

COVID Safety Plan

This plan outlines how Loadwise Australia's staff, and its clients will be kept safe during the COVID-19 pandemic

Our commitment towards the health and safety of our clients will be demonstrated by the ongoing adherence and implementation of points detailed below.

- Maintain physical distancing of 1.5m where possible
- A maximum of 8 students per venue (excluding staff)
- Wellbeing of Staff and others
- 'Covid Safe' staff training
- Practice good hygiene
- Record keeping
- Enforce adherence to public health orders & PPE requirements.
- Frequent cleaning and disinfection
- Action infection outbreaks

Premises details

Premises name:	Loadwise Australia	Prepared by:	Justin Wheeler
Type of premises:	Commercial	Position title:	Managing Director
Street address:	U1/ 140 Gladstone St, Fyshwick ACT	Last revision:	18/08/2021
Contact no:	0414 619 558	Next review date:	18/08/2022
Email:	info@loadwise.com.au		

1. Physical and social distancing

• What will be done to implement physical distancing guidelines?

- Outline the maximum occupancy of areas (warehouse - 25 / training room - 9).
- Allocation of one student per table in classroom & maintain 1.5m distance between.
- Position individual tables & chairs in warehouse 1.5m apart.
- Entry and exit system to the site is as contactless as possible and quick to enter and exit.
- Use floor markings to provide minimum physical distancing guides at entrances and exits.
- Maintain online contactless booking / invoicing.
- Display adequate signage reinforcing physical distancing.
- Display signage for delivery drivers drop off areas.
- Reinforce to Trainees & Visitors that physical distancing needs to be maintained.
- Administration is performed off site (home) or in the Loadwise office located upstairs away from Trainees.
- Ongoing development of strategies and practices that could be implemented to maintain physical distancing during training courses.

2. Hygiene

• How will you ensure required hygiene standards are maintained?

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant (following Safe Work Australia guidelines 'How to clean and disinfect your workplace').
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so. (e.g., separate coffee, tea, sugar, biscuit & spoon satchels.)
- Clean after each training course using the appropriate PPE. Ensure cleaning of all frequently touched areas and surfaces regularly? E.g., Furniture, pens, doorknobs, handrails, hard hats & plant equipment steering devices.
- Provide cleaning wipe satchels for safety glasses.
- Provide new gloves for trainees undertaking practical tasks using the same plant or equipment.
- Make soap and hand sanitiser available for all workers and customers throughout the facility and encourage regular handwashing.
- Ensuring workers have information (signage) on how to wash and sanitise their hands correctly.
- Adequate signage displaying location of hand sanitiser stations throughout the training facility.
- Ensuring rubbish bins are available to dispose of paper towels, wipes, gloves etc.
- Monitor supplies of cleaning products and regularly restock.
- Follow and enforce all public health directives relating to the use of face masks. Ensure all students, staff and visitors entering the facility wear a face covering as per public health advice. This includes providing adequate face coverings and Personal Protective Equipment (PPE) to students or staff that do not have their own.

3. Training and education

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

- All Loadwise Australia staff have completed Infection Control Training - COVID 19.
- At the commencement of all Loadwise Australia training courses, Loadwise Trainers must induct all students using the supplied 'Loadwise induction checklist' and get all Students to complete the Loadwise Covid 19 declaration form. All declaration forms are to be checked for any Covid 19 risk factors that may have been declared and actioned accordingly.
- Provide training, instruction, and guidance on how to correctly fit, use and dispose of PPE.
- Posters are displayed on how to wash hands.
- Posters are displayed providing information on how to limit the spread of germs.
- Provide training or instruction on appropriate cleaning.
- Supervise and provide guidance to students when using specialist protective equipment.
- All Loadwise staff have received education on the correct use of cleaning agents and are required to read the requirements for safe use and handling of the cleaning agents as provided on the Safety Data Sheets.

4. Compliance

- I am aware that I must continue to comply with relevant existing ACT Health Directives including WorkSafe ACT legislation.

Yes No

- Loadwise Australia's policies and procedures will remain consistent with current directions and advice provided by ACT Health.
- If a direction is issued requiring our workplace to close due to a confirmed case of COVID-19, we must notify WorkSafe ACT immediately.
- All Students and visitors accessing the Loadwise Australia facility are required to register and use the Check in CBR app.
- Signage has been placed in clear view (at entrance to facility and on training room #2 door) advising students & visitors they need to check in using the app
- A sign-in book is provided at the entry for all visitors to complete.
- Loadwise student management system records required Government reporting contact details of Students attending any training courses facilitated by Loadwise.
- All Students are required to complete a COVID 19 declaration prior to their course commencing, declaring that they haven't been in any COVID 19 hotspots, encountered any known infectious person and don't have any flu like symptoms.
- Loadwise Australia will maintain and manage all sign in, induction and Covid Declaration records of all students / visitors attending its facility.
- Loadwise Australia has developed and will continue to follow this COVID Safety Plan. It will implement any amendments or changes to existing procedures as required or noted through ongoing quarterly reviews.

5. Response planning

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

- Loadwise Australia must notify WorkSafe ACT of a COVID-19 infection if there is evidence it was contracted at the training facility and the infected person is hospitalised. Notification is made by submitting the online incident notification form and by calling WorkSafe ACT on 13 22 81.
- If we reasonably suspect someone could have the virus, or has been exposed, and may create a health risk the following steps (swa.gov.au/coronavirus) will be followed:

The person we are concerned about is at our workplace

1. **ISOLATE** - Prevent the spread. Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.
2. **SEEK ADVICE** - Call ACT COVID-19 Helpline (6207 7244). Follow advice of public health officials.
3. **TRANSPORT** - Ensure the person has transport to their home or to a medical facility.
4. **CLEAN** - Clean and disinfect the areas where the person and close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.
5. **IDENTIFY & INFORM** - Consider who the person has had close contact with. If instructed by public health officials, tell close contacts they may have been exposed. and follow advice on quarantine requirements.
6. **REVIEW** - Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

The person we are concerned about was recently our workplace

1. **SEEK ADVICE** - Call ACT COVID-19 Helpline (02) 5124 9213. Follow advice of public health officials.
2. **IDENTIFY & INFORM** - Identify who at the workplace had close contact with the affected person. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.
3. **CLEAN** - Clean and disinfect the areas where the person and their close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.
4. **REVIEW** - Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.



COVID Safety Plan Certificate

Welcome we can accommodate a maximum of **8** students per venue (excluding trainer) whilst maintaining 1.5m between each and agree to maintain ACT Governments safety measures.



Social Distancing



Staff training



Frequent cleaning and disinfection



Contact tracing

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

We're all in this *together.*

Prepared by:
Justin Wheeler

Last Review Date:
18/08/2021