

PANDEMIC SAFETY PLANS

STATE AND TERRITORY GOVERNMENTS MAY REQUIRE EMPLOYERS AND PERSONS CONDUCTING A BUSINESS OR UNDERTAKING TO DEVELOP CLEAR AND ROBUST STRATEGIES PRIOR TO RESUMING NORMAL OPERATION OF THEIR BUSINESS ACTIVITIES

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A Pandemic Safety Plan is a document which sets out the processes and procedures implemented by a business to effectively control risks, including infectious diseases such as COVID-19 to an acceptable level and ensure the provision of a healthy and safe work environment for workers and other persons such as visitors and customers.

The key components of a comprehensive Pandemic Safety Plan should include strategies such as:

- Working from home
- Physical distancing
- Handwashing and hygiene
- Workplace cleanliness
- Protocols for identifying and monitoring unwell individuals
- Planning for business continuity in event of exposure or outbreak

Developing a Pandemic Safety Plan for your Workplace

To develop a tailored Pandemic Safety Plan that is relevant to your business activities, the first step is to assess your risk profile in the context of your specific work environment.

This may include consideration of:

- The physical location and environment where your business activities take place
- The number and grouping of workers interacting within that environment
- The level of interactions between employees, customers, visitors and contractors at the workplace or where work activities are performed
- Supply chain, deliveries and stock handling
- The areas within your workplace accessed by workers, customers, visitors, contractors and suppliers (e.g. entry and exits, loading and unloading areas, high traffic areas)

Once all relevant hazards have been identified and associated risks have been assessed, control measures which address and mitigate these risks can be outlined.

The principal risk mitigation strategies to be implemented in the context of a pandemic or epidemic include:

- **Physical distancing and isolation** via working from home, phone or video conferencing, amending shift or occupancy patterns and durations, adjusting service provision to maintain physical distancing between staff and customers, establishing designated access and egress to buildings, awareness posters and maximum occupancy rates specific work zones/areas/rooms
- **Promoting good personal hygiene** via provision of well stocked bathroom facilities, hand sanitiser stations on entry/exit, automatic reminders on computers about hand washing/touching face etc., informative posters to educate workers, customers and visitors on good handwashing technique



The effectiveness of your Pandemic Safety Plan is dependent on implementing and maintaining the controls required to enable your business to operate safely.

- **Maintaining good workplace cleanliness** via identification of high touch surfaces, increased frequency of cleaning and disinfection, waste stream management to prevent introduction of contamination into workplace, consideration of air change rate, and limiting potential for cross-contamination
- Provision of appropriate **Personal Protective Equipment (including Respiratory Protective Equipment)**, inclusive of training on correct use
- **Clear protocols for confirmed case or potential exposures** inclusive of building employee awareness of how to identify, monitor and report symptoms
- **Privacy obligations** focussing on the appropriate collection and handling of sensitive employee data

Communicating the Pandemic Safety Plan

The effectiveness of your Pandemic Safety Plan is dependent on implementing and maintaining the controls required to enable your business to operate safely. Workers should be consulted when developing your Plan as this will further assist with ensuring the success of your Plan and imbedding the necessary behaviours and actions required.

Communicating the requirements of the Plan to workers and other persons (such as visitors and customers) therefore, is critical to ensuring the uptake, success and ongoing improvement of your controls and business operations. You can communicate your Plan in a number of ways, as relevant to your business operations and activities.

Some key mechanisms to assist successful communication of your Plan include:

- Training workers on the Plan, tailored to the specific requirements of their role / work activities
- Displaying posters and informative signage around the workplace (E.g. designated entry/exits, requirement for handwashing/use of sanitiser etc. on arrival)
- Providing regular updates to workers following any changes or updates to the Pandemic Safety Plan
- Actively seeking feedback from your workers and others (e.g. contractors, suppliers, visitors) on how your Plan can be improved

How can Greencap help?

Since the onset of the COVID-19 pandemic, Greencap has been working closely with clients across a range of industries to help them proactively manage their risk and maintain business continuity within a rapidly changing regulatory landscape.

Greencap can assist with development of your Pandemic Safety Plan, provide guidance, gap analysis and reviews of existing systems and processes in the context of COVID-19, particularly with regards to returning to and maintaining business operations in a pandemic environment.

For further information on these services go to:

[greencap.com.au](https://www.greencap.com.au)

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