







# COVID Safety Plan

**Premises name: Town of Bassendean Administration Centre**

Agrees to the following:

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Maintain mandatory contact registration</b>                  | <input type="checkbox"/> <b>Encourage physical distancing</b>       |
| <input type="checkbox"/> <b>Maintain hygiene standards and conduct frequent cleaning</b> | <input type="checkbox"/> <b>Advise staff to stay home if unwell</b> |

-  **Refer to the COVID Safety Guidelines for information on the expectations for COVID Safety Plans and to assist you in** completing this plan. These are available at [wa.gov.au](http://wa.gov.au)
-  Discuss and share relevant details of your plan with staff, contractors and suppliers so everyone is aware of what to do and what to expect.
-  **The COVID-19 pandemic is an evolving situation –** review your plan regularly and make changes as required.
-  **Print and display the COVID Safety Plan Certificate** available at the end of this form.

## Premises details

<b>Premises name:</b>	Administration Centre	<b>Prepared by:</b>	Kelli Bradbrook
<b>Type of premises:</b>	Local Government	<b>Position title:</b>	WHS Advisor
<b>Street address:</b>	48 Old Perth Rd Bassendean	<b>Completion date:</b>	14.02.2022
<b>Contact no:</b>	(08) 9377 8000	<b>Revision date:</b>	As required
<b>Email:</b>	mail@bassendean.wa.gov.au		

**\* For the sections below, please complete the form and attach additional pages or information as required.**

### 1. Contact registration

- What will be done to implement contact registration requirements?

Consider: **legal requirements to manage, store and dispose of contact registration records; ensuring SafeWA QR codes are easily accessible, ensuring option of hard copy register is available.**

- SAFEWA QR Codes are on display at the entrance of the Administration Centre, and at all entrance/exit points.
- A hard copy paper-based Contact Register is available inside the front entrance and in the Council Chambers.
- All workers have been requested to sign in when entering a TOB workplace or facility, regardless of if it is their normal place of work.
- Paper-based Contact Registers will be kept for a minimum of 28 days.

### 2. Physical distancing

- What will be done to encourage physical distancing principles?

Consider: **physical distancing for staff and patrons; management of waiting areas etc.**

- In accordance with any **capacity limit restrictions**, the maximum room occupancies will be calculated. Clear and visible signage stating the maximum number of people permitted, will be placed on both sides of the entrance doors (or if no door, the wall closest to the entrance) and inside each room or area.
- **Visible signage** has been placed throughout the building, urging workers to practice **physical distancing**, and to avoid congregating in any area. This includes the staff room. Seating will be removed and placed at least 1.5m apart in the staff room and the Council Chambers to encourage physical distancing.
- The Administration Centre is a secure building with limited access for the general public (who may attend Ordinary Council and other meetings). There is one main entrance to the Administration Centre, and one other side entrance. It is not anticipated that these areas will become congested due to high levels of foot traffic. A **traffic flow plan has not been implemented** at this stage, but foot traffic will be monitored and considered if required.

- As of March, the Town will move to primarily online workshops and meetings with Council.
- For workers working in the office at the Administration Centre, the Town has ensured that there is **adequate physical distancing** between each officer. Where possible, **flexibility in working arrangements**, including working remotely, will continue to be implemented. Where workers must attend the workplace, workers will be rostered on the same shifts at a single worksite and there will be no overlap of workers during shift changes (if applicable).
- A number of physical distancing measures have been implemented, in accordance with the Safe Work Procedure, including:
  - a. **Break rotations**, to minimise the number of people in the kitchen and amenities area at any one time.
  - b. **Chairs have been placed 1.5 metres apart** in the lunch room. Where possible, workers will be encouraged to either eat lunch in an open outdoor space or at their workstation.
  - c. Any **worker interactions** are to be undertaken in compliance with the physical distancing protocol of at least 1.5 metres apart.
  - d. **Meetings** including de-briefs and team meetings are to be held online through Zoom, Teams etc., through phone conferences, in an outdoor environment or in an indoor area that complies with physical distancing and the maximum square metre/person requirements. No worker is to attend face to face meetings with external parties unless authorised through the Line Manager.
  - e. Where possible, **access to the Administration Centre** for external staff, family members, contractors and other parties will be prohibited, with entry restricted to urgent business purposes only.
  - f. In accordance with the Safe Work Procedure, restrictions will apply to Town of Bassendean employees when **carpooling** to ensure adequate physical distancing.

