

Metadata

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BRN*	N/A
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Legislative / Policy context	COVID-19 Compliance, <i>Occupational Health and Safety Act 2004</i> and associated regulations
Reporting requirements	

*Quality Management System requirement

Version Control

Versions	Date	Update
1.0	07/08/2020	Original Document
2.0	11/08/2020	Updated minor items
3.0	30/11/2020	Update to current COVID-19 requirements
4.0	27/07/2021	Update to current COVID-19 requirements and new employees
5.0	13/09/2021	Update to current COVID-19 requirements and field work specifics
6.0	01/12/2021	Update to current COVID-19 requirements and field work specifics
7.0	31/01/2022	Update to current COVID-19 requirements and inclusion of RAT's
8.0	30/04/2022	Update to current COVID-19 requirements and removal of some restrictions
9.0	30/06/2022	Update to current COVID-19 requirements and removal of some restrictions
10.0	30/06/2023	Update to current COVID-19 requirements and reset to current DHHS template
11.0	08/05/2025	Update to current COVID-19 requirements and reset to current DHHS template

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Purpose

The Mallee Catchment Management Authority (CMA) COVIDSafe Plan has been designed to protect our employees and other workplace participants (including contractors, clients, visitors and volunteers) by minimising the risk of exposure to COVID-19 in the workplace.

Preventive actions are continually monitored, to ensure our employees and workplace participants are provided with, where reasonable, a safe workplace. Physical distancing measures, increased hygiene regimes and other safety precautions continue to be adhered to in order to prevent the spread of COVID-19.

While COVIDSafe Plans are no longer required under Victorian Pandemic Orders, they are recommended by the Department of Health for managing the risk associated with COVID-19.

In accordance with legislative requirements under the *Occupational Health and Safety Act 2004*, this plan has been developed to provide clear and current guidance on undertaking workplace activity and responding in the event of a COVID-19 infection and will regularly update and amend this plan based on current recommendations.

General considerations and arrangements

- Vaccination and booster mandates are no longer a requirement for those not captured under the Secretary Directions, however employee's working from Mallee CMA offices are **strongly encouraged** to remain up to date with their COVID-19 vaccinations.
- Public access to the Irymple site is controlled by the Agriculture Victoria Facility management and we acknowledge the need to comply with their guidelines.
- Face masks, Hand sanitiser, Hygiene procedures, Physical distancing and other COVIDSafe principles remain in-place/available to continue to minimise the risk of COVID-19 in the workplace
- Field Work and Community Engagement will be assessed according to the current COVID-19 cases in the community and employees must complete their Job Safety Analysis (JSA) to ensure:
 - Employee and others health and wellbeing
 - Appropriate hygiene and cleaning
 - Provision of Public health education/information
 - Food and beverage requirements
 - Compliance and incident management.

Duty to consult

Employers have a duty to consult with employees and Health and Safety Representatives (HSRs), so far as is reasonably practicable, on matters related to health or safety that directly affect or are likely to directly affect them.

This includes consulting on decisions about how to control risks associated with COVID-19 in the workplace. Mallee CMA will consult with employees, via the HSR's regarding risk controls and updates to Occupational Health Safety and Welfare (OHSW) and operational procedures relating to COVID-19 safety management.

OFFICIAL

HYGEINE

Requirements and recommendations	Action to reduce the risk of COVID-19 transmission at the workplace
<p>Clean shared spaces daily. This includes high-touch communal items such as doorknobs and telephones.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Clean high-touch surfaces with appropriate cleaning products • Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible. 	<p>Mallee CMA locations:</p> <ul style="list-style-type: none"> • Irymple (Main Office): 308-390 Koorlong Avenue, Irymple (Agriculture Victoria (Ag Vic) shared facilities site). • The Manager Safety, Contracts & Administration ensures all sites have the adequate (type and level) of cleaning supplies available. • Mallee CMA provides sanitiser wipes for employees to wipe down high touch points in the workplace after use. • Irymple: The proactive cleaning strategy contract is managed by Ag Vic, which specifies environmental cleaning regimes required to minimise risk of transmission.
<p>Soap and hand sanitiser available for all employees and workplace participants throughout the worksite and encourage regular handwashing.</p>	<ul style="list-style-type: none"> • Hand sanitiser stations are located at all Mallee CMA workplace entry points, and key points throughout offices. • Additional hand sanitiser stations are provided throughout buildings where appropriate. • Sanitiser wipes are made available at all occupied workstations in all Mallee CMA workplaces. • Handwashing is encouraged throughout Mallee CMA workplaces with signage in amenities areas. • High touch areas (such as printer stations) in all Mallee CMA workplaces have sanitiser stations set up for regular wipe down by workplace participants. • The Manager Safety, Contracts & Administration is responsible for maintaining the supply of adequate cleaning and sanitiser resources at Mallee CMA workplaces.

