

COVID Safe plan



Our COVID Safe Plan

Business name: MPE GROUP
 Site location: Office: 30 Moore Road, Airport West
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 Date prepared: 5/8/2020

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	<ul style="list-style-type: none"> -Hand sanitizer available from head office -Hand sanitizer can be delivered if staff cannot make it to office -Staff have been emailed to ensure they have sanitizer, and to notify management if more is required
Where possible: enhance airflow by opening windows and adjusting air conditioning.	-N/A
In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.	<ul style="list-style-type: none"> -Masks available at head office -Staff have been emailed that masks available at office -Masks can be delivered if staff cannot make it to head office -Option for staff to purchase their own mask/s and be reimbursed by MPE -PPE available for staff to purchase as required and be reimbursed if no account available at supplier
Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	<ul style="list-style-type: none"> -Have sent guidelines on PPE use -Link to DHHS guidelines https://www.dhhs.vic.gov.au/how-stay-safe-and-well-covid-19

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Replace high-touch communal items with alternatives.</p>	<p>-N/A</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p>-Head office generally unmanned during COVID -Regular weekly cleaning continues -Head office deep-cleaned once suspected COVID carrier has visited office</p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p>-Staff have been notified that sanitizer/disinfectant is available at office or available for delivery to site</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<p><i>-All permanent office staff are working from home</i> <i>-All supervisors and managers working from home where possible</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>-Discussed at Senior management meeting 9:00am, 5/8/2020</i> <i>-Industrial: Based at one site, available for emergency work at 2 additional sites</i> <i>-Commercial: Sites nominated for individual technicians</i> <i>-Service: Only safety, compliance and emergency works to proceed</i> <i>-Work locations logged and managed through SimPro schedule and GPS tracking</i></p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p><i>-Employees reminded not to come into work if feeling unwell, or they have been in contact with someone not feeling well, and get tested ASAP</i></p>
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<p><i>-Not applicable for many work sites</i> <i>-Scheduling to minimise the amount of people at the one site</i> <i>-Reminder to all employees to maintain distancing from MPE staff and other persons</i> <i>-Staff have been notified that if persons outside the MPE group are going against recommendations, to get themselves to a safe area, and contact their manager. MPE management will re-assess.</i></p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p><i>-N/A</i></p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p><i>-N/A</i></p>
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<p><i>-N/A</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	-Emailed to staff
Review delivery protocols to limit contact between delivery drivers and staff.	-Deliveries largely reduced -Signing of paperwork or in electronic-form banned -Deliveries to be handled by one person only (either driver of MPE tech)
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	-On call roster modified to suit -Technicians scheduled to ensure minimal contact with others
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule .	-N/A

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	-SimPro log -GPS log -No Visitors to office
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	-Email sent to staff to contact Professional Services Manager for guidance on OHS reporting

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<i>-Scheduled and unscheduled senior meetings, immediate plans and employee communication</i>
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<i>-SimPro scheduling -GPS tracking</i>
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	<i>-Head office generally unmanned during COVID -Regular weekly cleaning continues -Head office deep-cleaned once suspected COVID carrier has visited office -Deep-cleaning contractor identified</i>
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	<i>-Use of software to identify possible contact transfer -Employee to cease work immediately -Non-MPE persons in physical contact notified -Other staff notified</i>
Prepare to notify workforce and site visitors of a confirmed or suspected case.	<i>-As above</i>
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<i>-Noted</i>
Confirm that your workplace can safely re-open and workers can return to work.	<i>-Yes</i>