



## COVID Safe Plan

Business name:	Foresite Group Pty Ltd (incorporating Foresite Training Pty Ltd, Arbortrim Australia Pty Ltd and OnSite Recruitment Pty Ltd)
Site locations:	5-11 David Lee Road, Hallam VIC 92-94 William Angliss Drive, Laverton North VIC Alternate practical training sites Employer sites where casual workers may operate on a labour hire basis
Contact person:	James Maund
Contact person phone:	0421 174 271
Updated:	9 <sup>th</sup> February 2021

	<b>Actions taken to mitigate risks</b>
<b>Hygiene</b>	<p>The Foresite Group will ensure:</p> <ul style="list-style-type: none"> <li>• Hand sanitiser stations are placed at key entry and exit points at all sites</li> <li>• All staff, students and casual workers are encouraged to regularly wash hands and use sanitiser.</li> <li>• Regular checks of toilets and other hand washing facilities are completed to ensure ongoing adequate supplies of hand sanitiser, soap and paper towels and that rubbish bins are available for paper towels.</li> <li>• Windows are to be opened (weather permitting) and air conditioning units to be operated as to improve airflow in office and classroom areas.</li> <li>• That in all workspaces and when operating machinery or driving vehicles with another person (not of their household) staff, students and casual workers will follow latest DHHS guidance with regard to face masks.</li> <li>• Ongoing instruction and guidance is provided on the correct use and disposal of face coverings, other PPE, on good hygiene practices and slowing the spread of coronavirus (COVID-19).</li> <li>• Avoid sharing office equipment such as phones, desks and stationery where possible.</li> </ul> <p>All host employers where casuals work or trainers train must:</p> <ul style="list-style-type: none"> <li>• Have a COVID Safe Plan.</li> <li>• Have appropriate hand sanitisation/washing facilities in line with DHHS guidance</li> <li>• Ensure all people on their site(s) follow the latest DHHS guidance with regard to face masks.</li> <li>• Take measures to reduce communal facilities and the sharing of equipment.</li> </ul>
<b>Cleaning</b>	<p>The Foresite Group will ensure:</p> <ul style="list-style-type: none"> <li>• Increase environmental cleaning with training areas being cleaned daily.</li> <li>• High touch surfaces are cleaned and disinfected regularly. Controls and touch points in machines/vehicles should be cleaned and disinfected at the start and end of use</li> </ul>



	<p>by each operator. Shared tools should be disinfected and cleaned before use by each person.</p> <ul style="list-style-type: none"> <li>• Adequate supplies of cleaning products, including detergent and disinfectant are available.</li> </ul> <p>All host employers where casuals work or trainers train must:</p> <ul style="list-style-type: none"> <li>• Ensure appropriate site cleaning occurs and that high touch surfaces are cleaned and disinfected regularly.</li> </ul>
<p><b>Physical distancing and limiting workplace attendance</b></p>	<p>The Foresite Group will ensure:</p> <ul style="list-style-type: none"> <li>• The latest guidance is followed with regard to staff working from home.</li> <li>• Staff, students and casual workers where possible limit working across multiple settings/work sites.</li> <li>• All students are required to complete a COVID safe questionnaire when enrolling in a training course. Daily COVID tool-box briefings will be completed with students.</li> <li>• No member of staff, student or casual worker attend when exhibiting any symptoms or when determined a close contact of a positive case.</li> <li>• Office and classroom areas are configured with appropriate social distancing in line with latest DHHS guidance.</li> <li>• Indoor meetings are limited to the essential.</li> <li>• Instruction and ongoing guidance is provided to staff, students and casual workers on physical distancing expectations while in offices, classrooms and other work areas as well as during lunchbreaks.</li> <li>• Break times are staggered where possible to minimise social interactions.</li> <li>• Work rosters and timetables will be structured where possible to ensure temporal as well as physical distancing.</li> </ul> <p>All host employers where casuals work or trainers train must ensure physical distancing is managed on their sites and workspaces are configured in line with latest DHHS guidance.</p>
<p><b>Record keeping</b></p>	<p>The Foresite Group will ensure:</p> <ul style="list-style-type: none"> <li>• All attendance of staff, students, casual workers and visitors will be recorded to assist the identification of close contacts.</li> <li>• Instruction and ongoing guidance is provided to staff, students and casual workers on the effective use of the workplace OHS reporting system.</li> </ul> <p>All host employers where casuals work or trainers train must:</p> <ul style="list-style-type: none"> <li>• Have a COVID safe plan in place.</li> <li>• Record the attendance of all staff and other visitors to their sites to identify potential close contacts.</li> </ul>
<p><b>Response to a COVID case</b></p>	<p>The Foresite Group will ensure that:</p> <ul style="list-style-type: none"> <li>• All staff must inform their line manager immediately they identify as either a close contact or as a positive case.</li> <li>• Staff inform their line manager as soon as they either identify a casual worker or a student is a close contact or a positive case.</li> <li>• WorkSafe Victoria is notified on 13 23 60 if we have a confirmed COVID-19 case of an employee.</li> <li>• Where a positive case is identified, we promptly assist DHHS by providing employee and visitor records to support contact tracing.</li> <li>• Where there is a suspected or confirmed case during operating hours, the individual will be instructed to leave site, get tested and quarantine in accordance with DHHS requirements.</li> </ul>



	<ul style="list-style-type: none"><li>• Any workspaces where a positive case has visited are closed until an environmental clean has been completed.</li></ul> <p>All host employers where casuals work or trainers train must:</p> <ul style="list-style-type: none"><li>• Have a process in place to immediately respond to a COVID case.</li><li>• Conduct an environmental clean of relevant work-spaces.</li><li>• Inform the relevant contact person at OnSite Recruitment, Arbortrim or Foresite Training immediately.</li></ul>
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I acknowledge I understand my responsibilities and have implemented this COVID Safe Plan in the workplace.

Signed 

Name James Maund

Date 24<sup>th</sup> February 2021