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| COVID Safe plan  |
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*Guidance on how to prepare your COVID Safe plan is available here.*

**Our COVID Safe Plan**

Business name: International Trade Management\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site location: Tullamarine\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person: Mr Peter Andrews / Mr John Kennedy\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person phone: 03 9335 5133\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date prepared: 05 August 2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
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| **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.  | Sanitiser Station locations:Office:Entry foyerReceptionEach department and levelWarehouse:EntryVarious locations within the warehouse |
| Where possible: enhance airflow by opening windows and adjusting air conditioning.  | *N/A* |
| 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.  | ITM supply face Masks to ALL staff: Face masks are available upon entry and can be obtained from Department Manager and Admin Manager.Face mask are currently mandatory in ALL areas of the office and warehouse |
| 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). | *Hygiene signage;**How to sanitise hands signage is displayed at hand sanitiser stations in various locations of the site.**How to wash hands and hygiene signage is displayed in all bathrooms.**How to correctly use face masks training was provided in video link to all staff* [*https://youtu.be/1j4Ru6ltJgo*](https://youtu.be/1j4Ru6ltJgo) *or*<https://publish.viostream.com/play/bfxgwognhq4t96> |
| Replace high-touch communal items with alternatives. | Shared office equipment such as photocopiers and printers are cleaned at least twice a day |

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| **Cleaning** |
| Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily). | Areas such as toilets, tea and lunch areas are cleaned daily including touch points such as door handles and stair rails. |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant. | Our stores of cleaning solutions such as domestos, and other cleaning products such as spray and wipes, hand sanitiser are regularly reviewed and updated. |

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| **Physical distancing and limiting workplace attendance** |
| **Ensure that all staff that can work from home, do work from home.**  | State Manager in conjunction with each Department manager will regularly review staffing levels to ensure that where possible limited number of staff at work; working with staff to rotate work from home arrangements so that office is partially manned if required and staff can continue working from home to minimize impact of an outbreak |
| **Establish a system that ensures staff members are not working across multiple settings/work sites.** | Office: N/AWarehouse: Could be impacted by Casual staff – review with warehouse Manager to STOP rotation of casual staff and limit to those casuals we current have working on site. |
| **Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.**  | Thermometers are used on a daily bases to check the temperature of ALL staff and visitors. Staff that are unwell have been requested to stay home and MUST not attend the worksite; Visitors who attend our site must complete a visitor information check list before arriving on site |
| **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.** | Lunch and tea rooms: Chairs have been removed to ensure social distancing is maintained. All work areas have been assessed to ensure one person per 4 sqm density is maintained |
| **Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.** | Signage is displayed and staff have been made aware to keep 1.5m distance from each other at all times. |
| **Modify the alignment of workstations so that employees do not face one another.** | Some work spaces have been reviewed to ensure 1.5m spacing is maintained while staff are seated at desks. |
| **Minimise the build up of employees waiting to enter and exit the workplace.** | Front door is locked at all times. Staff have access keys to building to enable entry upon arrival.Visitors to ring doorbell upon arrival |
| **Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).** | Staff have been provided instructions and signage is displayed on maintaining 1.5m physical distancing, This includes areas of possible casual contact such as smoking area and at coffee breaks where staff have been requested NOT have breaks in pairs.  |
| Review delivery protocols to limit contact between delivery drivers and staff. | ITM Melbourne site has established a non-contact pick up procedure for all out bound and inbound freight collections including couriers*.* |
| Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing. | Work rosters including flexible start and finish times have been developed for certain segments of the business and are also constantly reviewed.Lunch and tea breaks, have been staggered to ensure physical distancing |
| 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.](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#what-is-the-four-square-metre-rule)  | *N/A – as the business is NOT open to the general public* |

| **Guidance** | **Action to ensure effective record keeping** |
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| **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.**  | Office and Warehouse: Daily attendance / visitors log book and a record of temperature checks is maintained. |
| **Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).** | Staff have been instructed to advise their direct manager of any OHS incidents which are then reported to OHS manager for formal documented reporting and review. |

| **Guidance** | **Action to prepare for your response** |
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| **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.** | Office: Department Manager and State Manager to determine levels of staff required to be on site at any given time; Aim to ensure rotation of working from home arrangements so that office is partially manned or can be partially manned and working from home is maintained to minimised the impact of an outbreak.Warehouse: Warehouse Manager and State Manager to determine levels of staff required to be on site at any given time; Aim is to ensure that at ALL times staff maintain social distancing and that ‘work areas’ are allocated for each worker to perform duties required.Consideration for potential closure:Subcontractors – Transport operators, labour hire, other forwarders and brokersRegulatory Agencies: DAWE, ABF (if inspections or audits planned) |
| **Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.** | Office: produce attendance and visitor records for previous two days prior to the onset of symptoms in a suspected caseWarehouse: produce attendance and visitor records for previous two days prior to the onset of symptoms in a suspected caseTransport: produce run sheet for previous two days prior to the onset of symptoms in a suspected case.Each Department Manager in conjunction with State Manager to perform a review of possible contact tracing through interviews with staff, visitors and customers |
| **Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.** | Where a case is confirmed to have been in the workplace, cleaning will be undertaken in accordance with DHHS. Cleaning Melbourne has been contacted and is on call when and if required. State Manager in conjunction with Department Manager will determine whether the worksite or part of the worksite should close.Where a suspected case is present at the workplace in the 48 hours prior to the onset of symptoms or while symptomatic, State Manager in conjunction with Department Manager will take all practicable steps to manage the risk posed by suspected case, including cleaning workspace, areas where they attended and high-touch surfaces. |
| **Prepare for how you will manage a suspected or confirmed case in an employee during work hours.** | An employee suspected to have COVID-19 is to be supported to travel home immediately OR isolated at work if unable to travel home immediately. If isolating at work, the employee must wear a face mask and be physically distancing from all other staff in a nominated meeting room until transport can be arranged to take staff member home. ITM will request that the employee undergo a COVID-19 test and self-isolate. |
| **Prepare to notify workforce and site visitors of a confirmed or suspected case.** | For confirmed cases (where notified), ITM MUST inform staff, customers and visitors, who have been identified as close contacts to be directed to self-isolateFor a suspected case, ITM MUST inform all staff at the worksite to be vigilant about the onset of COVID-19 symptoms, and to self-isolate at symptom onset and be tested as soon as reasonably practicable. |
| **Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.** | ITM will immediately notify Worksafe of a confirmed case. Worksafe incident notification hotline 13 23 60 or <https://www.worksafe.vic.gov.au/report-confirmed-covid-19-diagnosis> Details MUST be provided to Worksafe within 48 hours of receiving notice of confirmed case.updated information can be obtained on the Victorian COVID19 24/7 Hotline 1800 675 398 and <https://www.dhhs.vic.gov.au/coronavirus>  |
| **Confirm that your workplace can safely re-open and workers can return to work.** | ITM will reopen the worksite once a thorough assessment that all required measures within the directions of DHHS have been completed.ITM will, where required, notify DHHS and Worksafe that the worksite is to reopen. |