

Appendix Two

COVIDSafe Workplace Plan – Wurdi Baierr Stadium

Site Address:	36 Wadawurrung Way, Torquay		
Creation Date:	15/06/2020	Trim Reference:	D20/103151
Manager:	Travis Nelson	Due for Review:	07/05/2021
Workplace People Leader:	Helen Berry, Mark Campbell	Last Reviewed:	15/04/2021
Health & Safety Representative (HSR):	Mark Campbell	Version:	12
Workplace Functions:	Facilitation of Councils sport centre, hired facilities		

This COVIDSafe Plan demonstrates Surf Coast Shire Council’s (Council) commitment to providing a safe work environment and managing the risk of infection during the COVID-19 pandemic at the Wurdi Baierr Stadium. This plan has been developed in consultation with workplace members and utilises the National COVID-19 safe workplace principles and Safe Work Australia guidance material.

Managing Risk of Infection

What controls will your worksite implement to reduce the risk of entry and spread of COVID-19?

Task	Control	Who is responsible
General Requirements	Employees and others who are unwell are actively encouraged to not attend Council workplaces	Manager / Coordinator / Sport and Facility Operations Supervisor
	Encouraging work from home arrangements where suitable	Manager / Coordinator / Sport and Facility Operations Supervisor
	Appropriate use of approved fitted face coverings when required by state government or Council direction	Manager / Coordinator / Sport and Facility Operations Supervisor
	Workers shall carry fitted face coverings at all times	All Staff
	Fitted face coverings will be made available at each workplace	Manager / Coordinator / Sport and Facility Operations Supervisor
	Reduce situations where a worker is required to work at multiple sites where practicable	Manager / Coordinator / Sport and Facility

		<i>Operations Supervisor</i>
	Provision of site pandemic kit to be used if a person becomes ill at the site	<i>WHS</i>
	Provision of digital infrared thermometer to measure persons temperature if they become ill or at entry to the site (an adult with a temperature of over 37.5 degrees Celsius should not enter the workplace, a second test may be conducted after 30 minutes to confirm if temperature is elevated due to fever)	<i>WHS</i>
	Minimise touchpoints where possible, e.g. chock open internal doors, ensure doors are automatically opened where available and not compromising site security	<i>All Staff</i>
	open windows or adjusting air-conditioning for more ventilation in common areas, and limiting or reducing recirculated air-conditioning where possible	<i>All Staff</i>
	Education to staff regarding technological solutions to minimise the use and transfer of paper	<i>Manager / Coordinator / Sport and Facility Operations Supervisor</i>
	Display and provide information regarding COVID-19 symptoms and advise workers they should be tested and self-isolate if they become symptomatic	<i>Manager / Coordinator / Sport and Facility Operations Supervisor</i>
	Maintain list of personnel who are working multiple jobs with different employers	<i>People & Culture</i>
Face to face customer interactions	Reduced face to face interaction where practicable utilise technological solution online meeting, phone call, email, postal correspondence	<i>Manager / Coordinator / Sport and Facility Operations Supervisor</i>
	Avoid sharing items with customers e.g. make designated stationary available	<i>Manager / Coordinator / Sport and Facility Operations Supervisor</i>
	Utilise automatic doors where possible	<i>Manager / Coordinator / Sport and Facility Operations Supervisor</i>
	Implement processes to reduce employees receiving items from customers e.g. paperwork and documentation, pens etc.	<i>Manager / Coordinator / Sport and Facility Operations Supervisor</i>
	Install signage advising customers to not touch products and items unless they intend to purchase them	<i>Manager / Coordinator / Sport and</i>

