

> HELPING BUSINESS GET BACK TO WORK



15 June 2020

COVID-19 Safety Plan

Agriculture (including seasonal workers)

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:
Plan completed by:
Approved by:

> GUIDELINES FOR BUSINESS

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

GUIDELINES	ACTIONS
Wellbeing of staff and customers	
	Make sure all workers comply with COVID-19 health advice.
	Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.
	Make staff aware of their leave entitlements if they are sick or required to self-isolate.

REQUIREMENTS	ACTIONS
Physical distancing	
Monitor and control the number of workers in all relevant areas (based on 4 square metres per person rule).	
Essential visitors such as agronomists, should maintain 1.5 metres physical distancing where practical.	
Use floor markings where appropriate to indicate 1.5 metres distance.	
<p>For farm deliveries and other transport deliveries such as stock movement (animal transport) ensure, where possible:</p> <ul style="list-style-type: none"> • drivers assisting with loading stock minimise contact with surfaces • workers use their own equipment • communication over phone or radio rather than in person • contactless delivery through electronic paperwork rather than signature on delivery. 	
Stagger start, finish and break times to reduce the number of workers on site at the same time.	
Where practical, provide workers with their own rooms on overnight jobs.	
All large non-essential gatherings should be postponed. Consider holding essential gatherings such as training or pre-shear talks outdoors or via phone or video platforms where practical.	
Use radios, mobiles and email where possible.	
<p>Consider how you might decrease the number of high-touch surfaces. For example, leave doors open and reduce the number of people handling equipment or sharing items such as pens.</p>	
If 1.5 metre distancing isn't possible between each shearing stand, consider using every second shearing stand. Wool handlers should wait until shearers are in the catching pen before wool pick up.	
If your business accommodates seasonal workers, resources from the Department of Primary Industries should be reviewed. The appropriateness of accommodation facilities can also be cross-checked with the COVID-19 Safety Plan for Hotels and Accommodation.	

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Provide access to hand washing stations that are well stocked with soap and paper towel.	
Have hand sanitiser available for use in shared areas, or bottles to take if using farm machinery or another vehicle where handwashing is not possible.	
Clean areas frequented by staff or customers at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day with a detergent or disinfectant solution or wipe.	
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturer's instructions. Clean work areas and equipment thoroughly. If sharing tools and equipment is unavoidable, ensure increased cleaning.	
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	
Where reasonably practical, consider methods to avoid the shared use of items, such as equipment, tools or workstations.	
If sharing tools and equipment is unavoidable, ensure cleaning with a detergent solution or disinfectant wipes in between use.	
Provide workers with access to adequate soap, water, toilet paper, hand sanitiser, paper towels and bins.	

REQUIREMENTS	ACTIONS
Record keeping	
Keep a record of name and a mobile number or email address for all workers and visitors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	
Employers should make workers aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	
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.	