

> HELPING BUSINESS GET BACK TO WORK



13 June 2020

COVID-19 Safety Plan

General

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your customers that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS
Business name: Mimaki Australia
Plan completed by: Hiromi Clark
Approved by: Tomomitsu Harada

> GUIDANCE FOR BUSINESS

Guidance for your workplace and the actions you will put in place to keep your customers and workers safe

GUIDANCE	ACTIONS
Wellbeing of staff and customers	
Exclude staff, visitors and customers who are unwell.	Signage placed at entry of office to not enter if unwell or show symptoms Staff advised not to attend office if sick
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Staff provided with training regarding Covid protocols
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Staff encouraged to take leave if even mild symptoms exist
Display conditions of entry for any customers or visitors (website, social media, entry points).	Signage placed at entry. Visitor book must be signed, temperature must be taken

REQUIREMENTS	ACTIONS
Physical distancing	
<p>There are a number of businesses where there are restrictions on patron numbers and the space required to have that number of people; check if there are any restrictions on your business by visiting the NSW Government website. If your business does not have any restrictions, consider what measures could be put in place to avoid crowding and close proximity where practicable.</p>	<p>Visitors encouraged not to enter unless absolutely necessary. Social distance signage placed in building,</p>
<p>Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent/disinfectant between use.</p>	<p>Staff encouraged to work from home, and rostered so no more than seven in office at one time, desks are spaced apart and disinfected regularly</p>
<p>Put plans and systems in place to monitor and control the numbers of workers and customers on site at any given time to allow for physical distancing.</p>	<p>Visitors encouraged not to enter unless absolutely necessary. Social distance signage placed in building</p>
<p>Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.</p>	<p>Staff encouraged to work from home, and rostered so no more than three in office at one time</p>
<p>Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance or are separated by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant.</p>	<p>Visitors are discouraged, hand sanitizer & disinfectant wipes provided</p>
<p>Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).</p>	<p>Staff encouraged to physical distance & signage & floor markings provided</p>
<p>Use telephone or video for essential meetings where practical.</p>	<p>Telephone meetings encouraged. Meeting rooms not used.</p>
<p>Review regular deliveries and request contactless delivery and invoicing where practical.</p>	<p>Mail bag at front door for contactless delivery. Couriers asked to leave packages downstairs as to not come in contact with staff.</p>
<p>Consider signage near lifts and passenger travelators directing customers and workers to maintain physical distancing wherever practical.</p>	<p>Signage strategically placed in building to remind of social distancing / clean workplace</p>
<p>If staff or workers need to travel together in the same vehicle:</p> <ul style="list-style-type: none"> • encourage passengers and drivers to spread out, using front and back seats • workers should only handle their own tools and bags where possible • have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant • encourage workers to set the air-conditioning to external airflow rather than recirculation. 	<p>Staff do not travel together. Company van equipped with sanitiser/disinfectant wipes and wiped down before & after use. Staff have own tools/equipment and encouraged not to share.</p>
<p>Have strategies in place to manage gatherings that may occur immediately outside the premises.</p>	<p>Gatherings strongly discouraged and only minimal staff at office at any one time.</p>

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Provide hand sanitiser at multiple locations throughout the workplace.	Hand sanitiser, disinfectant wipes provided yo staff and encouraged to use it often
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.	Hand sanitiser, disinfectant wipes provided yo staff and encouraged to use it often
Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.	Soap & paper towels regularly monitored and refilled. Signage on how to clan hands placed in bathrooms
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.	Hand sanitiser, disinfectant wipes provided yo staff and encouraged to use it often
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.	Hand sanitiser, disinfectant wipes provided yo staff and encouraged to use it often
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Staff provided with gloves to be used when cleaning or using equipment which requires multiple users

REQUIREMENTS	ACTIONS
Record keeping	
Keep name and mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.	Staff details kept on hand. Visitor book maintained. Timesheets kept for service staff
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	Staff aware of Covidsafe app.
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.	NSW health will be notified of any positive cases post-haste.