



About the COVIDSafe Plan

The COVIDSafe Plan has been developed to support businesses to maintain a COVIDSafe workplace and prepare for a suspected or confirmed case of COVID-19 in the workplace.

In order to be compliant with public health direction:

- All Victorian businesses with on-site operations must complete a COVIDSafe Plan.
- This COVIDSafe Plan should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).
- In addition to completing a COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your COVIDSafe Plan, if directed to do so by an Authorised Officer or WorkSafe Inspector.
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.

High Risk COVIDSafe Plans are no longer mandatory, but industries with higher levels of risk may have additional requirements beyond those listed in this document. For more information, see: coronavirus.vic.gov.au/additional-industry-obligations.

If you have an up-to-date High Risk COVIDSafe Plan, you do not need to write a new COVIDSafe Plan, but you should ensure your existing plan reflects current restrictions.

How to develop your COVIDSafe Plan

1. Understand your responsibilities

Information on public health directions applying to employers is available at coronavirus.vic.gov.au.


2. Prepare your plan

Below is the COVIDSafe Plan template which you will need to complete. The COVIDSafe Plan is grouped into six COVIDSafe principles. These include:

1. Practise physical distancing
2. Wear a face mask
3. Practise good hygiene
4. Keep records and act quickly if workers become unwell

5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

When completing your plan, under the 'actions' column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirement. You will note that additional requirements apply to some industries. For more information on additional industry obligations, see: <https://www.coronavirus.vic.gov.au/additional-industry-obligations>.

Mandatory requirements under public health direction feature this symbol: 

- All other points are highly recommended for keeping your workers safe and workplace open but are not mandatory.
- Some of the requirements in the COVIDSafe Plan may not apply to your business. Where the requirement does not apply to your business it should be marked N/A (not applicable).

3. Keep your plan up to date

Your COVIDSafe Plan must be reviewed and updated routinely and when restrictions or public health advice changes. Organisations with multiple worksites must complete a COVIDSafe Plan for each worksite.

You do not have to lodge your COVIDSafe Plan with the Victorian Government, however, you may need to provide your COVIDSafe Plan to an Authorised Officer or WorkSafe Inspector upon request, or in the event of a confirmed positive case at your workplace. There will be virtual and physical inspections as well as desktop audits to ensure the implementation of and compliance with your COVIDSafe plan.

4. Share your plan

Your workforce needs to be familiar with this plan. Where possible it is recommended that you discuss the plan with your workers before you finalise it. Once you have completed the plan, share it with your workers and occupational health and safety representatives.

For further guidance on how to prepare your COVIDSafe Plan or any other questions, please visit [coronavirus.vic.gov.au](https://www.coronavirus.vic.gov.au) or call the Business Victoria Hotline on 13 22 15.

Your COVIDSafe Plan


Business name: Frankston Australian Clay Target Club Inc.

Plan completed by: Jane Vella, Secretary and Covid Safety Officer

Date reviewed: 25 February, 2022


For the latest information on restrictions in Victoria, visit [coronavirus.vic.gov.au](https://www.coronavirus.vic.gov.au)

Practise physical distancing

Requirements and recommendations	Action
<p> You must apply the relevant density quotient to configure shared work areas and publicly accessible spaces.</p> <ul style="list-style-type: none"> • Shared work areas are only accessible to workers, and should only include workers in the density quotient. • Publicly accessible spaces should include members of the public, and may include workers if they share the space on an ongoing basis. • Further information can be found at coronavirus.vic.gov.au 	<ul style="list-style-type: none"> - 2 people in the office and limited to Staff and Committee. - Clubrooms can be open up with no restriction on capacity. Where possible, attendees will be encouraged to keep all activities to outdoors including eating and drinking. - Access to the toilets preferable through the external door near the BBQ area. - Maximum 3 people in the sign in office / pro shop and at the appropriate distance as marked on the floor. - Unlimited participants on the range at any one time so long as congregating not prevalent. Bookings not longer required. - Spectators are allowed.
<p>Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres. This can be done by:</p> <ul style="list-style-type: none"> • Displaying signs to show patron limits at the entrance of enclosed areas where density quotients apply for your workplace <p>You may also consider:</p> <ul style="list-style-type: none"> • Minimising the build-up of people waiting to enter and exit the workplace. • Using floor markings to provide minimum physical distancing guides. • Reviewing delivery protocols to limit contact between delivery drivers and workers. 	<ul style="list-style-type: none"> - Signage around the grounds and inside the sign in office reminding visitors they must maintain physical distancing. - Signage on tables advising maximum two people per bench seat. - Signage on entrance to sign in office / pro shop confirming the maximum number permitted in this space at any one time. - Signage on entrance to the clubrooms confirming the maximum number permitted in the clubrooms at any one time.

Requirements and recommendations	Action
<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</p> <ul style="list-style-type: none"> Informing workers to follow current public health directions when carpooling. This can be found at coronavirus.vic.gov.au 	<ul style="list-style-type: none"> A conversation to be had with each staff member on the morning of their shift to confirm current capacity regulations (if applicable) both inside the buildings and out on the ranges. Staff to be advised to monitor participants on the ranges and inside the buildings and ensure social distancing is adhered to. Any participants who do not comply must be asked to leave. Staff to ensure only two in the main office at anyone time and to prohibit anyone other than Staff and Committee from entering. It is preferable that participants leave as soon as they have finished shooting and packed their equipment away.
<p>You may be required to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions.</p>	<ul style="list-style-type: none"> Staff to ask visitors to exit the clubrooms (if by chance they enter) and/or sign in office / pro shop if maximum density quotients (if applicable) has been reached or exceeded.


