COVID-19 Safety Plan – Myall Vale NSW

Business name:	CSIRO	Site Leader:	Warwick Stiller
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Industry/activity:	Professional, scientific and technical services	Date reviewed:	21/10/2020
Business location:	21888 Kamilaroi Highway, Narrabri NSW 2390		
Site occupancy:	54		

Creating a COVID Safe Workplace

This COVID-19 Safety Plan describes the actions that CSIRO will take to keep staff, visitors, contractors and collaborators safe, and minimise the spread of the COVID-19 infection on site.

This document is in the format of the template provided by the NSW State Government.

This document must be read in conjunction with the latest Australian Government and State Government advice.

Declaration

- The business **understands its responsibilities** under Australian Government and State Government directions
- We have prepared the COVID-19 Safety Plan in **consultation** with workers and their representatives
- The COVID-19 Safety Plan will be reviewed routinely and **kept up to date**
- We will keep a copy of the COVID-19 Safety Plan at the business premises and **share** with the workforce

Wellbeing of staff and customers

Exclude staff, visitors and customers who are unwell.

- We have reinforced the importance of not attending work if unwell and to get tested if displaying COVID-19 symptoms
- Staff must let their line manager know immediately if they are unwell and think they may have COVID-19, have tested positive for COVID-19 or have been in contact with someone who may have been exposed to COVID-19
- Line managers must notify of any COVID-19 tests and outcomes using the CSIRO COVID-19 communication protocol; information is treated in-confidence
- Visitors and contractors must complete a Health Declaration (paper or Envoy) and not come to site if they are ill

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

- CSIRO has a COVID-19 Hub on the intranet and FAQs
- We have reinforced the importance of not attending work if unwell and to get tested if displaying COVID-19 symptoms
- We have developed and educated workers on strategies and work practice changes to maintain physical distancing
- We reinforce messaging to workers that physical distancing needs to be maintained during work and social interactions
- We have provided education on hand and cough hygiene, including how to wash and sanitise hands correctly
- We have provided surgical face masks to all people and have issued instructions on when and how they need to be worn
- We monitor the use of face coverings by all staff, visitors and contractors on site

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

- CSIRO has provided information on leave provisions available to our people when they can't come to work due to COVID-19
- Employee Assistance/ Manager Assist Program is available to staff and immediate family

Display conditions of entry for any customers or visitors (website, social media, entry points).

- CSIRO has a national COVIDSafe Plan which is available to all staff and the public – it includes the proactive measures we are taking to protect the health and safety of our people, partners and the community; the plan meets the guidelines issued by Safe Work Australia, Comcare and the State Government

Physical distancing

There are a number of businesses where there are restrictions on patron numbers and the space required to have that number of people; check if there are any restrictions on your business by visiting the NSW Government website.

If your business does not have any restrictions, consider what measures could be put in place to avoid crowding and support social distancing, good hand hygiene, and mask wearing where practicable and appropriate to the setting. CSIRO is a not a restricted business under COVID-19 directions in NSW.

- Signage has been posted at common entry points (including lifts) to remind people to adhere to social distancing requirement
- Signage has been posted on meeting room doors advising of the maximum seating capacity permissible
- Furniture in common areas has been re-arranged, removed or cordoned off to ensure physical distancing
- Site-based face to face team meetings can recommence in rooms that meet the physical distancing requirements
- Meetings with a customer/third party are welcome to recommence onsite, with no time limit but safe distancing must be observed

Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent and disinfectant between use.

- Avoid sharing personal equipment such as phones, headsets, tools or other equipment

- In shared work stations and communal areas, each person is responsible to wipe down surfaces they are contacting both before and after use; this includes kitchen areas, labs, desks and meeting rooms tables that may be shared by others

Put plans and systems in place to monitor and control the numbers of workers and customers on site at any given time to allow for physical distancing.

- We regularly assess workers in attendance at the workplace to determine whether they are required to be there
- We manage site density by:
    - Reducing the number of staff on site where possible by having people work from home
    - Monitoring attendance records and conducting site walk throughs
    - Using a shift roster where necessary

Use flexible working arrangements where possible, such as working from home, or early and late shifts to reduce peak periods.

- Our people are working from home, where possible
- We have identified the roles that are required to be performed from home or can be adapted to be performed from home
- We have adapted working arrangements to enable working from home, including providing ergonomic furniture, IT hardware, advice and webinars on maintaining good ergonomics, physical and mental wellbeing
- Some people are at greater risk of more serious illness with COVID-19 (referred to as vulnerable workers). Where vulnerable workers undertake essential work, a risk assessment will be conducted. Risk will be assessed and mitigated with consideration of the characteristics of the worker, the workplace and the work. Where risk cannot be appropriately mitigated, employers and workers will consider alternate arrangements to accommodate a workplace absence.

Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance or are separated by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant.