### 3. Hygiene

- How will you ensure hygiene and cleaning standards are maintained?

**Consider: hygiene protocols and practices; supply of cleaning and sanitiser products etc.**

- **COVID information** and recommended **hygiene practices will be promoted** through posters placed throughout the workplace, Safe Work Procedures, on the FAQ page and through other internal communications.
- Workers who are **unwell** will be directed to **stay home**.
- **Visible signage** will be placed on the front door and inside the building, urging workers **not to enter the premises if they are unwell**. Any worker or person who appears to be unwell will be politely requested to leave the premises. If any worker is unwell with COVID-like symptoms, the '**Suspected or Confirmed Case of COVID-19 Procedure**' is to be followed.
- . Workers who have a **suspected or confirmed case of COVID-19** are to notify the Town on the **Notification Form** (available on the FAQ page).
- The Town has a **good supply of hand sanitiser, hospital grade cleaners and disinfectants, gloves, masks etc.** available to staff and in stock. An infrared forehead thermometer has been purchased for use within the Administration Centre if and when required. Safety Data Sheets are provided for all chemicals used within the workplace.

- A supply of **Rapid Antigen Test (RAT)** kits has been ordered and will be used in accordance with Government directions and the Town's procedures.
- **Alcohol based hand sanitiser and signage** has been placed at the front entrance of the Administration Centre, at the entrance to the Council Chambers and inside the work area.
- The workplace is **monitored** to ensure that hygiene supplies are available and re-stocked as required.
- **Masks must be worn correctly in all indoor areas**, including workplaces and vehicles.
- Where meetings must be conducted in physically distanced indoor environments, **staff are to avoid eating and drinking** in order to keep the mask on.
- A **Cleaning Procedure** has been distributed with the cleaning kit to each workplace, and all workers have been provided with the COVID-19 Environmental Cleaning for Workplaces for Non-Health Care Setting Guideline released by the Department of Health as an attachment to the Safe Work Procedure.
- Cleaning of the office will be completed by the **Cleaning Contractor** on a daily basis.
- Cleaning of **common (high) touch areas and surfaces** (i.e. door handles, table tops, taps and hand washing stations etc.) is to be completed twice a day in accordance with the 'Cleaning of Common Touch Areas Procedure'. Cleaning of these areas is the responsibility of all workers in that workplace and is to be completed on a roster basis. A register is in place to ensure that cleaning is completed and a record is maintained.
- Where possible, **high touch communal items will be replaced** with hygienic alternatives, for example, single use or contactless options.
- **Cleaning of personal work spaces** is required to be undertaken every day. If the work space is used by more than one worker, it is to be cleaned and disinfected before and after each shift.
- Employees using **Council vehicles or plant** are to adhere to the hygiene guidelines in the Safe Work Procedure.
- **Cleaning supplies will be available in the Council Chamber.** This room must be cleaned and disinfected after each use.
- A **Contractor trained in COVID-19 sanitation services** has been sourced to conduct any urgent deep cleans in the event that there is an outbreak or confirmed case of COVID-19 at the Administration Centre.
- Weather permitting, **air flow** will be enhanced by opening doors and windows, and air conditioning will be adjusted to optimise fresh air flow.
- Where possible, the **number of people in unventilated areas** will be reduced.
- Where possible, **equipment**, stationary and other items such as phones, cutlery, crockery etc. are **not to be shared**. Where possible, workers are not to 'hot desk' and use another workstation that is not their own.
- A **Risk Assessment** has been undertaken and **individual safety plans** will be developed for each **vulnerable worker** in order to reduce their risk of exposure. The Line Manager must conduct any further reviews or amendments to work arrangements in consultation with the vulnerable worker. Workers have been encouraged to discuss any conditions which might make them more vulnerable to the effects of COVID-19 with their GP/Line Manager.
- Employees were offered a **flu vaccination** as part of the Town's Annual Influenza Vaccination Program, and the vaccinations have been completed.
- The Town is complying with the Mandatory Vaccination Policy and is sighting worker **COVID-19 vaccination certificates** and maintaining a Register. The Environmental Health Officers, who are based at the Administration Centre, are classified as Group 2 workers under the Policy and are fully vaccinated. Other workers in the Administration Centre have been encouraged to provide this evidence, and the majority have complied with this request.

