

Work health and safety plan for COVID-19

Use this template to record how you and your workers will stay safe at work during the COVID-19 pandemic. This information will help your workers and others know exactly what to do and expect.

Refer to our guide, [Work health and safety during COVID-19](#) to assist in completing your plan.

You need to consult with your staff and their representatives to develop responses to the questions below—and other people who are relevant to reopening your business.

The COVID-19 pandemic is an evolving situation—review your plan regularly and make changes as required.

You do not need to send this plan to Workplace Health and Safety Queensland. However, you must complete and maintain your plan and make it available to our inspectors or other Queensland Government officials if they ask for it.

Business details

Business name:	Manager approval:	Worker representative consultation:
Division/group:		
Date completed:		
Date distributed:	Manager's name:	Worker representative's name:
Revision date:		

	Describe what you will do	Who is responsible
What checks and preparation have you done to know your business can re-open?	Consider: advice on QLD Gov Site checked condition of equipment and facilities, condition of perishable items, staff training	

	Describe what you will do	Who is responsible
How will your business comply with social distancing requirements?	Consider: Signage at entry points, how are you restricting numbers within the premises, separating entry and exit.	

	Describe what you will do	Who is responsible
<p>What extra measures is your business doing to keep customers/clients safe? (For example, cafes are now required to keep contact information of customers dining in.)</p>	<p>Consider: If you are a café or restaurant, how will you record and retain contact details for workers, clients and others who attend your business, records should be kept for 28 days.</p>	

	Describe what you will do	Who is responsible
<p>What measures have you put in place to keep workers safe?</p>	<p>Consider: Changing work processes to allow for social distancing, increased cleaning frequency, postponing or cancelling non-essential face to face gatherings, meetings or training, re-organising work schedules and rosters, considering alternative work arrangements where possible for workers considered at increased risk.</p>	

	Describe what you will do	Who is responsible
How is your business complying with hygiene and cleaning requirements?	Consider: Instruction on how to practice good hygiene, maintaining quantities of soap for hand washing and detergent for cleaning, providing hand washing facilities for customers and patrons, reducing shared equipment and tools, ensuring frequently touched areas and surfaces are cleaned regularly with detergent, ensuring any surfaces used by clients/customers are cleaned between use, ensuring routine cleaning carried out in all areas of the workplace.	

	Describe what you will do	Who is responsible
<p>How is your business managing deliveries, contractors and visitors attending the workplace?</p>	<p>Consider: Contact free deliveries, removing paperwork from delivery interactions, keeping contact details of all visitors to assist with contact tracing.</p>	

	Describe what you will do	Who is responsible
<p>How is your business reviewing and monitoring work health and safety compliance?</p>	<p>Consider: review processes to ensure the measures in place are effective, review existing critical risks and whether work practice changes will affect current risk management, are any new critical risks introduced due to changes in worker numbers, work practices, what new risk controls are required?</p>	

Notes