



Coronavirus (Covid 19) Safety Plan

Ver 3.0
1/08/2021

40 Lakeside Drive Broadmeadows VIC 3064

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Date Implemented: 18/01/2021

PREAMBLE AND CONTEXT

This plan has been established to ensure our staff, employees and clientele are not exposed to the coronavirus (Covid 19) through poor planning or lack of provision by Active TEC management.

We are also in compliance with obligations set out under section 21.1 of the OHS Act in Victoria.

This plan complies with all requirements set out for work activities within the Learning and training industry, and is particular to VET.

We understand that (COVID-19) is spread by people with symptoms when they cough or sneeze, people may also pick up the coronavirus (COVID-19) from surfaces contaminated by a person with the infection.

The symptoms reported and we are constantly screening for are:

- fever (elevated temperature) and or loss of sense of taste or smell.
- breathing difficulties and breathlessness
- coughing or sneezing
- sore throat and or runny nose
- unusual fatigue or tiredness.

Government Instruction

A "State of Emergency" was declared in Victoria on 16 March 2020 to manage coronavirus (COVID-19) and this was upgraded to a "State of Disaster" on the 2 August 2020.

This "Covid Safe Plan" is our documented method for reducing and restricting the spread of the virus, and following restrictions put in place by the Victorian Government during the pandemic.

Controlling risks on our worksites

To assist with providing and maintaining safe operations at our workplaces, the measures below form the basis for control, and shall be implemented where practical to assist in providing a safe and healthy environment at work.

- Pre - Screening employees and students coming to site (Self Assessments)
- Temperature screening of all employees and students.
- Utilising Personal Protective Equipment (As indicated by government guidelines and updated from time to time)
- Hygiene through the use of hand washing and hand sanitisers.
- Physical Distancing (as per government guidelines)
- Recording location attendance with the Government QR Code system.
- Cleaning and Disinfecting

Pre -Screening workers coming to site

To minimise the risk of transmission of coronavirus (COVID-19) on site, Active TEC Management clearly understand that a person must be "fit for duties", and not show any of the signs that are relative to Covid 19 infection.

Therefore each person must take responsibility for assessing if they have any of the symptoms related to possible Coronavirus (Covid 19) infection.

This rule also applied to Clients, Students and Visitors to our workplaces

Employees and students must carry out self assessments.

All Employees, Clients, Students and Visitors students have access to this document and must agreed they understand the following information and instruction:

They must not attend our workplace if they have any of the symptoms listed within this Covid Safe Plan,

and /or

- have been diagnosed with coronavirus (COVID-19) in the last 14 days, or are in a period of "quarantine" as directed by a health professional, or
- have been in close contact with anyone who has coronavirus (COVID-19), or
- have been in contact with anyone who is currently being tested for coronavirus (COVID-19) and had not yet received their results and a negative reading,
- has anyone in their household who has symptoms consistent with COVID-19.

If a person is experiencing symptoms consistent with COVID-19 or had close contact with a confirmed case, they must:

- not attend work
- contact Active TEC for further advice be that employee or student and;
- not return to our workplace until they have been cleared to do so by a medical practitioner, and have completed their required quarantine period with a "Covid negative" result.

Where they have been identified "positive" to Covid 19, a medical certificate must be provided to Active TEC management showing they (all persons), are cleared by a medical professional, before they may be allowed to return to an Active TEC workplace.

Temperature Testing

All Active TEC supervisory staff have been issued with Non Contact IR Thermometer equipment.

On arrival to an Active TEC workplace "all persons" must participate in "Non" contact temperature testing.

All our Supervisory personnel shall also be subject to temperature testing.

The following will apply:

The test must be carried out by Active TEC management and the levels recorded on the daily attendance list.

Any person who does not submit to a temperature check when requested, will not be allowed to remain at our workplaces.

A persons temperature must not exceed 38.0 degrees Celsius and optimum levels shall be between 35.0 and 37.0 degrees Celsius.

If a person appears to have an abnormal reading, a second reading may be taken after 2 minutes of rest.

*Note - during the wait period all personnel should keep at least a two (2) meter distance away from the employee until the next test (Social Distancing).

If a person fails to return a reading within the parameters set herein, they shall not be able to remain at an Active TEC workplace, and shall be advised to go directly to a doctor or Covid 19 testing station.

A medical certificate must be provided to Active TEC management showing they (those possibly infected) are cleared by a medical professional, before they may be allowed to return to work.

Utilising Personal Protective Equipment (Face Masks must be worn)

Face masks must be carried by "all people" and shall need to be fitted correctly by any person attending an Active TEC workplace at all time, unless otherwise instructed by the Active TEC staff member.

Face masks must be worn when ever current rules provided by the Victorian government advise it is mandatory to do so.

Current requirements in relation to fitting and wearing facemasks will be provided to you by the Active TEC Supervisor or senior staff member in charge.

Utilising Personal Protective Equipment (Face Masks must be worn) cont...

The term face mask includes both cloth (reusable) masks and single use face masks (commonly known as surgical masks).

Both types of masks are suitable for use, and may assist to prevent the spread of coronavirus(COVID -19).

Face masks must be "Fitted" therefore bandana's and other types of improvised masks are not acceptable.

Masks should be discarded and replaced if damaged, or if the material becomes vapour loaded.

Hygiene through the use of hand washing and hand sanitisers.

We understand that Good hygiene practices and general cleaning helps with minimising the spread of coronavirus (COVID-19).

