1. 
2. **Prepared by Approved by**
3. [Name, Position] [Details]
4. [Company] **Pty Ltd**
5. **Issue Date**
6. Day Month 20xx
7. **COVID-19**
8. WHS Management
9. Plan
10. 

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# Introduction

## Commitment

1. [Company] is committed to providing and maintaining a safe and healthy working environment for all employees, contractors, visitors and members of the public. Hazards and risks associated with COVID-19 will be managed to prevent exposure and illness and respond to issues.
2. The Company considers management of COVID-19 to be vital to the organisation's operations and is an integral part of management and worker responsibilities. We have a goal of ensuring health and safety of our people and meeting our legal obligations. Our commitment and COVID-19 response priorities are:
* Health and safety of workers (including contractors, casuals and volunteers)
* Protection of others and the community
* Protection and preservation of operations and business interests

## Purpose

This COVID-19 WHS Management Plan outlines [Company Name]’s approach to ensure effective management of COVID-19 for our operations, services and workforce, in order to:

* Understand risks of COVID-19 for our Company
* Protect our workers and workplaces from COVID-19
* Respond to incidents of exposure to COVID-19
* Protection and preservation of operations and business interests
* Monitor the wellbeing of our workers during the pandemic

This Plan sits as a subordinate Plan to the Company COVID-19 Business Management Plan.

## Scope

This Plan applies to the following locations:

* [Add / delete as relevant]
* [Company] offices and workplaces
* Travel for work purposes
* Workers in customer workplaces
* Home based work environments

## Plan Owner

The [Position] is responsible for this COVID-19 WHS Management Plan.

## Further Information and Feedback

All personnel are encouraged to provide feedback and will not be disadvantaged for doing so. Please direct any feedback or questions to [Position].

# Approach and Co-ordination

## Plan Location

1. The Plan will be located within [insert Location] for viewing by [Company]’s personnel. A copy of this Plan will be provided to relevant third parties.

## Drivers for the Plan

1. Key drivers for [Company]’s COVID-19 WHS Management Plan are detailed below. [add/delete as relevant]

| Driver | Reason | Reference |
| --- | --- | --- |
| WHS Legislation, Codes of Practice and Standards | Providing and maintaining a work environment that is without risk to health and safety, andProviding adequate facilities for workers in carrying out their work. | [Add State/Territory references] e.g. Work Health and Safety Act 2011 (ACT, QLD, NSW, NT)Work Health and Safety Act 2012 (SA, TAS) |
| Government and Public Health Advice | Valid COVID-19 information source | Australian Government Department of Health; State/territory Departments of Health |
| ISO 31000: Risk Management Guidelines | Risk management framework and benchmarking to the Standard | [Add details] |
| Company Values and Standards | Framework for implementing and maintaining effective business continuity plans, system and processes | [Add details] |
| Company WHS Management System | Alignment and decision making | [Add details] |
| Business Practices and Plans | WHS policy, procedures and framework for managing COVID-19. | [Add details] |
| Workers Compensation Legislation | Alignment and decision making | State/territory Workers' Compensation and Rehabilitation legislation |

Table 1: Definitions

## Co-ordination

1. The table below lists the planning, meeting and reporting arrangements for this Plan. [add/delete as relevant]

| Activity  | Arrangements | Time Frames | Person Responsible |
| --- | --- | --- | --- |
| Planning & Meetings | COVID-19 WHS Response Team |  |  |
| CEO and Executive |  |  |
|  |  |  |
| Monitoring | Compliance with COVID-19 controls, procedures etc. |  |  |
| PPE and other resource availability |  |  |
| COVID-19 incident/contact notifications |  |  |
| External information sources |  |  |
|  |  |  |
| Reporting | COVID-19 Situation Report  |  |  |
| COVID-19 WHS Management Report |  |  |
|  |  |  |

## Definitions

The table below lists definitions specific to this COVID-19 WHS Management Plan. For the full list of terms and definitions related to WHS in [Company Name] refer to [insert details].

