suitable records including staff hours of work, rosters, schedule of work, HSE induction materials and visitor logs. • Maintain site attendance logs in accordance with ordinary HSE requirements.

Guidance	Action to prepare for your response
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	• Suitable PPE (glasses, N95 or higher respirators and protective suits) and cleaning materials are onsite for when required. • Affected enclosed areas will be closed and not reopened until a clean is completed or as otherwise advised by DHHS.
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	• For a confirmed case, a review of CCTV to be done to identify areas of the site the confirmed cases may have attended and to establish any close contacts of the confirmed case. • Where a confirmed case has visited a site, the affected buildings are to be closed until a clean has been undertaken unless DHHS advises this is not required. • Interviews to be undertaken with confirmed case and suspected contacts of confirmed case. HSE Manager to interview the confirmed case. Responsible managers to interview their respective teams. • Information to be recorded in an Incident Report & Investigation Form as soon as practicable. Forms are available via K:\PoH\HSSE\Health & Safety\Section 4 - Measurement & Evaluation\Incident Management\Forms • Senior Management must convene to assess ongoing business needs. Alternatively, the Business Continuity Team will stand up.
Prepare to notify workforce and site visitors of a confirmed or suspected case.	• The CEO and HSSE & Compliance Manager/COVID Marshal must immediately notify all staff and affected stakeholders of suspected or confirmed cases. • Communication to staff, contractor and port user contacts is to be via email and text message in the first instant. Staff are to respond confirming receipt of the text or email. • Contractors and port users must confirm when all their affected employees have been notified. • Next of kin details are available in case staff are unable to be immediately contacted. • The CEO and HSSE & Compliance Manager/COVID Marshal must remind staff about the availability of Employee Assistance Program for 24/7 support services.
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	• The CEO or HSSE & Compliance Manager/COVID Marshal must notify WorkSafe immediately on becoming aware that a confirmed COVID-19 case has attended the workplace during the infectious period.
Prepare to immediately notify Department of Agriculture if you have a confirmed COVID-19 case at your workplace - **agriccc@agriculture.gov.au.** **Include "COVID NOTIFICATION" in the subject field of the email.**	• The CEO or HSSE & Compliance Manager/COVID Marshal must notify the Department of Agriculture, Water and the Environment immediately on becoming aware that a confirmed COVID-19 case has attended the workplace during the infectious period.
Prepare to immediately notify customers/port users that may visit the site.	• The CEO or HSSE & Compliance Manager/COVID Marshal must immediately notify relevant stakeholders, as applicable.
Confirm that your workplace can safely re-open and workers can return to work.	• Site to be reopened in line with DHHS advice or guidance. • The Business Continuity Team must meet to confirm arrangements for staff returning to work. • All exposed staff must supply a Clearance Certificate confirming a negative test result or results as per DHHS guidance. • The Senior Management Team must meet to assess risks, work priorities, allocation of tasks and resourcing.

Guidance for PoHDA Response to COVID-19 Cases		
Scenario	**Office Staff**	**Maintenance Staff**
Suspected Case	• The staff member suspected to having COVID-19 must isolate and get tested. • Office Staff will be directed to vacate / not attend the identified site by an agreed date and time. As a guide will be able to return to the workplace on the following day (subject to confirmation). • Business Continuity Plan enacted for the period in which the site is closed.	• The staff member suspected to having COVID-19 must isolate and get tested. • The Maintenance staff will be directed to vacate / not attend the identified site by an agreed date and time. As a guide will be able to return to the workplace on the following day (subject to confirmation). • Business Continuity Plan enacted for the period in which the site is closed.
Confirmed Case	• Staff will be directed to vacate / not attend the identified site. • Staff in close contact with the infected staff member will be required to isolate as per DHHS guidelines. • As a guide, staff (not in isolation) will be able to return to the workplace on the following day, subject to confirmation that the site is available. • Business Continuity Plan enacted for the period in which the site is closed.	• Staff will be directed to vacate the identified site. • Staff in close contact with the infected staff member will be required to isolate as per DHHS guidelines. • As a guide, staff (not in isolation) will be able to return to the workplace on the following day, subject to confirmation that the site is available. • Business Continuity Plan enacted for the period in which the site is closed.
Both Scenarios	• Managers are encouraged to support staff with flexible work arrangements during COVID-19, where applicable. • Managers should ensure that staff are who are unwell must stay home. • Staff's physical and mental wellbeing is our priority and staff should be encouraged to reach out to the Employee Assistance Provider (EAP) for support. • Promote good hygiene practices and communicate to staff that there are increased cleaning regimes in place.		

Roles and Responsibilities Checklist		
Position	**COVID-19 Suspect Case**	**COVID-19 Confirmed Case**
Staff Member	• Notify their Manager / Executive that they suspect they have COVID-19. • Confirm the test results with their Manager / Executive.	• Notify their Manager / Executive that they are confirmed to have a COVID-19 positive result based on a medical diagnosis.

Manager/Executive	• Provide support to the staff member:
	  o Put them in the most isolated form of transport home / ensure they have a safe form of transport home, if they are within the office workplace; and
	  o Direct them to self-isolate and be tested. The staff member must stay at home until they receive the test result.
	• Contact the CEO and HSSE & Compliance Manager/COVID Marshal to discuss the case.
	• If a precautionary bio-clean or disinfectant is required:
	  o Activate the Business Continuity Plan (if required).
	  o Send out the approved communication to all affected staff/stakeholders in the office.
	  o Send out the approved communication to all affected staff/stakeholders within the workplace advising the clean has been completed and the site has been re-opened.
	• Advise the HSSE & Compliance Manager/COVID Marshal/CEO of the test results.
		• Provide support to the staff member:
		  o Put them in the most isolated form of transport home / ensure they have a safe form of transport home, if they are within the close proximity to the Depot; and
		  o Direct them to self-isolate and be tested. The staff member must stay at home until they receive the test result.
		• Contact the CEO and HSSE & Compliance Manager/COVID Marshal to discuss the case.
		• If a precautionary bio-clean or disinfectant is required:
		  o Activate the Business Continuity Plan (if required).
		  o Send out the approved communication to all affected staff/stakeholders (may include PFO's and Port Users).
		  o Send out the approved communication to all affected staff/stakeholders within their workplace advising the clean has been completed and the site has been re-opened.
		• Advise the HSSE & Compliance Manager/COVID Marshal/CEO of the test results.

HSSE & Compliance Manager/COVID Marshal/CEO	• Complete an Incident Report & Investigation Form. Document in the Incident Register.
	• Collect key information on the suspect case in discussion with the Manager / Executive and the staff member:
	• Document:
	  o Date when symptoms presented;
	  o Exposure Site address/location; and
	  o Last time attended site and known movements.
	• If a confirmed positive medical diagnosis is likely and the staff member has attended office/workplace within 14 days of symptoms presenting, they will immediately advise the CEO/HSSE & Compliance Manager/COVID Marshal.
	• Update the Incident Register with the suspect case and then the test results when advised. The HSSE & Compliance Manager/COVID Marshal will maintain contact with the staff member and Manager / Executive to check in on the staff members health.
	• The HSSE & Compliance Manager/COVID Marshal will liaise with the HR Manager in relation to staff health and safety records.	

HSSE & Compliance Manager/COVID Marshal/CEO	• The HSSE & Compliance Manager/COVID Marshal/CEO will report to WorkSafe, within 48 hours, the COVID-19 positive result if the staff member attended the workplace within 14 days, using the information gathered.	

Business Continuity Team (BCT)	• In the event that the BCT is stood up, the planned activation in Section 6.4 will be administered, including Recovery and Restoration.