FACE MASKS

Requirements and recommendations	Action to reduce the risk of COVID-19 transmission at the workplace
<p>Wearing a high-quality, well-fitted face mask lowers a person's chance of catching and spreading COVID-19.</p>	<ul style="list-style-type: none"> • Face Masks are available and strongly recommended to employees and workplace participants entering a Mallee CMA workplace, travelling in a fleet vehicle or when otherwise undertaking business on behalf of Mallee CMA where unable to physical distance or entering a sensitive setting. • Mallee CMA strongly recommends that employees or workplace participants who are a close contact of someone who has COVID-19 wear a face mask for at least 7 days post the positive test result. • Where an employee or workplace participant is experiencing COVID-19 symptoms, Mallee CMA strongly recommends the wearing of a face mask. • Mallee CMA provides fitted face masks to all employee's and other workplace attendees as required. • The Manager Safety, Contracts & Administration is required to ensure appropriate PPE and hygiene supplies are readily available for employees and workplace participants.

OFFICIAL

PHYSICAL DISTANCING

Requirements and recommendations	Action to reduce the risk of COVID-19 transmission at the workplace
Where possible, employees and visitors to maintain physical distancing of 1.5 metres at all times.	<ul style="list-style-type: none"> Signage is displayed at all sites advising of spacing requirements and physical distancing. Employees are encouraged to wear a face mask when unable to physically distance. Public areas have COVIDSafe principles applied to ensure the safety of all workplace participants, and the public is maintained. Employees are advised not to attend the office if they are feeling unwell or deemed a close contact of an active COVID-19 case. Each employee is issued with a laptop and are required to take this home each night in case circumstances change overnight.
Training provided to employees on physical distancing expectations while working and socialising.	<ul style="list-style-type: none"> Mallee CMA sites have signage displayed throughout the workplaces that provide advice suggested communal room maximum limits, physical distancing, hand hygiene and how to stay COVIDSafe in the workplace. Mallee CMA's Our Space is a platform for all COVID-19 safety related policies, procedures and communications on workplace requirements. CEO updates employees via email and COVID-19 written communications to include messaging on social distancing. <p>Fieldwork activities:</p> <ul style="list-style-type: none"> Field employees will complete a review prior to field works which will cover: <ul style="list-style-type: none"> COVIDSafe Plan JSA's Take 5

SCREENING AND RAPID ANTIGEN TESTING (RATs)

Requirements and recommendations	Action to reduce the risk of COVID-19 transmission at the workplace
Support employees to get tested and stay home even if they only have mild symptoms	<ul style="list-style-type: none"> Mallee CMA has a Management of Suspected or Confirmed Coronavirus (COVID-19) Cases Policy and supports employees and workplace participants to remain at home and get tested. Mallee CMA employees are directed, and supported, to stay at home when experiencing flu-like symptoms regardless of their test result.
Rapid Antigen Test Kits (RATs) are used for surveillance testing for employees (including Board)	<ul style="list-style-type: none"> Mallee CMA provides RATs to employees to complete testing as required, In the event of high local positive COVID-19 cases RATs will be used by employees for testing and screening as advised. This requirement may change from time to time base on local positive case numbers. Stocks are held at Irymple office.