#### 4. Training and education

- How will you ensure all your workers know how to keep themselves and others safe from exposure to COVID-19?

Consider: **staff training; records of training; additional education; signage; guidance material etc.**

- Every Town of Bassendean employee has received a **COVID: Safe Work Procedure** relevant to their work area, which incorporates all the required measures to keep themselves and others safe from COVID-19.
- An **electronic presentation** (and induction package) has been rolled out to all employees based at the Administration Centre to confirm all measures in place for the prevention and management of COVID-19 and the strategies outlined in this Plan.
- Workers are provided with **education** through the FAQ page, posters, emails, SMS messages, intranet posts, toolbox and team meetings.
- All **Town of Bassendean Contractors**, their employees and Sub-Contractors, have been required to complete and sign a Declaration Form, confirming all prevention and management measures implemented to protect themselves, Town of Bassendean workers and community.
- A World Health Organisation video on **how to fit and wear a face mask** has been uploaded to the FAQ page.

#### 5. Compliance

- I am aware that in addition to the legal obligations arising from the Emergency Management Act 2005 and the Directions made under that Act, I must continue to comply with relevant existing legislation and regulations, including WorkSafe legislation.

**Yes** ✓

The Town of Bassendean acknowledges our obligations arising from the Emergency Management Act and the directions made under that Act.

The Town of Bassendean also acknowledges our obligations and responsibilities under existing legislation and regulations, including occupational and health legislation, and will ensure that these are complied with.

## 6. Response Planning

- How will you respond to an exposure or suspected exposure to COVID-19 within your premises?

**Consider: records of patrons; cleaning procedures; referrals to relevant authorities; regular review of procedures etc.**

- The Town will adhere to the '**COVID-19: Suspected or Confirmed Case within the Workplace Procedure**' which has been developed in accordance with Department of Health and Government WA Guidelines and requirements.
- The Town will contact the COVID-19 Public Hotline if we become aware that someone with COVID-19 has been at this workplace.
- **Contact tracing** measures are in place and the Town will work with the Department of Health in providing the required information and assisting in the identification of close contacts.
- **Communication systems** have been implemented. Workers have been directed to check FAQ page and any urgent information or directions will be communicated through SMS.
- A **plan** has been developed to maximise business continuity should there be an exposure in the workplace, and in the event that the Administration Centre must close or services must be modified (see attached).
- Support mechanisms for workers that are impacted by COVID-19 are in place.



**Premises name:**

**Administration Centre, 48 Old Perth Road, Bassendean**

## COVID Safety Plan Certificate

**Welcome. We are a business implementing COVID-safe principles.**



**Contact registers**



**Physical distancing**



**Frequent cleaning and disinfection**



**Staying home when unwell**

**Prepared by:**

Kelli Bradbrook, WHS Advisor

**Date:**

18 February 2022

**We're doing our part to help keep you safe.  
Please respect the rules and our staff.**