		Facility Operations Supervisor
Plant, vehicle and equipment use	Vehicle pandemic kit (for use in the event vehicle operator is unwell or interacts with a person who may be unwell)	WHS
	Reduced sharing of vehicles where practicable	Manager / Coordinator / Sport and Facility Operations Supervisor
	Where workers are sharing a vehicle they should confirm that neither worker is displaying cold or flu like symptoms before commencing journey.	All Staff
OVA	Report all OVA events where intentional droplet transfer occurred to police	All Staff
Training, conferences and networking events	Internal training can be held at SCS venue in accordance with D21/39899 – Training and Events and relevant site specific CSWP	Manager / Coordinator / Team Leader
	If unable to facilitated in accordance with D21/39899 – Training and Events CSWP: use non face-to-face options to conduct – e.g. electronic communication such as tele and video conferencing	All Staff
	Surf Coast Shire meeting protocols	Manager / Coordinator / Sport and Facility Operations Supervisor
	Physical attendance permitted at compliance training after review of training providers COVIDSafe plan	Manager / Coordinator / Sport and Facility Operations Supervisor
	Ensure adequate ventilation if held indoors.	All Staff
Deliveries, contractors and visitors attending the workplace	Designate specific employees to manage deliveries and contractors as much as possible.	Manager / Coordinator / Sport and Facility Operations Supervisor
	Delivery drivers and other contractors who need to attend the workplace, to provide maintenance or repair services or perform other essential activities, should be given clear instructions of your requirements while they are on site.	Manager / Coordinator / Sport and Facility Operations Supervisor
	Direct visiting delivery drivers and contractors to remain in vehicles and use contactless methods such as mobile phones to communicate with your workers wherever possible.	Manager / Coordinator / Sport and Facility Operations Supervisor
	Use, and ask delivery drivers and contractors to use, electronic paper work where possible, to minimise physical interaction. Where possible, set up alternatives to requiring signatures.	Manager / Coordinator / Sport and Facility

		Operations Supervisor
	Any workers from a restricted area will provide evidence of an approved work permit issued by their employer	Manager / Coordinator / Sport and Facility Operations Supervisor
Charitable Passenger Service	Passengers shall utilise the same seat of the vehicle for each leg of the journey	Charitable Passenger Service Driver
	All passengers shall confirm to the driver that they have no COVID-19 symptoms prior to embarking	Charitable Passenger Service Driver
	User groups accessing the charitable bus service shall submit a COVIDSafe Plan as part of the hire agreement	User Group
Site specific	<p>A COVID marshal shall be onsite at all times during staffed operating hours and ensure compliance with COVIDSafe Workplace Plan and the Chief Health Officers Restricted Activity Directions</p> <p>A COVID marshal shall have completed nominated training including:</p> <ul style="list-style-type: none"> • COVID-19 infection control training - DHHS • CORONAVIRUS (COVID-19) SAFETY AT WORK ONLINE TRAINING COURSE • CORONAVIRUS (COVID-19) INFECTION PREVENTION AND CONTROL ONLINE TRAINING COURSE • Site specific COVIDSafe Workplace Plan Induction 	Manager / Coordinator / Sport and Facility Operations Supervisor
	Classes / sessions shall not commence at the same time and shall have at least 15 minutes between classes commencing	Manager / Coordinator / Sport and Facility Operations Supervisor

Cleaning and Hygiene

What cleaning and hygiene measures will be implemented at your site?

Task	Control	Who is responsible
General Requirements	WHS 35.0 Managing COVID-19 in the workplace procedure	WHS/Manager / Coordinator / Sport and Facility Operations Supervisor
	Implement at least daily cleaning with a disinfectant where the label states a claim that the disinfectant has anti-viral; properties or made by a person according to instructions issued by DHHS for sites on days in which they are used	Manager / Coordinator / Sport and Facility Operations Supervisor
	Implement additional cleaning / sanitising at least twice daily and provide appropriate products to clean locations / items which are frequently touched (including toilets, handrails) with a disinfectant	Manager / Coordinator / Sport and

	where the label states a claim that the disinfectant has anti-viral; properties	Facility Operations Supervisor / Facilities
	Promotion of cleaning / sanitising personal items including glasses, phones, laptops regularly with disinfectant wipes	Manager / Coordinator / Sport and Facility Operations Supervisor
	Designate specific amenities for use by visitors and staff who are not based at the workplace	Manager / Coordinator / Sport and Facility Operations Supervisor
	Promotion of hand hygiene practices and coughing etiquette	Manager / Coordinator / Sport and Facility Operations Supervisor
	Provision of handwashing facilities	Manager / Coordinator / Sport and Facility Operations Supervisor
	Provision of hand sanitiser (including at all entrance and exit points)	Manager / Coordinator / Sport and Facility Operations Supervisor/WHS
	Provision of alcohol cleaning wipes	Manager / Coordinator / Sport and Facility Operations Supervisor/WHS
	Clear desk policy	People & Culture
	Scheduled touch point cleaning	Manager / Coordinator / Sport and Facility Operations Supervisor
	Placement of sanitising products at locations where high use shared equipment is located e.g. printers	Manager / Coordinator / Sport and Facility Operations Supervisor/WHS
	Cleaning / sanitising equipment will be available at Tea and Coffee facilities	Manager / Coordinator / Sport and Facility Operations Supervisor/

