

COVID SAFE PLAN



SPECIALISTS
IN PROVIDING
CLEANING,
FIRST AID AND
EMERGENCY
MANAGEMENT
SOLUTIONS.



COVID SAFE PLAN

SCOPE

This policy applies to all Vital Pulse Staff and its Sub-Contractors who provide services including Cleaning, First Aid Training and Emergency Management Training and Consultation to our clients.

STATEMENT & PURPOSE

As part of our commitment to minimising the spread of infectious viruses / diseases such as Coronavirus (Sars Covid 2) in workplaces our staff service, we recognise our moral and legal responsibility to ensure that our activities, products and services are designed to protect our staff, clients and the general community in which we operate, and our obligations to ensuring that our operations do not place the our staff, clients and the local community at risk of harm is paramount.

AIMS & OBJECTIVES

Vital Pulse is committed to minimising the spread of infection and we will achieve this by assessing risks in the environments we service as a business, develop hygiene practices according to health authorities recommendations, communication of safety requirements to our staff and monitoring progress of the plan.

Vital Pulse relies upon the advice and directives from National Cabinet, SafeWork Australia, and State Health regulatory bodies as the most authoritative sources of information when considering the measures to be taken in providing our services. These government guidelines and State Public Health Orders have provided the basis for the development of this COVIDSafe Plan.

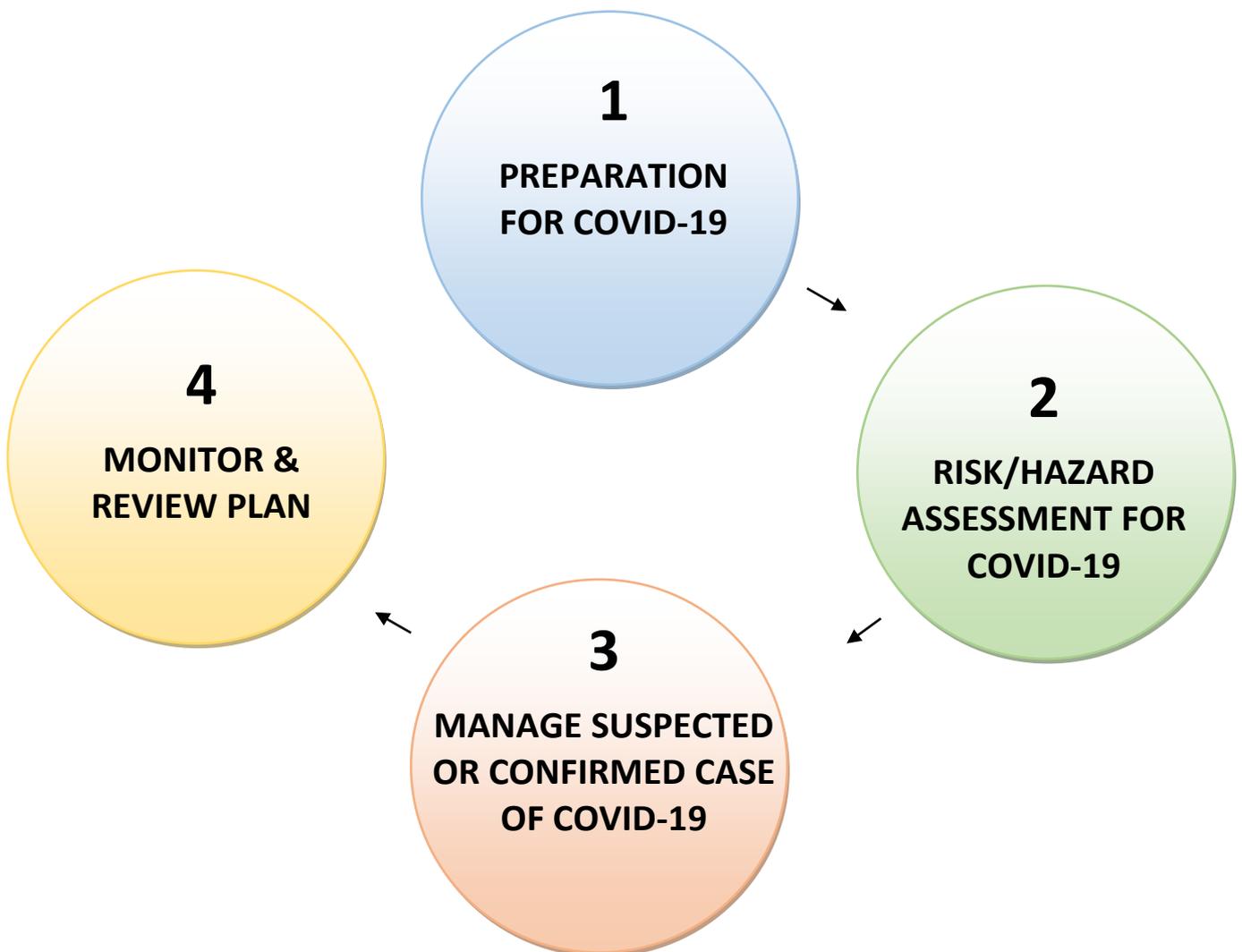
Please note this plan is subject to change, according to variations to Government requirements, timeframes or rates of community transmission into the future.

