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| High Risk COVIDSafe Plan Attachment*Warehousing, Distribution, Freight and Logistics*  |

This attachment should be completed **in addition to the Victorian workplace COVIDSafe Plan**, available at [Business Victoria](https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/creating-a-covid-safe-workplace).

The completion of the ‘High Risk COVIDSafe Plan Attachment: Warehousing, Distribution, Freight and Logistics’ is required by all warehousing, distribution centres, freight, postal and logistics businesses that are located in the metropolitan Melbourne area under Stage 4 restrictions, regardless of whether they are involved in food.

However, this COVIDSafe Plan Attachment is not required for manufacturing, warehousing, distribution centres, freight, postal and logistics facilities in relation to:

* medical, pharmaceutical, protective personal equipment and supermarket supplies; or
* pharmaceutical or protective personal equipment supplies.

If your worksite is captured by one of the above two categories, consider whether the medical supply, pharmaceutical, or supermarket industry restrictions apply to you.

These restrictions take effect in Metropolitan Melbourne at 11.59pm, Friday 7 August 2020.

The restrictions on workforce capacity will take effect at 11.59pm, Sunday 9 August 2020.

***Please complete the following sections.***

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| **Site details**  |
| **Address** | 106 -110 Lambeck Drive, Tullamarine |
| **Site contact details** * **Primary Contact**
* **Contact number**
* **Secondary Contact**
* **Contact Number**
 | Peter Andrews0407388376John Kennedy03 9335 5133 |
| **Nature of activities undertaken at site** | Transport – Air & Water (International Import and Export Logistics / Compliance work required by the Australian Broder Force) |

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| **Additional requirements** |
| **Requirement** | **Action to prepare for our response** |
| **Where practicable, High Risk COVIDSafe plans should be designed with input from employees and their representatives** | Consultation with staff to determine those staff that can work from home are working from home.  |
| **Establish a process to keep business records and calculations used to establish the restricted workforce levels (e.g. including roster, time and attendance, payroll, attendance records of all workers and visitors)** | Office and Warehouse: Daily attendance / visitors log book and a record of temperature checks is maintained. |
| **Ensure the workplace is comprehensively cleaned every day (other than parts of the workplace not used or accessed by workers), in accordance with the guidance of the Department of Health and Human Services (DHHS)** | Work site is cleaned by Cleaning Melbourne who have engaged with their cleaning staff on the protocols of cleaning and disinfecting a worksite to reduce COVID-19 transmission.  |
| **Workers are prohibited from carpooling to and from work if they do not reside together** | All employees have been informed that carpooling is prohibited if the workers do not reside together. |
| **Workers will be able to work at only one premises where practicable** | All causal and full time employees, including employment agencies have been advised that any worker who attends our site where practicable MUST only work at this premises.  |

**Reduction of onsite-workforce**

Warehousing, distribution centres, freight, postal and logistics businesses in the Melbourne metropolitan area will be required to:

* reduce your **peak** onsite workforce by at least 33% of the daily **peak** workforce capacity; AND
* reduce your **daily** onsite workforce by at least 33% of daily **total** workforce capacity.

Workers refers to people working on a site including, but not limited to, owners, managers, employees, contractors, workers on labour hire and security. It does not include workers undertaking emergency repairs and maintenance.

Workers specifically dedicated to oversight or delivery of COVIDSafe functions are not to be included in the number of workers. They are also not included when determining your workforce caps in this attachment. Examples of excluded staff include workers doing additional cleaning of high-touch points, or overseeing the implementation of COVIDSafe practices.

When calculating the workforce capacity before reducing workforce, the number of workers onsite does not include workers who can reasonably and practically work from home. However, when calculating the number of workers onsite in order to determine if the reduced workforce capacity has been met, workers who can reasonably work from home but are on site are included.

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| **Reduction of onsite workforce – daily peak workforce capacity** |
| You must reduce your peak onsite workforce by at least 33% of daily peak workforce capacity. To calculate daily peak workforce capacity, use the average of either: * The highest number of workers onsite on each day over July 2020; OR
* The highest number of workers onsite on each day over any three consecutive months in the last 12 months.

You must retain documentation that supports how you determined daily peak workforce capacity.  |
| **What is your daily peak workforce capacity (before reducing workforce)?** | 65 |
| **Over what time period have you calculated your daily peak workforce capacity?** | June, July and August of 2019 |
| **What is your reduced daily peak workforce capacity?** | 43 |
| **Additional information** With those staff that can work from home doing so the actual number of staff on site on the 5th August 2020 was **32.** This number of on-site workers will be maintained throughout stage 4 restrictions. |

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| **Reduction of onsite workforce – daily total workforce capacity** |
| You must also reduce your daily onsite workforce by at least 33% of daily total workforce capacity. To calculate daily total workforce capacity, use the average of either: * The total number of workers onsite on each day over July 2020; OR
* The total number of workers onsite on each day over any three consecutive months in the last 12 months.

You must retain documentation that supports how you determined daily total workforce capacity.  |
| **What is your daily total workforce capacity (before reducing workforce)?** | 65  |
| **Over what time period have you calculated your daily total workforce capacity?** | June, July and August of 2019 |
| **What is your reduced daily total workforce capacity?** | 43 |
| **Additional information**With those staff that can work from home doing so the actual number of staff on site on the 5th August 2020 was **32.** This number of on-site workers will be maintained throughout stage 4 restrictions |

**Declaration**

I will comply with all the requirements outlined in this attachment.

I will comply with any relevant guidance [issued by government](https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/creating-a-covid-safe-workplace) and the requirements of the Workplace (Additional Industry Obligations) Directions.

To the best of my knowledge, I acknowledge the above is true and correct, with appropriate documentation/evidence in place and available for inspection.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_