	Wash crockery and cutlery on dishwashers highest setting, where dishwashers are unavailable hand wash with hot soapy water	Manager / Coordinator / Sport and Facility Operations Supervisor/
Face to face customer interactions	Make sanitiser available for customers upon entering premises and at customer contact point	Manager / Coordinator / Sport and Facility Operations Supervisor/WHS
Plant, vehicle and equipment use	Provision of hand sanitiser	Manager / Coordinator / Sport and Facility Operations Supervisor/WHS
	Provision of alcohol cleaning wipes	Manager / Coordinator / Sport and Facility Operations Supervisor/WHS
	Instruction for cleaning / sanitising of vehicle touchpoints upon entry and exit of the vehicle	Manager / Coordinator / Sport and Facility Operations Supervisor/Fleet
	Vehicles are isolated following an operator becoming ill	Manager / Coordinator / Sport and Facility Operations Supervisor/Fleet
	Reduced alternating of vehicle operators - vehicle operators should only be alternated after allowing the vehicle to be isolated over the duration of a weekend and appropriate cleaning / sanitising being conducted	Manager / Coordinator / Sport and Facility Operations Supervisor
	Where trip is longer than 15 minutes, air conditioning must be set to external airflow rather than to recirculation or windows should be opened for the duration of the trip.	All Staff
Deliveries, contractors and visitors attending the workplace	Ensure handwashing facilities, or if not possible, alcohol-based hand sanitiser, is readily available for workers after physically handling deliveries.	Manager / Coordinator / Sport and Facility Operations Supervisor/All Staff
	Direct visiting delivery drivers and contractors to use alcohol-based hand sanitiser before handling products being delivered.	Manager / Coordinator / Sport and Facility Operations Supervisor
	Provision of sanitiser and wipes and delivery locations	Manager / Coordinator /

		<i>Team Leader / WHS</i>
Charitable Passenger Service	Charitable Passenger Service vehicles shall be cleaned / sanitised following each group of passengers	<i>Charitable Passenger Service Driver</i>
	Frequently touched surfaces e.g. door handles, hand rails, seat belt buckles etc. should be sanitised following each disembarkation	<i>Charitable Passenger Service Driver</i>
Site specific	Provision of wipes for members and guests to clean equipment	<i>Sport and Facility Operations Supervisor Team Leader /</i>
	Equipment shall be cleaned between uses	<i>All Staff</i>

Physical Distancing

How will you manage the physical / social distancing requirements at your worksite?

Task	Control	Who is responsible
General Requirements	Promotion and encouraged use of the COVID-Safe mobile app	<i>Manager / Coordinator / Sport and Facility Operations Supervisor/WHS</i>
	Measure room size and stipulate via signage the room capacity in accordance with Department of Health's social distancing guidelines	<i>Manager / Coordinator / Sport and Facility Operations Supervisor/WHS/Facilities</i>
	Demarcate travel paths in workplaces – One way walkways,	<i>Manager / Coordinator / Sport and Facility Operations Supervisor</i>
	Restrict employees to working only in nominated sections of the building	<i>Manager / Coordinator / Sport and Facility Operations Supervisor</i>
	Surf Coast Shire meeting protocols	<i>Manager / Coordinator / Sport and Facility Operations Supervisor/ All Staff</i>
	4 Square meters of space per person	<i>Manager / Coordinator / Sport and Facility Operations Supervisor/ All Staff</i>
	1.5M social distancing	<i>All Staff</i>
	Installation of social distancing and hygiene signage	<i>Manager / Coordinator / Sport and Facility Operations Supervisor/WHS</i>
	Rostering of staff to ensure compliance with social distancing measures e.g. some staff may not be able to attend workplace due to physical space restrictions and adherence with social distancing requirements	<i>Manager / Coordinator / Sport and Facility Operations Supervisor</i>
	Single person to use workplace lift on any occasion	<i>All Staff</i>
	Rostered use of kitchenette and tearoom areas	<i>Manager / Coordinator / Sport and Facility Operations Supervisor</i>
	Open moveable wall panels to increase the size and capacity of rooms	<i>Manager / Coordinator / Sport and Facility Operations Supervisor</i>