Wear a face mask

Requirements and recommendations	Action
 <p>You must ensure all workers adhere to current face mask requirements, as outlined at coronavirus.vic.gov.au/face-masks</p>	<ul style="list-style-type: none"> - Facemasks are no longer required except in situations where social distancing cannot be maintained. - Staff must wear a facemask when instructing and at any time social distancing is not possible. - Facemasks are not required to be worn outdoors unless social distancing cannot be maintained. - Front counter guard in place between the customer (inside the sign in office / pro shop) and staff member (inside the main office).
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>You should inform workers that reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.</p>	<ul style="list-style-type: none"> - Disposable facemasks are available in the office. - Staff will be encouraged to use disposable facemasks which can be changed regularly throughout the day. - All facemasks to be disposed of appropriately in the bins provided. - Bins to be emptied at the end of each day.

If your industry is subject to additional industry obligations, you may also be required to:

Adhere to additional face mask requirements.	
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Practise good hygiene

Requirements and recommendations	Action
<p> You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none"> • Clean high-touch surfaces with appropriate cleaning products, including detergent and disinfectant. • Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so. • Clean between shifts. 	<ul style="list-style-type: none"> - Main office area wiped down at the end of each day including the front counter, cash register, EFTPOS terminal and telephones. - Door handles into the main office, sign in office / pro shop, clubroom entry and bathroom entry to be wiped down regularly. - Remotes and token boxes on each range wiped down regularly. - Toilets and vanities to be wiped down regularly. - Tokens sanitised when collected from the token boxes. - Kitchen will be open for food and drink service but only authorised personnel permitted. - Clubroom tables and any shared surfaces to be wiped down regularly. All disposable plates, cutlery, cups etc to be used.
You should display a cleaning log in shared spaces.	N/A
You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.	<ul style="list-style-type: none"> - 'Wash your hands' signs displayed in the bathrooms, and kitchen with dispenser soap and sanitiser available. - Hand sanitiser signs displayed around the Clubrooms. - Hand sanitiser available on the tables inside the clubrooms and on the tables under the verandah. - Hand sanitiser available on the grounds. - Hand sanitiser available in the sign in office / pro shop. - Hand sanitiser available in the main office. - Hand sanitiser available in the kitchen.

If your industry is subject to additional industry obligations, you may also be required to:

Ensure all areas where workers are working are cleaned at least daily.	
Adhere to additional hygiene training requirements.	

Keep records and act quickly if anyone becomes unwell

Requirements and recommendations	Action
 <p>You must support workers to get tested and stay home even if they only have mild symptoms.</p>	<ul style="list-style-type: none"> - There is no requirement for mandatory Covid-19 vaccination for community sport. However, for any competition that may be deemed of a commercial nature ie where there may be exhibitors or it is a State Title or major event, proof of at least double vaccination is mandatory for competitors, volunteers, staff and spectators. - Staff who are unwell must stay home and be encouraged to get tested even if only minor symptoms. - Visitors who are unwell or have a requirement to isolate must not attend the Club. - Staff to only return to work once symptoms have subsided and not before their mandatory isolation period has concluded.
 <p>You must develop a business contingency plan to manage any outbreaks. This includes:</p> <ul style="list-style-type: none"> • Having a plan to respond to a worker being notified they are a positive case or a close contact while at work. • Having a plan in place to clean the worksite (or part) in the event of a positive case. • Having a plan to contact the Department of Health and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts • Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace. • Having a plan in the event that you have been instructed to close by the Department of Health. • Having a plan to re-open your workplace once agreed by Department of Health and notify workers they can return to work. 	<ul style="list-style-type: none"> - Should a Staff Member or Visitor return a positive result within a close timeframe to being at the Club, or being advised they are a close contact to a positive case, the Covid Safety Officer to be immediately notified by phone (Jane Vella 0407 859 197). - Covid Safety Officer to: <ul style="list-style-type: none"> a) Act on the instructions provided by the Department of Health which may include issuing a communication via email, social media and on the website. b) Ensure the Club is cleaned, in addition to routine cleaning, including all inside spaces and the equipment on the grounds. c) Provide all contact tracing records to the Department of Health if requested.
 <p>You must keep records of all people who enter the workplace for longer than 15 minutes for contact tracing.* Electronic record keeping using the free Victorian Government QR Service is mandatory for some businesses. See https://www.coronavirus.vic.gov.au/qr-codes-and-digital-record-keeping-contact-tracing for more information.</p>	<ul style="list-style-type: none"> - All FACTC Club Members to have their membership cards scanned upon arrival and visitors to sign in the visitors book. - There are no restrictions on who may attend the club and from what State or region within Australia.

* Exemptions apply for some industries. At the time of publication, markets, market stalls, retail facilities, and shopping centres do not need to keep customer records if it is not practicable to do so. Exemptions apply to other industries - check record keeping requirements in the Workplace Directions for more information <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>.

Avoid interactions in enclosed spaces

Requirements and recommendations	Action
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include:</p> <ul style="list-style-type: none"> • Enabling working in outdoor environments. • Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms. • Enhancing airflow by opening windows and doors. • Optimising fresh air flow in air conditioning systems. 	<ul style="list-style-type: none"> - Minimise the number of people in the main office at any one time and keeping this at a maximum of two people. - Minimise the number of people in the pro shop/sign in office and ensure the door is open at all times. - Any activities taking place inside the clubrooms to be restricted to be physically distanced.

If your industry is subject to additional industry obligations, you may also be required to:

<p>Ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate.</p>	<p>N/A</p>
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Create workforce bubbles

Requirements and recommendations	Action
You should consider keeping groups of workers rostered on the same shifts at a single worksite and avoid any overlap of workers during shift changes where it is practical to do so.	N/A

If your industry is subject to additional industry obligations, you may also be required to:

Limit or cease the number of workers working across multiple work sites where reasonably practical.	
Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.	