| Term | Definition |
| --- | --- |
| COVID-19 | COVID-19 is a respiratory illness caused by a new virus. Symptoms include fever, coughing, sore throat and shortness of breath. The virus can spread from person to person, but good hygiene can prevent infection. |
| Relevant Manager or Supervisor | A generic term given to a person, or persons, responsible for the operation and management of a workplace/site/area, process or people. This can also refer to a person given the authority to perform specific duties and make relevant decisions. |

Table 2: Definitions

## Company Documents

The table below lists Company Documents specific to this COVID-19 WHS Management Plan. [add/delete as relevant]

| Document  | Reason | Document Owner | Location Held |
| --- | --- | --- | --- |
| Company COVID-19 Business Continuity Plan |  |  |  |
| Company Risk Management Policy and Framework |  |  |  |
| WHS Policy and System Documents |  |  |  |
| COVID-19 WHS Risk Register |  |  |  |
| COVID-19 Work and Worker Classification |  |  |  |
| COVID-19 Safe Work Procedure |  |  |  |
| COVID-19 Information Sheet for Staff |  |  |  |
| COVID-19 Information Sheet for Customers |  |  |  |
| COVID-10 Visitor and Contractor Sign-In Sheet |  |  |  |
| COVID-19 Customer Services Check |  |  |  |
| COVID-19 Personnel Status Register |  |  |  |
| Flexible Working Arrangements |  |  |  |
| Leave Policy |  |  |  |
| Home Based Work Procedure |  |  |  |
| Home Based Work Application and Agreement |  |  |  |
| Home Based Work WHS Inspection |  |  |  |
| Computer Use Workstation Assessment |  |  |  |

## External Information & Resources

The table below lists external information sources and references specific to this COVID-19 WHS Management Plan. [add as relevant]

| Source | Reference | Reason | Responsibility for Monitoring |
| --- | --- | --- | --- |
| Australian Government |  |  |  |
| Department of Health |  |  |  |
| State/territory WHS regulator |  |  |  |
| Industry guidance |  |  |  |

## Resources

1. The following Company resources are provided for this Plan: [add/delete as relevant].

| Resource | Reason/Type | Person Responsible | How Provided |
| --- | --- | --- | --- |
| People | Expertise to support response to COVID-19  |  |  |
| Equipment | To ensure control measures can be implemented for response to COVID-19 |  |  |
| Systems | To support the response to COVID-19  |  |  |
| Finances | To support response and recovery from COVID-19  |  |  |
| [Other] |  |  |  |
| [Other] |  |  |  |

## Consultation and Communication

1. This following consultation, participation and representation arrangements with workers and others are established to support this plan. [add/delete as relevant]

| Person/Group | Reason | Arrangements | Person/s Responsible |
| --- | --- | --- | --- |
| CEO/Executive | Due diligence & PCBU requirements |  |  |
| Senior Managers | Understand, support and direct requirements |  |  |
| Managers and Supervisors  | Understand, support and direct requirements |  |  |
| Employees | Understand COVID-19 management plan |  |  |
| Health and Safety Representatives | Understand COVID-19 management plan |  |  |
| Contractors | Understand COVID-19 management plan |  |  |
| Suppliers | Understand COVID-19 management plan |  |  |
| Customers | Understand COVID-19 management plan |  |  |
| Visitors | Understand COVID-19 management plan |  |  |
| Community | Understand COVID-19 management plan |  |  |

# Roles and Responsibilities

The table below lists positions and responsibilities specific to this COVID-19 WHS Management Plan. For the full list of roles, responsibilities and accountabilities related to WHS in [Company Name] refer to [insert details]. [add/delete as relevant]

| Position | Covid-19 Responsibilities  | Reports to |
| --- | --- | --- |
| CEO/Managing Director | * Demonstrating leadership, commitment and support for COVID-19 WHS Management
* Ensuring the necessary resources and processes to enable COVID-19 WHS Management to meet legal requirements, business obligations and activities
* Responding to issues that are escalated, reported or arise
* Ensuring the Plan is monitored and improved where necessary to ensure it achieves its objectives
 |  |
| Person Responsible for this Plan(this may be the WHS Manager / Advisor or WHSO etc.) | * Maintaining this Plan and ensuring its effectiveness
* Ensuring the Plan is available to all personnel, contractors and others where relevant
* Identifying COVID-19 WHS hazards, determining risks and controls and communication of these