Policy number	VP009	Version	1
Created by	Director	Approved by	Director
Responsible person	Eddie Idik	Scheduled review date	1 July 2023
		Page	2 Page

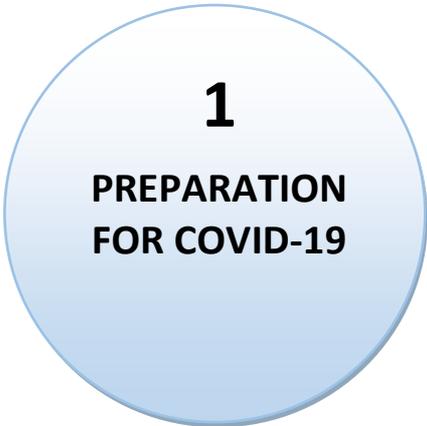


COVIDSafe Process

Vital Pulse will follow guidelines by local authorities at all times to ensure changes are made to our plan. Our current COVIDSafe Process is as follows:



Policy number	VP009	Version	1
Created by	Director	Approved by	Director
Responsible person	Eddie Idik	Scheduled review date	1 July 2023
		Page	3 Page



1. CONSULTATION AND COORDINATION

Vital Pulse management will consult with workers on health and safety matters relating to COVID-19 as early as possible when we are:

- assessing the risk COVID-19 presents to the health and safety of workers
- deciding on control measures to eliminate or minimise the risk of exposure to COVID-19
- deciding on the adequacy of facilities for the welfare of workers (for example hand washing facilities), and
- proposing other changes to the workplace as a result of COVID-19 which may affect health and safety.

Consultation is conducted as early as possible and be done in a way that enables workers to express their views on WHS issues. Vital Pulse employees will understand what is expected of them and how to raise any concerns they have via multiple communication streams including but not limited to:

- Tool box talks conducted through our in-house safety management system (Safety Champion);
- Use of emails, direct meetings, group messaging systems within the business; and
- Through direct communication with our Safety Coordination team.

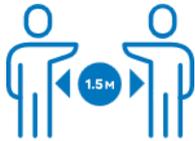
Our employees views are genuinely taken into account when making decisions and workers are informed about consultation outcomes and decisions about health and safety through the above communication methods.

Vital Pulse staff will also consult, cooperate and coordinate with others that we share a WHS duty with. This may include other businesses that we work with in providing our services to a premises with, such as clients and other tenants. This means exchanging information and

Policy number	VP009	Version	1
Created by	Director	Approved by	Director
Responsible person	Eddie Idik	Scheduled review date	1 July 2023
		Page	4 Page



working together to eliminate or minimise health and safety risks so far as is reasonably practicable. This includes both day to day operations and emergency planning.



