

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Manufacturing and warehousing

Business details

Business name	Workspace Commercial Furniture
Business location (town, suburb or postcode)	2018
Completed by	Damien Perusco
Email address	dperusco@workspace.com.au
Effective date	2 August 2021
Date completed	16 August 2021

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the site.

Symptom Checker posters are communicated and displayed around the company. Information about what to do if symptoms appear are also communicated and displayed around the company. Staff or visitors who display COVID symptoms are requested to immediately vacate the premises and take a COVID test.

When inducting staff and visitors on site, provide information on how to stay COVID Safe.

All staff and visitors on site are required to check in using QR Code, sanitize hands,

practice social distancing and wear masks at all times. We have signs in all areas advising on COVID safety measures.

Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.

Information posters are communicated and displayed around the company. Staff are also regularly informed by Memos sent by our CEO and NSW Manager. Workspace undertook an online COVID-19 training.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

The staff are informed about the leave entitlements and sick days by our Human Resource Manager and CEO. For any more questions, please see the HR Manager.

Display conditions of entry (website, social media, site entry).

Conditions of Entry sign is placed at the main entry point and the warehouse back door entry.

Encourage staff to access COVID-19 vaccination.

We are encouraging staff to get vaccinated: most of the office staff had at least one dose, half of the office staff are fully vaccinated. We are also facilitating for warehouse staff to get vaccinated, assisting in booking their jobs. Three-quarters of the warehouse staff have had at least one dose, and the others have it booked for the next few weeks. Workspace is providing paid leave for staff to access vaccination during business hours.

Physical distancing

Develop a Travel Action Plan and provide information to staff and visitors about how to travel to your workplace in a COVID Safe way.

Staff are encouraged to find alternative ways to commute to/from work, when not able to drive. Staff who can work from home, are working from home.

Monitor and manage the number of workers in all areas (based on the 4 square metre

rule) where possible.

The office follows government guidelines to monitor for the number of people in the office, no visitors are allowed at any time without a booking. Office workers have over 20sq metres of space each, operational (warehouse/logistics) staff have over 70sq metres of space each.

Where reasonably practical, ensure workers and essential visitors (e.g. engineers) maintain 1.5 metres physical distancing at all times (including at meal breaks).

Social Distancing posters are communicated and displayed around the company. Everyone must follow Social Distancing instructions at all times. Management is vigilant in maintaining social distancing protocols.

Ensure storage points are frequently reviewed to ensure equipment is not crowded, where practical.

Each office staff member has its own storage close to their workstation, where they can store personal items and stationery.

Consider placing markers on the floor to help with physical distancing.

The office is divided using workstations and screens.

Use telephone or video platforms for essential meetings where practical.

Zoom meetings/ Zoom interviews in place.

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

Staff already work staggered hours, and the operational team starts work 2-3 hours before admin staff.

Request contactless delivery and invoicing, where practical. Otherwise, drivers should remain in their vehicles while staff unload the delivery, where possible. If not possible, drivers should sanitise their hands before unloading the delivery.

All invoicing is done in an electronic format. All deliveries that we receive in the warehouse are either contactless or unloaded by our warehouse staff, while the driver stays in the driver's seat.

Calculate maximum limits on the number of people within an area, such as offices,

meeting rooms, site sheds, and clearly display the occupancy number at entry points.

We have a large office, and warehouse footprint. In the only area where it applies, the kitchen, a sign shows a capacity limit of 2 people maximum at any given time.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Staff are advised that mingling is prohibited during the lockdown period and they should leave the premises as soon as their shift finishes.

Use signage to show the capacity limits for site or office elevators.

As mentioned above, in the only area where it applies, the kitchen, a sign shows a capacity limit of 2 people maximum at any given time.

Consider what work can be done offsite, such as prefabrication work, or administration work from home.

Where permitted, operational staff deliver/install into mainly vacant workplaces. Admin staff that can, are working from home.

Hygiene and cleaning

Adopt good hand hygiene practices.

Posters about “Good Hygiene” are communicated and displayed at the wall in each bathroom providing hand soap and paper towels.

Ensure bathrooms are well stocked with hand soap and paper towels.

All bathrooms have hand soap and paper towels.

Ensure rubbish collection is performed regularly to avoid rubbish overflow.

Rubbish is collected by cleaning company in a timely manner.

Have hand sanitiser at key points around the site, such as entry and exit points and

meal areas. Hand sanitiser may not work well if hands are visibly dirty.

“Good Hygiene” practice is communicated with the staff. Posters and hand sanitisers are placed at various relevant locations around the workplace.

Trades services should make sure hand washing facilities or hand sanitiser is available in work vehicles for mobile tradespeople.

All work vehicles are equipped with hand sanitiser.

Clean areas frequented by staff or customers at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day with a detergent or disinfectant solution or wipe.

The working areas, door handles, kitchen surfaces, bathroom surfaces etc. are cleaned and disinfected regularly. Customer visits are not encouraged.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturer’s instructions.

Disinfectant surface wipes, hand sanitisers and any other cleaning products are available to all staff. Instructions on the labels are followed

Wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

If gloves are not provided, the staff always follow the “Good Hygiene” practice.

Where reasonably practical, consider methods to avoid sharing items, such as pens and pencils, tools or workstations.

Each staff member has their own stationery items and is instructed to contact office support to require more if needed.

If sharing tools and equipment is unavoidable, clean them with a detergent solution or disinfectant wipes in between use.

Anti-bacterial wipes are available to be used to cleaning shared tools and equipment.

Place signs about physical distancing, hygiene and hand washing practices around the workplace to remind workers.

