



Your Logo

COVID-19

WHS Management

Plan

Issue Date

Day Month 20xx

[Company] Pty Ltd

Prepared by
[Name, Position]

Approved by
[Details]

Template

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1 Introduction

1.1 Commitment

[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.

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

1.2 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.

1.3 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

1.4 Plan Owner

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

1.5 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].

2 Approach and Co-ordination

2.1 Plan Location

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.

2.2 Drivers for the Plan

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, and Providing 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

2.3 Co-ordination

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		

Activity	Arrangements	Time Frames	Person Responsible
	COVID-19 incident/contact notifications		
	External information sources		
Reporting	COVID-19 Situation Report		
	COVID-19 WHS Management Report		

2.4 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

2.5 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			

Document	Reason	Document Owner	Location Held
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			

2.6 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			

2.7 Resources

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]			

2.8 Consultation and Communication

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		

3 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	<ul style="list-style-type: none"> • 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.)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Complying with WHS policies and procedures to ensure their actions or omissions do not affect their own health and safety and that of others 	

Position	Covid-19 Responsibilities	Reports to
	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • [Add details relevant to role if HSR's within the organisation] 	
Suppliers and Delivery Drivers	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 	

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4 Risk Management

4.1 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 Inspection Computer 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	Covid-19 Staff communications current and available	COVID-19 Staff Communications

Control Area	Objective	High Level Controls	Document
	communication for the management of COVID-19.	Covid-19 customer and visitor communications current and available	COVID-19 Customer and Visitor Communications

4.2 COVID-19 WHS Risk Register

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	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		

5 Implementation and Maintenance

5.1 Approach

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

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

5.2 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

5.3 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.

5.4 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].

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6 Attachments

6.1 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	<Version Number>
Review Date	Click or tap to enter a date.

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