Regularly consulting with workers and others to ensure the Plan is current and controls COVID-19 risks* Responding to incidents or issues that arise and ensuring appropriate action is taken
* Leading or assisting with incident investigation to identify areas for continuous improvement
* Conducting regular reviews and recording any deficiencies and actions taken to rectify them.
* Monitoring, maintaining and updating the Plan where required to enable effective COVID-19 WHS Management
* Escalating unresolved issues to [Position]
 |  |
| Managers and supervisors | * Demonstrating leadership in implementing COVID-19 controls in their work area and reporting issues that may arise
* Assisting in the identification of COVID-19 hazards and risk control measures
* Ensuring COVID-19 consultation with workers and others and information and training provided as relevant
* Ensuring workers comply with the COVID-19 controls within their areas of responsibility
* Responding to issues that arise and escalating where required to ensure effective risk management
* Assisting with investigations that may be required
 |  |
| Workers, including contractors | * Complying with WHS policies and procedures to ensure their actions or omissions do not affect their own health and safety and that of others
* Assisting in determining and implementing COVID-19 controls in their work and reporting issues that may arise
* Participating in consultation and training and being familiar with the procedures for preventing exposure
* Identify and report potential exposures
* Assisting with investigations that may be required
 |  |
| Health and Safety Representatives | * [Add details relevant to role if HSR’s within the organisation]
 |  |
| Suppliers and Delivery Drivers | * Complying with the Company’s COVID-19 control measures and ensuring their actions or omissions do not affect their own health and safety and that of others
* Complete COVID-19 checks or declarations
* Notifying a [Company] representative of any issues or concerns that arise with COVID-19 management
 |  |
| Visitors | * Following COVID-19 instructions and directions
* Complete COVID-19 checks or declarations
* Identify and report potential exposures
* Notifying a [Company] representative of any issues or concerns that arise with COVID-19 management
 |  |

# Risk Management

## Management Controls

High level management controls for COVID-19 are identified for five control areas of the organisation as detailed in the table below. [add/delete as relevant]

| Control Area | Objective | High Level Controls | Document |
| --- | --- | --- | --- |
| Risk Management | To ensure effective frameworks for COVID-19 hazard identification, risk assessment, control, review and continuous improvement. | Covid-19 WHS Risk Management Plan established and operating effectively | This document |
| Covid-19 WHS Risk Register current and guiding controls | COVID-19 WHS Risk Register |
|  |  |
|  |  |
| Work Management | To ensure effective management of work areas and work activities for COVID-19. | Continuing and stopped services agreed |  |
| Work activities and risk level for continuing services understood and confirmed | COVID-19 Work Classification |
| Control measures for continuing service understood and confirmed |  |
| Home based workers - Home WHS Inspection and Computer Workstation Assessments completed and controls acceptable | Home Based Work WHS InspectionComputer Use Workstation Assessment |
| Home based workers WHS and wellbeing information provided and acknowledged  |  |
|  |  |
|  |  |
| People Management | To ensure effective management of workers and others who may be impacted by COVID-19.  | Vulnerable individual workers identified and removed from direct services |  |
| Non-critical staff home based for work  |  |
| Response to exposure |  |
|  |  |
|  |  |
| Resource Management | To ensure sufficient and suitable resources for the management of COVID-19. | Covid-19 PPE and supplies available and in use |  |
| Covid-19 PPE training and fit testing |  |
|  |  |
|  |  |
| Communication Management | To ensure effective consultation and communication for the management of COVID-19. | Covid-19 Staff communications current and available  | COVID-19 Staff Communications |
| Covid-19 customer and visitor communications current and available | COVID-19 Customer and Visitor Communications |
|  |  |
|  |  |

#

## COVID-19 WHS Risk Register

1. A specific COVID-19 WHS Risk Register has been developed to identify, manage and monitor hazards and risks associated with COVID-19. Documents referred to in the development of the COVID-19 WHS Risk Register are:
* Company Risk Management Policy and Framework, and
* WHS Risk Management Procedure

