

Work health and safety plan for COVID-19

Use this template to record how you and your workers will stay safe at work during the COVID-19 pandemic. This information will help your workers and others know exactly what to do and expect.

Refer to our guide, [Work health and safety during COVID-19](#) to assist in completing your plan.

You need to consult with your staff and their representatives to develop responses to the questions below—and other people who are relevant to reopening your business.

The COVID-19 pandemic is an evolving situation—review your plan regularly and make changes as required.

You do not need to send this plan to Workplace Health and Safety Queensland. However, you must complete and maintain your plan and make it available to our inspectors or other Queensland Government officials if they ask for it.

Business details

Business name: Bugs Ed.	Manager approval:	Worker representative consultation:
Division/group:		
Date completed: 21/8/2020		
Date distributed: 21/8/2020	Manager's name: Michelle Gleeson	Worker representative's name: Megan Beltramelli
Revision date:		

	Describe what you will do	Who is responsible
<p>What checks and preparation have you done to know your business can re-open?</p>	<p>Consider: advice on www.Covid19.gov.au, checked condition of equipment and facilities, condition of perishable items, staff training</p> <p>Example: Restart the line - carry out restart procedure and clean all touch surfaces.</p>	<p>Engineering supervisor, manager, administrator, maintenance staff</p>

	Describe what you will do	Who is responsible
<p>How will your business comply with social distancing requirements?</p>	<p>Consider: Signage at entry points, how are you restricting numbers within the premises, separating entry and exit.</p> <p>We are now offering our workshops as a "contact-free" experience. This means that resources we usually pass around from student to student would be held solely by our presenters and simply shown to students without the opportunity to touch it. This includes our resin block collection, compound-eye glasses and magnified viewing containers as well as all live insects. This option will be offered to all of our clients and will be at the teacher's/school's discretion.</p> <p>If teachers/schools do decide to have our workshops go ahead as usual (i.e. NOT the contact-free option) our presenters will set up a presentation area at the front of the room and maintain a distance of 1.5 meters from the audience. When passing around the live insects our presenters will position their bodies as far as possible from the children and will simply reach out with their hands to pass things.</p>	<p>Administrator, managers</p>

	Describe what you will do	Who is responsible
<p>What extra measures is your business doing to keep customers/clients safe? (For example, cafes are now required to keep contact information of customers dining in.)</p>	<p>Consider: If you are a café or restaurant, how will you record and retain contact details for workers, clients and others who attend your business, records should be kept for 28 days.</p> <p>We keep records of all the schools and centres we visit, which classes/teachers we visit, the dates and times we are on campus and which of our presenters attends the venue.</p> <p>With all of our workshops (whether they are contact-free sessions or not) we are undertaking extra precautions with regards to hand washing, sanitising and cleaning of shared equipment. Our presenters use hand sanitiser before passing live insects around and then re-sanitise directly afterwards. After each session, all resin blocks, eye glasses & specimen containers are also wiped down with disinfectant.</p> <p>Our presenters wash their hands frequently throughout the day and will not attend your school or centre if they are showing any signs of illness. If they are showing any symptoms, they immediately submit themselves for testing and do not undertake any work until they have received a negative test result.</p>	<p>Manager Michelle Gleeson and workshop presenters Patrick Green & Megan Beltramelli</p>

	Describe what you will do	Who is responsible
<p>What measures have you put in place to keep workers safe?</p>	<p>Consider: Changing work processes to allow for social distancing, increased cleaning frequency, postponing or cancelling non-essential face to face gatherings, meetings or training, re-organising work schedules and rosters, considering alternative work arrangements where possible for workers considered at increased risk.</p> <p>Increased frequency of shared equipment, the option of wearing face masks when passing around stick insects, encouraging clients to keep groups sizes small</p>	<p>Manager Michelle Gleeson</p>

	Describe what you will do	Who is responsible
<p>How is your business complying with hygiene and cleaning requirements?</p>	<p>Consider: Instruction on how to practice good hygiene, maintaining quantities of soap for hand washing and detergent for cleaning, providing hand washing facilities for customers and patrons, reducing shared equipment and tools, ensuring frequently touched areas and surfaces are cleaned regularly with detergent, ensuring any surfaces used by clients/customers are cleaned between use, ensuring routine cleaning carried out in all areas of the workplace.</p> <p>Extra hand washing, sanitising and cleaning of shared equipment. After each session, all resin blocks, eye glasses & specimen containers are wiped down with disinfectant. School-supplied computer equipment, tables and chairs are also wiped down with disinfectant before use and throughout the day.</p>	<p>Facilities manager to review procedures and order supplies, cleaners to use the new supplies and follow new cleaning procedures</p>

	Describe what you will do	Who is responsible
<p>How is your business managing deliveries, contractors and visitors attending the workplace?</p>	<p>Consider: Contact free deliveries, removing paperwork from delivery interactions, keeping contact details of all visitors to assist with contact tracing.</p> <p>Deliveries and dropped off at our front door step and where possible, are left untouched for several days before bringing into our office. When this is not possible, all packages are wiped down with disinfectant before bringing into the office. We maintain social distancing when around delivery drivers and subcontractors.</p>	<p>Team leaders</p>

	Describe what you will do	Who is responsible
<p>How is your business reviewing and monitoring work health and safety compliance?</p>	<p>Consider: review processes to ensure the measures in place are effective, review existing critical risks and whether work practice changes will affect current risk management, are any new critical risks introduced due to changes in worker numbers, work practices, what new risk controls are required?</p> <p>Example: Schedule weekly review of processes, consult with staff on effectiveness</p>	<p>Team leaders</p>

Notes