- Reception is cleaned regularly with detergent/disinfectant and distancing barriers put in place to ensure visitors are kept at a safe distance

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks). If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

- Physical distancing is practised in the workplace and COVIDSafe posters are displayed prominently
- All persons to maintain 1.5 m physical distance from others, as much as possible (the '1.5 m rule')
- Open plan - if workstations do not enable people to work 1.5 m apart, we will only use every second desk; the site will apply the State Government space requirement
- For work areas such as laboratories that cannot be modified to accommodate the 1.5 m requirement, rostering of staff for that area and the wearing of face masks will continue to apply
- Face masks must be worn if the 1.5 m distance cannot be achieved

Use telephone or video for essential meetings where practical.

- CSIRO is leveraging technology to minimise the requirement to physically attend sites - staff have been advised of appropriate arrangements for working remotely
- Our people stay connected with colleagues, friends and family through phone, email, social media, and online work platforms such as Webex and/or Zoom rather than face-to-face contact
- Face-to-face training has been minimised to business-critical compliance training only, by approval – we are utilising e-learning LMS

Review regular deliveries and request contactless delivery and invoicing where practical.

- We have delivery protocols to limit contact between drivers and our people

Consider signage near crowding points such as lifts and passenger travelators directing customers and workers to maintain 1.5 metres physical distancing wherever practical.

- Signage has been posted at common entry points to remind people to adhere to social distancing requirement

If staff or workers need to travel together in the same vehicle:
- encourage passengers and drivers to spread out, using front and back seats
- workers should only handle their own tools and bags where possible
- have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant
- encourage workers to set the air-conditioning to external airflow rather than recirculation or open windows.

- CSIRO follows the Safe Work Australia recommendations of limit of two people (including the driver) per vehicle; a risk assessment could enable more than two people per vehicle if other risks outweigh the potential risk of contracting COVID-19 while being in close contact in a vehicle

Have strategies in place to manage gatherings that may occur immediately outside the premises, or in meeting or break rooms.

- Our air-conditioning meets national standards and is set for optimum air flow during business hours
- Signage has been posted on meeting room doors advising of the maximum seating capacity permissible
- The site can host on site social gatherings provided catering and distancing requirements are met; for gatherings larger than 10 (TBC) an outdoor venue is preferred

Hygiene and cleaning

Provide hand sanitiser at multiple locations throughout the workplace.

- Sanitiser stations have been installed at each reception area or main building entrance (where entry is not through reception) consisting of pump-handled bottles of hand sanitiser and antibacterial wipes
- Hand sanitiser stations are available throughout the site, in kitchens, communal areas and in meeting rooms

Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.

- There are adequate supplies of soap and sanitiser
- Rubbish bins are available to dispose of paper towels

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers, and have posters with instructions on how to wash hands.

- There are adequate supplies of soap, sanitiser and hand dryers
- Monitored supplies of cleaning products and restocked regularly
- Posters are displayed in ablutions and noticeboards showing hand hygiene/washing

Clean frequently used areas at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day.

- All high traffic areas and high touch surfaces such as door and cupboard handles, kitchen counters and touch screens are sanitised at least daily, but usually twice daily
- In shared office spaces, each person is responsible to wipe down surfaces they are contacting both before and after use; this includes kitchen areas, labs, desks and meeting rooms tables that may be shared by others

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.

- We purchase and use commercial disinfection solutions and use it according to manufacturer's instructions

Staff should wash hands thoroughly with soap and water before and after cleaning.

- We have provided education on hand and cough hygiene, including how to wash and sanitise hands correctly

Record keeping

Keep a name and contact number for all staff, visitors and contractors for a period of at least 28 days. Where possible, personal details should be collected in a way that protects it from disclosure to other customers. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely. QR Code sign-in is encouraged.

- Visitors and contractors attending our sites are required to register and complete a declaration on their health status and movements
- Electronic sign-in records are available to contact trace movements of workers if there is a confirmed COVID-19 case

Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

- CSIRO supports the use of the Australian Government COVIDSafe app for all staff, visitors, contractors and collaborators
- This has been communicated to staff via the COVID-19 Hub on the intranet and FAQs

Workplaces should consider registering their business through nsw.gov.au

Voluntary; CSIRO is a not a restricted business under COVID-19 directions in NSW

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.

- CSIRO's COVID-19 Reporting and Response Protocol describes what we will do in the event of one of our people, contractors or visitors contracting COVID-19
- We have protocols in place for communicating with the parties involved and for deep cleaning and management of the immediate workplace if the person was on site when contagious
- Line managers must notify of any COVID-19 tests and outcomes using the CSIRO COVID-19 communication protocol; information is treated in-confidence
- Where there is a positive COVID-19 case on site, CSIRO will contact both Comcare (regulator for the WHS Act 2011 (Cth)), SafeWork NSW and NSW Health