ENCLOSED SPACES AND VENTILATION

Requirements and recommendations	Action to reduce the risk of COVID-19 transmission at the workplace
Ensure the worksite has appropriate ventilation.	<p>Mallee CMA is a co-tenant at the Ag Vic Irymple worksite.</p> <p>Ag Vic ensure all buildings and systems are proactively monitored and maintained in accordance with the Australian standards for ventilation and HVAC systems.</p> <p>Where appropriate, workplaces are encouraged to enhance airflow by opening doors and windows.</p> <ul style="list-style-type: none"> If workplace participants are required to travel in vehicles for work purposes, together or alone, air conditioning must be set to external airflow (fresh air) rather than to recirculation and/or windows should be opened for the duration of the trip where practicable.

COVID-19 VACCINATIONS

Requirements and recommendations	Action to reduce the risk of COVID-19 transmission at the workplace
Employees are strongly encouraged to remain up to date with their COVID-19 vaccinations, particularly those who work in an essential service industry or sensitive setting.	<p>Mallee CMA has a COVID-19 Vaccination Policy, which is readily available to all employees via ECM. The policy provides direction on the requirements of COVID-19 Vaccinations.</p> <ul style="list-style-type: none"> Employees are encouraged to remain up to date with their vaccinations as per medical recommendations. Employees who have an Emergency Management role are required to be fully vaccinated (boosted) in line with Secretary Directions issued on 13 October 2022.

COVID-19 INCIDENT RESPONSE

Requirements and recommendations	Action to reduce the risk of COVID-19 transmission at the workplace
<p>COVID-19 incident response plan has been developed. This includes:</p> <ul style="list-style-type: none"> To an employee being notified they are a positive case while at work. Encouragement of testing which enables early identification of cases of COVID-19 and supports immediate isolation to limit the ongoing transmission of COVID-19. 	<p>Mallee CMA has a Management of Confirmed COVID-19 Cases Policy which instructs actions to be taken upon notification of confirmed cases. This plan provides direction on:</p> <ul style="list-style-type: none"> Actions to be taken by employees and other workplace participants reporting a positive coronavirus case Actions to be taken by managers and supervisors after an employee reports a positive coronavirus case. Roles, responsibilities and actions to be taken by key employees (e.g. COVID-19 Coordinator) involved in the incident after notification of a positive test result. This includes notification to workplace contacts, Department of Health (where applicable), and internal stakeholders. <p>Mallee CMA maintains and regularly updates the key documentation to manage the operational aspects of critical business should multiple COVID-19 positive cases occur.</p>

RECORD KEEPING

Requirements and recommendations	Action to reduce the risk of COVID-19 transmission at the workplace
Complete record keeping obligations	<ul style="list-style-type: none">• All employees complete a work schedule which informs the Mallee CMA worksite seating plan and dedicated workstation number is provided.• Entering the worksite with a swipe card is a record of employee attendance. Visitors to our worksites, including committee members, contractors, and other visitors are required to sign into the site as a guest.• All other visitors are to use the visitor register to sign in at entrances to the buildings. Each visitor will be assigned a sponsor employee who is responsible for advising the visitor of the COVIDSafe protocols for utilising shared spaces.• Employees who attend the project site works sign in via site register if required.

Associated Documentation

Internal Documents

- Mallee CMA Pandemic Influenza Action Plan 2022-24
- GPOL 019 – Occupational Health Safety and Welfare (OHS&W) Policy
- GPOL 029 – Business Continuity Policy
- OPOL 096 – Management of Suspected or Confirmed Coronavirus Cases Policy
- OPOL 076 – Flexible Working Arrangements Policy
- OPOL 098 - COVID-19 Vaccination Policy

External documents:

- Australian National COVID-19 Coordination Commission
- Safe Work Australia
- Victorian WorkSafe
- Fair Work Ombudsman
- Department of Health and Human Services Victoria
- Business Victoria Coronavirus (COVID-19) support website
- Australian Government COVIDSafe application
- World Health Organisation Coronavirus disease country and technical guidance
- Australian Government Department of Health

Declaration

I acknowledge that I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Signed:

PDF version signed - Signature removed from Word version as per Electronic Signature Policy

Jenny Collins

Chief Executive Officer, Mallee CMA

Date signed: To be updated on signing