1. PHYSICAL DISTANCING

REQUIREMENTS	WHAT WE DO	WHO IS RESPONSIBLE
<ul style="list-style-type: none"> Density quotients and Physical Distancing of 1.5m. 	<ul style="list-style-type: none"> Staff are made aware of physical distancing requirements through group communication platforms on a regular basis. Cleaning Staff are usually rostered after hours when minimal workers are at the workplace. Training Courses are limited to to 10 students to ensure safe distancing Client sites have own physical distancing requirements our staff need to abide by. 	Safety Coordinator Director Operations Coordinator



2. FACE MASKS

REQUIREMENTS	WHAT WE DO	WHO IS RESPONSIBLE
<ul style="list-style-type: none"> Face Masks to be worn according to state health orders. 	<ul style="list-style-type: none"> All Staff are encouraged to wear face masks when on shift. If in a populated work space, and required by the specific state health orders, this is then mandatory. Students to wear face masks if physical distancing cannot be achieved. Staff are advised to wash reusable face masks regularly. 	Safety Coordinator Director Operations Coordinator

Policy number	VP009	Version	1
Created by	Director	Approved by	Director
Responsible person	Eddie Idik	Scheduled review date	1 July 2023
		Page	5 Page



3. HYGIENE

REQUIREMENTS	WHAT WE DO	WHO IS RESPONSIBLE
<ul style="list-style-type: none"> Use Hand Hygiene before, during and after shift. Ensure disinfection of high touch points including door knobs, all hard surfaces and bathroom fittings. 	<ul style="list-style-type: none"> All Staff to ensure use of soap and water when washing hands using WHO standards for Hand Hygiene. Use of hand sanitiser Use of disposable gloves when on cleaning shift. Students to wear gloves when attending courses and handling training aids. Signage and communication to staff through our safety management system including Toolbox Talks about COVID 19 and Hygiene. 	Safety Coordinator Director Operations Coordinator



4. RECORD KEEPING

REQUIREMENTS	WHAT WE DO	WHO IS RESPONSIBLE
<ul style="list-style-type: none"> Must use QR Code check in Worker COVID 19 surveillance testing Reporting of a positive COVID Case 	<ul style="list-style-type: none"> All Staff is required to check into the client site as per state health requirements (usually through QR Code or manual entry) If there is a state health order to ensure staff are surveillance tested on a regular basis, this is then monitored through our management team. If a staff member is COVID positive at a client site, immediate notification is made to client, state health authority, close contacts are identified, worker is required to isolated and get medical attention. Incident is documented into our safety management system. Emergency Site disinfection is activated. 	Safety Coordinator Director Operations Coordinator Client Management State Health Department

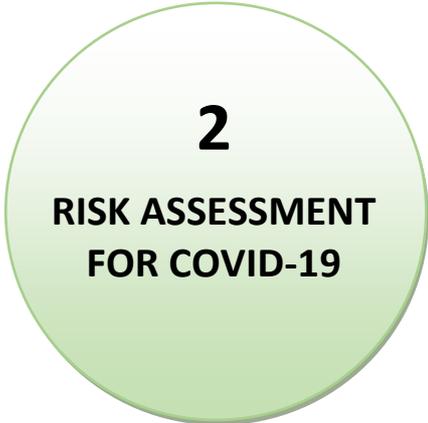
Policy number	VP009	Version	1
Created by	Director	Approved by	Director
Responsible person	Eddie Idik	Scheduled review date	1 July 2023
		Page	6 Page



2. RISK /HAZARD ASSESSMENT FOR COVID-19

Vital Pulse treat the risk of COVID-19 in the same manner as any other workplace hazard and apply a risk management approach.