Every effort shall be made by Active TEC Management and people entering our workplaces to maintain personal hygiene and minimise person to person contact (where practicable).

These measures need to include:

- Promoting regular hand washing with soap for at least 20 seconds.
- Utilising hand sanitisers often through out the day.

Cleaning and sanitising site amenities also we shall review and revise the number and locations of amenities, to reduce movement around the site (wherever possible).

Physical Distancing (as per government guidelines)

Physical distancing of at least 1.5 metres shall be maintained wherever in an Active TEC workplace.

Active TEC Management and employees shall consider each work situation, and whether or not there is a safe alternative way to undertake our work, with an increased distance between people, where practicable.

Where it is not possible to maintain physical distancing, other control measures shall be considered.

This will include:

- Minimise the number of Person to Person interactions that need to be completed within 1.5 metres.
- Minimise the number of People involved in activities that need to occur within 1.5 metres of each other.
- re-enforcing the use of personal protective equipment (PPE) - EG: Face Masks.

All persons are instructed to maintain physical distancing outside the workplace, if it is necessary to leave our facility and return, for example to purchase supplies, meal breaks or attend to meetings.

All persons are instructed not to sit together when breaks are taken, and students may not eat their food and drink, within the facility / class rooms at present.

Coffee and tea shall not be available or consumed in our workplaces, during the pandemic.

Workplace mapping.

Movement between work locations shall be minimised, where practicable.

Where our employees must attend multiple training sites these locations and movements shall be recorded within a travel log, travel between sites shall be recorded in the workplace mapping.

The Government QR code System must be utilised to record attendance at each work location.

Any person entering or attending the Active TEC training facility must also record their attendance using the Government QR code system.

Workplace mapping where employees must work on more than one (1) site per day

The "sign in" logs will be retained on file as a source or record of our employees movements whilst Covid 19 (or any new directives) remain in force.

Cleaning and Disinfecting

Cleaning and disinfecting of surfaces is to be conducted using approved cleaning products as those indicated within the Cleaning and Disinfection guidelines to reduce coronavirus (COVID-19) Transmission.

In particular we shall assure:

- Cleaning and disinfection of amenities and meal areas between work group breaks.
- Routine cleaning of 'Frequently Touched Surfaces', surfaces such as toilets, door handles, stair handrails, light switches, lift buttons, table tops.
- Items or equipment that must be utilised by multiple employees.

Active TEC supervisory staff shall carry spray bottle cleaning products and shall be responsible for assuring cleaning and disinfecting is carried out in each workplace.

Sanitised wipes shall be utilised and disposed of by the staff after use.

Personnel involved in cleaning and disinfecting must wash their hands for 20 seconds with soap and apply hand sanitiser once this process has been completed.

Meeting our Obligations to help stop the Coronavirus (Covid 19)

During Covid 19 restrictions, we understand for our workplaces that remain open we must:

- Implement this COVID Safe Plan and regularly updated it.
- ensure that any Active TEC Client, Student or Visitor has been temperature tested before being able to remain in our workplaces.
- Maintain 1.5 metre distances from others (as far as reasonably practicable)
- ensure that our personnel do not frequently work in multiple sites, or for multiple clients.
- ensure that personnel are in good health - employees cannot work if they are unwell and Active TEC shall not allow personnel with symptoms to attend our workplaces.
- if a person is "unwell", send them home and direct them to be tested, they must stay home until they have their test result, and are negative to Covid 19.
- report any positive cases of coronavirus (COVID-19) to DHHS and Worksafe.
- regularly clean your facilities, shared spaces and provide additional cleaning supplies
- undertake risk assessments for cleaning and take action to remove the potential for coronavirus (Covid 19) spread.
- Active TEC personnel and students shall utilise the Government QR code system to record attendance at each work location.
- Only provide access to training courses held face to face to workers that are listed within the **Authorised Workers List** provided on the Victorian Government Website.
- Reduce attendee numbers to class, to maintain the social distancing rules (1.5 m).

We shall enforce these procedures, and by our action contribute to the elimination of Coronavirus (Covid 19) through our plan and dedicated application.

David West

Signed:



Authorised Person

Note - All Active TEC personnel, Clients, Students and Visitors shall be provided access to this plan in our workplaces.

Trainer / assessors and students to sign attendance register after visual health assessment and temperature testing is complete is completed.



Active TEC - Covid Safe Action Plan

Ten (10) Actions that must be followed to keep you "COVID SAFE"

Action 1 - You shall not attend an Active TEC training session if you are unwell.

Symptoms such as:



Fever



Cough



Chest Pain



Chills



Sore Throat



Head Ache

Action 2 - You must be temperature tested on arrival by Active TEC staff.

If its to high (> 37.8) you will not be able to stay for your training session.

Log on using the Government QR code and

"Sign in" on the Active TEC attendance register.



Action 3 - Your results must be recorded on the "Sign in" record.



Action 4 - You must bring a face mask with you, and wear it in class.



Action 5 - You shall maintain a distance to others of 1.5 metres.



Action 6 - Active TEC will sanitise touch surfaces before entry and during the day.



Action 7 - You should apply hand sanitiser at intervals during the day.



Action 8 - Wash you hands often and after using the Amenities.



Action 9 - No "Food or Drink" will be consumed within the facility.



Action 10 - All persons shall exit the training rooms during breaks



Thank you for your cooperation and assistance.