



40 Lakeside Drive Broadmeadows VIC 3064

# Coronavirus Safety Plan

Ver 5.0  
26/04/2022

Authorised By: David West  
Title: Director

Site Location: Unit 5 - 40 Lakeside Drive Broadmeadows VIC 3047  
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## PREAMBLE AND CONTEXT

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

We are also in compliance with obligations set out under Section 21.1 and other relevant sections of the OHS Act in Victoria.

This plan complies with all requirement set out for work activities within the VET education industry, at the date of its release, and is updated and modified from time to time.

At this stage of the evolution of the people living in Australia understand that the coronavirus is spread by people with symptoms when they cough or sneeze, people may also pick up the coronavirus from surfaces contaminated by a person with the infection.

However, the signs to be on the look out 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.

The rules and requirements set by the Victorian state government continue to reduce , in line with the increase in vaccinated people since that time.

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.

## Newly adjusted steps for control.

1. Vaccination requirements for Active TEC personnel and our clientele.

There is no change to the existing vaccination mandates for workers (**unless exempt**) as stipulated in the Government Worker Vaccination requirements.

It is our understanding that our clientele (eg: Students) still should be vaccinated, However students will **no longer** have to show evidence that they have received two doses of the vaccination, to Active TEC.

2. Pre-attendance "Self Assessments" of personnel and students prior to attending an Active TEC workplace. Active TEC Personnel and clients are obligated to identify if they have any symptoms prior to attending work or attending a training activity held by Active TEC.

Where the symptoms indicated above are experienced personnel, and or students will not be eligible to attend. At this stage it is advised those affected attempt to identify if they are positive for the Coronavirus by taking a R.A.T test or seek assistance from their doctor.

3. Temperature screening of all employees and students.

On attendance all personnel and students shall be temperature tested to attempt to identify elevated temperatures that exceed a "normal" range.

Individuals that have temperatures that indicate the person may be "unwell" will not be able to attend work or a class, on that occasion.

**Newly adjusted steps for control continued.**

4. Sanitising , Cleaning and Disinfecting of contact surfaces.

Surface cleaning and disinfecting will continue as a standard hygiene practice at Active TEC facilities.

5. Hygiene through the use of hand washing and hand sanitisers.

Hand Sanitiser and disinfectant soaps will continue to be available as a standard hygiene practice at Active TEC facilities.

6. Air purification and reduction of active particulates in the class room.

An air purifier that constantly remove airborne particulates will continue to be utilised at the Active TEC facility as a standard hygiene practice.

**Personnel and client preference**

All people attending an Active TEC location or class session **do not** have to wear a face mask for protection. However, we appreciate and recognise this may be a personal preference to continue to do so by individuals if they wish.

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

**David West**

Signed:



Authorised Person and company Covid Marshall.

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

Six (6) Actions that assist to achieve a "COVID SAFE" environment.

**Action 1 - Get Vaccinated** ...Obtaining your free Coronavirus vaccination protects you, your family and the community.

Active TEC staff are vaccinated as stipulated in the Government Worker Vaccination Requirements.



**Action 2 - Self Assess** ...You shall not attend an Active TEC training session if you are unwell.

Look for symptoms such as:



Fever



Cough



Chest Pain



Chills



Sore Throat



Head Ache

Got symptoms? We suggest you do a "R.A.T" at home.



**Action 3 - Temperature Test** , you shall be tested on arrival by Active TEC staff.

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

We would suggest doing a R.A.T or visiting your doctor.



**Action 4 - Sanitising** - Active TEC will continue to sanitise touch surfaces at the beginning of each day for your protection.



**Action 5 - Hygiene** .. Disinfectant soap and Hand Sanitiser is available for washing hands at intervals during the day.



**Action 6 - Air Purifier** - Air Purifying equipment shall be utilised within the Active TEC training facility.



Wear a Face Mask if you wish

Note- This is not a requirement.



Thank you for your cooperation and assistance.