This involves conducting a detailed risk assessment in accordance with standard risk management processes



The risk assessment involves four steps – identifying hazards, assessing risks (including the likelihood of them eventuating), controlling the risks and reviewing the controls regularly. These steps remain the same whether the business is conducting a risk assessment in relation to work health and safety generally, or specifically in relation to COVID-19

The main way COVID-19 spreads from person to person is through contact with respiratory droplets produced when an infected person coughs or sneezes. The droplets may fall directly onto the person’s eyes, nose or mouth if they are in close contact with the infected person. Airborne transmission of COVID-19 can also occur, with the greatest risk in indoor, crowded and inadequately ventilated spaces. A person may also be infected if they touch a surface contaminated with the COVID-19 virus and then touch their mouth, nose or eyes before washing their hands. Research shows that the COVID-19 virus can survive on some surfaces for prolonged periods of time.

A risk assessment in relation to COVID-19 involves giving consideration to all the ways a person can come into contact with respiratory droplets and implementing control measures to minimise the likelihood that they will.

With this in mind, this COVID-19 risk assessment, will include:

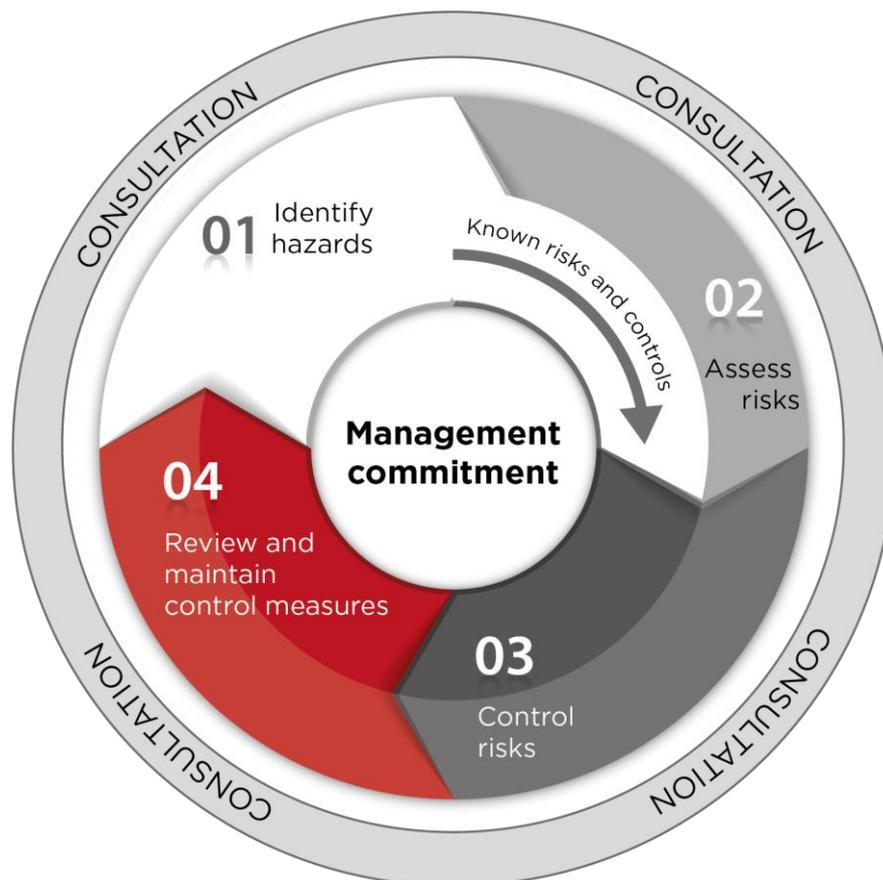
- identifying all of the activities or situations where people in the workplace may contract COVID-19 from each other or from a surface
- assessing the level of risk that people in these activities or situations may contract and spread COVID-19 in the workplace. The level of risk associated with exposure to COVID-19 may not be the same for all businesses and will depend on a range of factors, including the geographic location, business size, workforce demographics and characteristics as well as:

Policy number	VP009	Version	1
Created by	Director	Approved by	Director
Responsible person	Eddie Idik	Scheduled review date	1 July 2023
		Page	7 Page



- the nature of the workplace, such as whether it is a factory, an office, a construction site
- the work tasks and activities undertaken at the workplace, for example is there significant interaction with customers, do any work tasks require our workers to be in close proximity of others to be carried out safely
- the working arrangements of the workers, for example is there shift work involved, do workers share facilities and break times.
- determine what control measures are reasonably practicable to eliminate or minimise the risk of exposure to COVID-19.

