

COVID-19 Workplace Health Management Plan - Specialist Workers

Insert subtitle

A COVID-19 Workplace Health Management Plan is required if a specialist worker is seeking to attend the workplace during their first 14 days in Queensland.

COVID-19 Workplace Health Management Plan - Specialist Workers

*Border Restrictions Direction (No.13) and its successors*

In instances where a workplace has existing plans and procedures to manage COVID-19, completion of this template is **not** required. Instead, the relevant documentation should be uploaded with the Specialist Worker application.

Company or employer details

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Contact number |  |
| Email address |  |
| ABN/ACN |  |

Managing and preventing transmission at the workplace

|  |  |
| --- | --- |
| Outcome | Action taken to achieve outcome |
| Physical distancing – where reasonably practicable, workers will maintain a distance of 1.5 metres from others |  |
| PPE – provision of facemasks where persons subject to quarantine cannot maintain 1.5 metres from others |  |
| Hygiene - Good hygiene practices will be promoted e.g. display [handwashing 12 step guide](https://www.qld.gov.au/__data/assets/pdf_file/0013/120811/qh-handwashing-12-step-guide-poster.pdf) |  |
| Hygiene - Hand washing facilities are adequately stocked with liquid soap and paper towel. These are kept clean and in good working order |  |
| Hygiene - Alcohol-based hand rub containing at least 60% ethanol or 70% iso-propanol, tissues and cleaning supplies will be provided |  |
| Cleaning - The workplace will be kept clean and hygienic. Frequently touched surfaces, such as door handles and workstations, will be regularly cleaned (the minimum expected standard is daily and/or between shifts) to reduce contamination. Records of cleaning activities e.g. sign off will be maintained |  |
| Food preparation/meals - separation of meal breaks and work groups to achieve maximum personal space. |  |
| Food preparation/meals - if applicable, promotion of strictest hygiene among food preparation (canteen) staff and their close contacts. Records of cleaning activities e.g. sign off will be maintained |  |
| Sleeping quarters (for non-specialist workers arriving from Hotspots) - If applicable, sleeping quarters will be appropriately cleaned between change-over of workers. The use of communal sleeping quarters should be minimised. Records of cleaning activities e.g. sign off will be maintained |  |
| Health screening – measures should be implemented to ensure persons do not attend the workplace when unwell |  |
| Health screening - workers who become ill with respiratory symptoms at work will be provided with a face mask, isolated and supported to access medical assistance. |  |
| Health screening – on advice from the local public health unit, co-workers will be informed about possible exposure to a confirmed case of COVID-19 but confidentiality will be maintained |  |
| Communication - Information will be provided to all employees and contract staff, including domestic and cleaning staff where applicable, on relevant information and procedures to prevent the spread of COVID-19 in accordance with recommendations by the [Office of Industrial Relations](https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf). |  |

Company or employer endorsement

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| --- | --- | --- | --- |
| Name |  | | |
| Position |  | | |
| Signature |  | Date |  |