



Work health and safety plan for COVID-19

Use this template to record what measures your team has implemented or will do so in the future to keep you, your staff and customers safe at work during the COVID-19 pandemic. This information will help your team know what to do and expect.

To develop responses to the questions below, you need to consult with your staff and other people relevant to operating your business safely.

The COVID-19 pandemic is an evolving situation—review your plan regularly and make changes as required.

Complete and maintain your plan and make it available for evidence of compliance.

After the template plan is an example of a completed WHS plan for COVID-19; it includes some examples to help guide you in completing your plan. However, your answers may be different, especially if you are not an essential service and will be required to close under Alert Levels 2 and 3 of the Vanuatu Alert Outbreak System (VOAS). Feel free to add to the plan as necessary for your operation until you feel like you have recorded all the questions you or your staff have asked of how you will operate during the pandemic. You may want to have a meeting with your team or family involved in the business to help come up with questions, answers and more ways to keep everyone safe in your business.

If you are unsure if your business is an essential service, please contact the Ministry of Health.

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Business details

Business name :			
Manager's approval Signature:		Staff Representative signature:	
Date completed:		Date distributed:	
Revision date(s):			
Referring to the Vanuatu Alert Outbreak System (VOAS), is your business considered an essential service? Yes/No			

	Describe what you will do	Who is responsible
Following the VOAS, what measures has your business put in place during Level 0?		
Following the VOAS, what measures has your business put in place during Level 1?		
Following the VOAS, what measures has your business put in place to operate at Level 2&3? (Applies only to essential services)		
How will your business comply with social distancing requirements?		
How is your business complying with		

<p>hygiene, cleaning and disinfecting requirements?</p>		
<p>What extra measures is your business doing to keep customers/ clients safe?</p>		
<p>What measures have you put in place to keep workers safe?</p>		
<p>How is your business managing deliveries, contractors and visitors attending the workplace?</p>		
<p>How is your business reviewing and monitoring work health and safety compliance?</p>		<p>r</p>

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Below is an example of a WHS plan for COVID-19.

	Describe what you will do	Who is responsible
Following the VOAS, what measures has your business put in place during Level 0?	<p>Consider: The Vanuatu Outbreak Alert System for COVID-19 - GROUPS</p> <p>Example:</p> <ul style="list-style-type: none"> -Established hand washing facilities at the entrance -Prepared to collect & maintain records of all people entering our premises, for when requested by relevant authorities -Prepared our Workplace Health and Safety Plan. 	include names or positions of staff- who are responsible for these actions in your workplace- front office supervisor, manager, duty manager etc
Following the VOAS, what measures has your business put in place during Level 1?	<p>Consider: The Vanuatu Outbreak Alert System for COVID-19 – GROUPS</p> <p>Example:</p> <ul style="list-style-type: none"> -Identified staff members responsible for monitoring compliance of handwashing at the entrance -Prepared to collect & maintain records of all people entering our premises, for when requested by relevant authorities -Prepared our Workplace Health and Safety Plan. 	<p>Duty manager</p> <p>Receptionist</p> <p>General Manager</p>
Following the VOAS, what measures has your business put in place to operate at Level 2&3?	<p>Consider: The Vanuatu Outbreak Alert System for COVID-19 – GROUPS</p> <p>Example (essential services)</p> <p>We have implemented the above procedures AND</p> <p>If our island is affected and declared level 2 OR the outbreak occurs nationally, we are prepared to implement the following measures to reduce our operations:</p> <ul style="list-style-type: none"> - Skeleton roster developed - Amended operating procedures developed, and staff are aware and trained. - prepared Customer notification of reduced 	<p>Manager</p> <p>Manager</p> <p>Receptionist</p>

	<p style="text-align: center;">operations</p> <p>Example (non-essential services)</p> <p>We have implemented the above procedures AND</p> <p>If our island is affected and declared level 2 OR the outbreak occurs nationally, we will be required to close until otherwise notified. Actions necessary to implement include:</p> <p>- Notifying our staff and ensuring they are aware of how their salaries will be affected during this time.</p> <p>-Preparing a notification for our customers</p>	<p>Manager</p> <p>Receptionist</p>
<p>How will your business comply with social distancing requirements?</p>	<p>Consider: Signage at entry points, how are you restricting numbers within the premises, separating entry and exit.</p> <p>Examples:</p> <ul style="list-style-type: none"> - Ensured social distancing by placing floor or wall markings or signs to identify 1 metres distance between people for queues and waiting areas - Moved office desks, customer tables and chairs to ensure that everyone can socially distance - Created extra waiting area to allow customers to socially distance comfortably 	<p>Administrator, managers</p>
<p>How is your business complying with hygiene, cleaning and disinfecting requirements?</p>	<p>Consider: Instruction on how to practice good hygiene, maintaining quantities of soap for handwashing and detergent for cleaning, providing handwashing facilities for customers and patrons, reducing shared equipment and tools, ensuring frequently touched areas and surfaces are cleaned regularly with detergent, ensuring any surfaces used by clients/customers are cleaned between use, ensuring routine cleaning carried out in all areas of the workplace.</p> <p>Example: Hand washing facilities or alcohol-based hand sanitiser at entry and exit points and in common rooms/lunchrooms, signs posted regarding practicing</p>	<p>Facilities manager to review procedures and order supplies, cleaners to use the new supplies and follow new cleaning procedures</p>

	of proper hygiene and hand washing, scheduling appointments/bookings to allow for sufficient cleaning time	
What extra measures is your business doing to keep customers/ clients safe?	<p>Consider: advice on https://covid19.gov.vu/index.php/resources/public-health-guidelines</p> <p>For example:</p> <ul style="list-style-type: none"> - if cafes are now are required to keep contact information of customers dining in If you are a café or restaurant, how will you record and retain contact details for workers, clients and others who attend your business. - Has your business prepared or installed signage for the front to instruct people to wear a mask or stay home if they are unwell (in the case of COVID in the community) <p>Example: electronic record keeping.</p>	Administrator, manager
What measures have you put in place to keep workers safe?	<p>Consider: Changing work processes to allow for social distancing, increased cleaning frequency, postponing or cancelling non-essential face to face gatherings, meetings or training, re-organising work schedules and rosters, considering alternative work arrangements where possible for workers considered at increased risk.</p> <p>Example: Developed and delivered training on new processes, workers working staggered shifts.</p>	Site manager, team leader
How is your business managing deliveries, contractors and visitors attending the workplace?	<p>Consider: Contact free deliveries, removing paperwork from delivery interactions, keeping contact details of all visitors to assist with contact tracing.</p> <p>Example: Arrange drop off point for deliveries, have contractors or visitors sign in or text their contact</p>	Team leaders

	details	
<p>How is your business reviewing and monitoring work health and safety compliance?</p>	<p>Consider: review processes to ensure the measures in place are effective, review existing critical risks and whether work practice changes will affect current risk management, are any new critical risks introduced due to changes in worker numbers, work practices, what new risk controls are required?</p> <p>Example: Schedule weekly review of processes, consult with staff on effectiveness</p>	<p>Team leaders</p>