Signs are placed and visible around the premises, encouraging staff to maintain social distancing, and remind to wash their hands and practice good hygiene.

Avoid using drug and alcohol testing methods such as wall mounted breathalysers, that risk cross infection through saliva/respiratory secretions.

N/A

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Air conditioning in use all day.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, visitors and contractors.

NSW Government QR Code is displayed at every single entry point. Staff are instructed to always check green tick from Service NSW app, for anyone entering the premises.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

As mentioned above, NSW Government QR Code is displayed at every single entry point. Staff are instructed to always check green tick from Service NSW app, for anyone entering the premises.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as

possible, but within 4 hours, upon request from an authorised officer.

If QR Code check-in is not an option, the office staff carry a spreadsheet where all visitor's details are stored, such as name, surname, phone number, date, and time that they visited the premises.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

Noted.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes

> HELPING BUSINESS GET BACK TO WORK



16 June 2020

COVID-19 Safety Plan

Office environment (including call centres)

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your customers that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS

Business name: Workspace Commercial Furniture

Plan completed by: Ivana Dutton – Quality and Environment Coordinator

Approved by: Tom Clark - CEO

> GUIDELINES FOR BUSINESS

Guidelines for your workplace and the actions you will put in place to keep your customers and workers safe

GUIDELINES	ACTIONS
Wellbeing of staff and visitors	
Exclude staff, volunteers and visitors who are unwell.	
Symptom Checker posters are communicated and displayed around the company. Information about what to do if symptoms appear are also communicated and displayed around the company.	
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	
Information posters are communicated and displayed around the company. Staff is also regularly informed by Memos sent by our CEO. Workspace undertook an online COVID-19 training.	
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	
The staff are informed about the leave entitlements and sick days by our Human Resource Manager and CEO. For any more questions, please see the HR Manager.	
Communicate regularly with staff to remind everyone that you should not attend work if unwell with respiratory symptoms or fever. Encourage testing of all staff with symptoms in line with advice from NSW Health.	
The staff are regularly reminded to stay at home if any symptoms appear. Posters are communicated also displayed around the company.	

REQUIREMENTS	ACTIONS
Physical distancing	
<p>Calculate the floor area in an open plan office, meeting or study room to determine the maximum number of people who can safely occupy the space (one person per 4 square meters). Display signs at entrances with the maximum safe capacity for that space or room.</p>	<p>The posters about keeping safe distancing (1.5 meters) are communicated and displayed around the company.</p>
<p>Assign workers to specific workstations. If this is not practical, workstations and shared office equipment should be wiped down with disinfectant surface wipes between users.</p>	<p>Office equipment and surface disinfection is undertaken regularly. Posters about "Stop the Spread" are communicated and displayed around the company.</p>
<p>Use flexible working arrangements where possible, such as working from home or other locations.</p>	<p>Seek your Supervisor/Manager, HR Manager and/or CEO.</p>
<p>Consider physical, distance or other controls to protect staff and visitors at physical interaction points such as counters or service desks, to maintain social distancing.</p>	<p>Social Distancing posters are communicated and displayed around the company. Everyone must follow Social Distancing instructions at all times.</p>
<p>Where reasonably practical, ensure staff maintain 1.5 meters physical distancing at all times (including at meal breaks).</p>	<p>Social Distancing posters are communicated and displayed around the company. Everyone must follow Social Distancing instructions at all times.</p>
<p>Use telephone or video platforms for essential meetings where practical.</p>	<p>Zoom meetings/ Zoom interviews in place.</p>
<p>Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.</p>	<p>Maximum of 2 people in the kitchen area!</p>
<p>Review regular deliveries and request contactless delivery and invoicing where practical.</p>	<p>All invoices are in an electronic format.</p>
<p>Most lifts can safely take 2-4 people providing people can stand apart; display signs near lifts to advise and recommend physical distancing.</p>	<p>N/A</p>

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
<p>Provide alcohol-based hand sanitiser at multiple locations throughout the workplace, including entry and exit points.</p>	<p>"Good Hygiene" practice is communicated with the staff. Posters and hand sanitisers are placed around the company and available to all staff.</p>

Provide disinfectant surface wipes to clean workstations and equipment such as phones, keyboard and mouse.

Disinfectant surface wipes, hand sanitisers and any other cleaning products are available to all staff.

Hygiene and cleaning	
<p>Clean surfaces thoroughly, particularly all high contact areas such as doors, handles, kitchen surfaces, bathroom surfaces, printers and lifts with appropriate cleaning agents.</p>	<p>The working areas, door handles, kitchen surfaces, bathroom surfaces etc. are cleaned and disinfected regularly.</p>
<p>Ensure bathrooms are well stocked with hand soap and paper towels, and consider putting up posters with instructions on how to wash hands.</p>	<p>Posters about “Good Hygiene” are communicated and displayed at the wall in each bathroom providing hand soap and paper towels.</p>
<p>Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.</p>	<p>The working areas, door handles, kitchen surfaces, bathroom surfaces etc. are cleaned and disinfected regularly.</p>
<p>Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer’s instructions.</p>	<p>Instructions on the labels must be always followed!</p>
<p>Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.</p>	<p>If gloves are not provided, the staff always follow the “Good Hygiene” practice.</p>

REQUIREMENTS	ACTIONS
Record keeping	
<p>Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</p>	<p>New Record Keeping form in place. Records are used only for the purposes of tracing COVID-19 and are stored confidentially and securely with the HR Manager.</p>
<p>Make your staff and visitors aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>Posters about the COVIDSafe app are communicated and displayed around the company.</p>
<p>Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.</p>	