The COVID-19 WHS Risk Register is managed by [Insert Position] and located [insert details]. The table below lists the high-level risk scenarios identified in the COVID-19 WHS Risk Register. [add/delete as relevant]

|  |  |  |  |
| --- | --- | --- | --- |
| Hazard or Issue | Risk Scenario | Risk Level | Controls |
| Travel to Work | 1. Contact with persons COVID-19 positive

Contact with COVID-19 contaminated objects and surfaces |  |  |
| Site/Premises  | Working on sites with COVID-19 positive persons and COVID-19 contaminated objects and surfaces |  |  |
| Work Tasks | Work tasks resulting in contact with COVID-19 positive persons and COVID-19 contaminated objects and surfaces |  |  |
| Persons considered 'high risk' for COVID-19 | Some people more likely to contract COVID-19 and/or more vulnerable to ill health and complications. |  |  |
| Others disregard for COVID-19 risks  | Disregard for COVID-19 controls increasing risks to workers and others |  |  |
| Concern and anxiety  | COVID-19 hazard and risks concerns resulting in anxiety, stress and inability to function. |  |  |
| Specific Customer COVID-19 Requirements | Not understanding and meeting customer COVID-19 risk management requirements |  |  |

#  Implementation and Maintenance

## Approach

1. This Plan will be implemented in conjunction with the following arrangements. [add/delete as relevant]

| 1. Key Stakeholders
 | 1. Information
 | 1. Training
 | 1. Person Responsible
 |
| --- | --- | --- | --- |
| CEO/Executive |  |  | [Insert arrangements] |
| Senior Managers |  |  |  |
| Managers and Supervisors  |  |  |  |
| Employees |  |  |  |
| Contractors |  |  |  |
| Suppliers |  |  |  |
| Customers |  |  |  |
| Visitors |  |  |  |
| Community |  |  |  |

## Plan Maintenance

This Plan and its supporting documents must be reviewed [Insert Frequency] or earlier if:

* Plan, processes and arrangements change
* Management arrangements show that application of the Plan fails to deliver the required outcomes.
* There are changes in associated legislation and standards.
* There is evidence that the Plan is not having a positive impact on management
* Incident investigation identifies areas for continuous improvement

## Management of Change

Where improvements to the Plan are identified and updates required the [Position] will ensure the following:

* The Plan and is updated with the change required
* Communication of the change to relevant persons (i.e. managers, supervisors, workers and customers)
* Related documents are updated where relevant to maintain currency.
* Superseded copies of the Plan are removed from use and up to date copies made available to relevant persons and locations.
* Improvements or updates have a new version number assigned and the date of issue and a summary of the updates are recorded by the person responsible for approving the updates in the Table below.

## Record Keeping

Records must be kept of all documentation and activities related to this Plan. Records must be maintained in accordance with the Company’s arrangements for document control and record keeping.

Records may include photographs, recordings, video, forms, e-mails, letters, diary notes etc. They should be legible, easily identifiable and retrievable. Records must be kept for a minimum of 7 years, unless other stated within the Records Register. Records are maintained [Insert Location].

# Attachments

## COVID-19 Key Contacts

The table below details the main contact details.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Phone Number |  |
| e-mail |  |

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Phone Number |  |
| e-mail |  |

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Phone Number |  |
| e-mail |  |

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Phone Number |  |
| e-mail |  |

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Phone Number |  |
| e-mail |  |

DOCUMENT HISTORY AND TRACKING

[Remove this page prior to issue if not required]

Document History

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Version | Section/s Modified | Brief Description of Amendment | Author | Approver | Issue Date |
| 1.0 |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Document Tracking

|  |  |
| --- | --- |
| Document Name | COVID-19 WHS Management Plan |
| Prepared by | <Prepared By> |
| Reviewed by | <Checked By> |
| Approved by | <Owner> |
| Date Approved | Click or tap to enter a date. |
| Status | Choose an item. |
| Document Number | <Document Number> |
| Version Number | 1. <Version Number>
 |
| Review Date | Click or tap to enter a date. |