Mimaki Queensland Covid-safe offsite work protocols

- Prior to any working off site, all staff must have read be familiar with Mimaki Covid general rules distributed by the MD.
- Under no circumstances is any employee who has any symptoms of illness related to Covid to attend a customer site. They are to stay at home & be tested.
- Prior to attending offsite work, staff temperature is to be checked and passed.
- Prior to use of a work vehicle, all contact areas (eg. Steering wheel, door handles, gearstick) are to be disinfected.
- Any tools which will be used offsite must also be disinfected prior to arrival.
- Vehicle is to be stocked with adequate amounts of PPE and cleaning equipment so resources are not exhausted when offsite.
- Travelling in one vehicle is discouraged, if unavoidable, appropriate distancing is to be observed, eg. One passenger in driver's seat, one in diagonally opposite rear seat. While still wearing PPE.
- Offsite work should be booked ahead at a time where exposure to customer's staff is at a minimum where the work is taking place.
- On arriving offsite Mimaki staff agree to any Covid and WHS protocols set in place by that workplace. (e.g. signing or checking in, temperature checks, social distancing etc.)
- When offsite Mimaki staff must wear appropriate PPE (mask, gloves) at all times unless the task they are performing does not allow.
- When working offsite social distancing (1.5m or 1 person per 4sqm) must always be observed unless the task they are performing does not allow in which case they should only be close to other Mimaki staff.
- Prior to work on customer equipment, it should be disinfected thoroughly, being careful of sensitive areas.
- During any breaks, socialising in groups should be avoided and hands washed prior to eating or drinking and social distancing should still be observed at all times.
- On completion of offsite work, all customer equipment must be thoroughly cleaned and disinfected.
- When leaving be sure to check or sign out if this is required by the customer.
- After use of a work vehicle, all contact areas (eg. Steering wheel, door handles, gearstick) are to be disinfected.
- Any tools used offsite must be disinfected.
- If contacted by the customer regarding a potential Covid infection which may have occurred during the offsite visit, Mimkai and staff are to cooperate with the enquiry.
- If a Mimaki staff member who has been working offsite contracts Covid, this must be reported to the relevant authorities and any offsite company the staff member visited must be informed immediately.

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:		

Queensland
Government

	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 www.Covid19.gov.au, checked condition of equipment and facilities, condition of perishable items, staff training	
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	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
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.)	**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.	

	Describe what you will do	Who is responsible
What measures have you put in place to keep workers safe?	**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.	

	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
How is your business managing deliveries, contractors and visitors attending the workplace?	**Consider:** Contact free deliveries, removing paperwork from delivery interactions, keeping contact details of all visitors to assist with contact tracing.	

	Describe what you will do	Who is responsible
How is your business reviewing and monitoring work health and safety compliance?	**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?	

Notes