	Maneuver furniture to encourage social distancing in all locations e.g. tea rooms, open plan areas, offices, waiting areas, queues etc.	<i>Manager / Coordinator / Sport and Facility Operations Supervisor</i>
	Designated workstations e.g. no hot-desking / desk sharing	<i>People & Culture</i>
	No groups more than what is permissible by government restrictions in an outside environment	<i>All Staff</i>
Face to face customer interactions	Identify capacity of customer contact area and restrict access when capacity is met	<i>Manager / Coordinator / Sport and Facility Operations Supervisor</i>
	Install instruction for maintaining social distance e.g. physical barriers, signage, floor decals identifying queuing distances	<i>Manager / Coordinator / Sport and Facility Operations Supervisor</i>
	Utilise physical barriers where appropriate and there is designated customer contact points e.g. cash registers	<i>Manager / Coordinator / Sport and Facility Operations Supervisor</i>
	Encourage contactless payment where possible	<i>Manager / Coordinator / Sport and Facility Operations Supervisor</i>
Plant, vehicle and equipment use	Only a single person should travel in a single cab vehicle which is designated for their use	<i>Manager / Coordinator / Sport and Facility Operations Supervisor</i>
	Two people may travel in a vehicle that has two rows of seats (the driver and a worker behind the front passenger seat)	<i>Manager / Coordinator / Sport and Facility Operations Supervisor</i>
Training, conferences and networking events	hold the gathering, meeting or training in spaces that enable workers to keep at least 1.5 meters apart and with 4 square meters of space per person – e.g. outdoors or in large conference rooms	<i>Manager / Coordinator / Sport and Facility Operations Supervisor/All Staff</i>
	Limit the number of attendees in a gathering, meeting or training. This may require, for example, multiple training sessions to be held	<i>Manager / Coordinator / Team Leader</i>
Vulnerable workers	Develop and implement specific risk assessment for each vulnerable worker considering work location, tasks and the risk of exposure	<i>Manager / Coordinator / Sport and Facility Operations Supervisor/People & Culture</i>
	Design employees work load and environment to reduce their exposure to potential COVID-19 positive persons	<i>Manager / Coordinator / Sport and Facility Operations Supervisor</i>
Charitable Passenger Service	Ensure physical distancing is observed to the extent possible in the vehicles	<i>Charitable Passenger Service Driver</i>
	Passengers should be separated as much as possible with the exception of persons who reside together can sit next to each other.	<i>Charitable Passenger Service Driver</i>
	Passengers should sit so that only one passenger sits in each row of seats and alternate the side of the vehicle they are sitting with each row e.g. far left seat, far right seat etc.	<i>Charitable Passenger Service Driver</i>
Site specific		

Workplace Access

How do you monitor and retain information about access to your workplace

Task	Control	Who is responsible
General Requirements	Workers encouraged to utilise swipe card access to record site entry when entering a worksite (even when doors are open)	All Staff
	Implement digital system for recording name, contact details date and time of entry for workers and visitors who attend the site.	Manager / Coordinator / Sport and Facility Operations Supervisor
	Visitors should complete sign in book upon entrance to worksite	All Staff
	Staff shall record all locations they visit through the course of the work and include names of people they interact with for the process of close contact tracing activities	All Staff
Charitable Passenger Service	Records shall be kept of all passengers who utilise the charitable passenger service by the user group facilitating the journey	Manager / Coordinator / Sport and Facility Operations Supervisor / User Group
Site specific		

Consultation

How have you consulted with the workgroup with regards to developing your COVIDSafe Workplace Plan?

Task	Control	Who is responsible
General Requirements	Future ways of working – Team Consultation	Manager
	Health and Safety Representative (where elected)	Manager
Site specific		