Risk Management Process



Source: SafeWork Australia

Policy number	VP009	Version	1
Created by	Director	Approved by	Director
Responsible person	Eddie Idik	Scheduled review date	1 July 2023
		Page	8 Page



FROM LOCAL BEGINNINGS TO A NATIONAL REACH

THIS PAGE HAS BEEN

LEFT BLANK

COVID-19 RISK REGISTER

Business Name: Vital Pulse

Date: 1 August 2021

Conducted by: Director and Safety Coordinator

Risk / Hazard	What is the harm that the risk/ hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
COVID-19 from customers who are infected	Staff or other customers catching COVID-19 (could result in serious illness or death).	Low, there have been minimal cases locally.	Moderate, while there are only a few local cases the consequences may be severe.	Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority. Frequently touched surfaces including counters, handrails, doors, phones, keyboards and bathrooms are regularly cleaned. Physical distancing –workers and customers at least	Regular awareness campaigns to avoid staff getting complacent including regular communication through messaging and meetings.	Safety Coordinator and Director	01/09/2021	25/08/2021	Review of controls and effectiveness every 3 months

Policy number	VP009	Version	1
Created by	Director	Approved by	Director
Responsible person	Eddie Idik	Scheduled review date	1 July 2023
		Page	10 Page



Risk / Hazard	What is the harm that the risk/ hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
				<p>1.5m apart from each other.</p> <p>Payments are only accepted via EFT.</p> <p>Alcohol based hand sanitiser is provided at all work stations and on entry to all our clients sites</p> <p>Posters on hand washing are prominent in clients sites and hand washing facilities are available in the bathrooms.</p> <p>Cleaning team are to ensure gloves are worn at all times during their shift and avoid touch their body</p>					

Policy number	VP009	Version	1
Created by	Director	Approved by	Director
Responsible person	Eddie Idik	Scheduled review date	1 July 2023
		Page	11 Page



Risk / Hazard	What is the harm that the risk/ hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
				<p>whilst cleaning.</p> <p>Cleaning to be conducted afterhours when there are minimal workers onsite.</p> <p>In Training Courses, No more than 10 students are allowed into the class at a time to allow for physical distancing</p> <p>Students to ensure they are distanced and wearing gloves when using training aids.</p> <p>Regular use of sanitiser is encouraged throughout the course.</p> <p>If not feeling well,</p>					

Policy number	VP009	Version	1
Created by	Director	Approved by	Director
Responsible person	Eddie Idik	Scheduled review date	1 July 2023
		Page	12 Page



Risk / Hazard	What is the harm that the risk/ hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
				not to attend.					
COVID-19 from staff who are infected	Other staff or customers catching COVID-19 (could result in serious illness or death).	Low, there have been few cases locally.	Moderate, while there are only a few local cases the consequences may be severe.	<p>Cleaning and disinfecting are done in accordance with guidance from Safe Work Australia and Health authorities</p> <p>Frequently touched surfaces including counters, handrails, doors, phones, keyboards and bathrooms have all been identified for regular cleaning.</p> <p>Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren't feeling well through toolbox</p>	<p>Employee support (mental health) through open channels to management at anytime.</p> <p>Contact relevant State Health Dept and notify actions taken, contact details and close contacts.</p> <p>Document in safety management system (Safety Champion)</p>	Safety Coordinator and Director	01/09/2021	25/08/2021	<p>Review of controls and effectiveness every 3 months</p> <p>Consult with staff for additional feedback.</p>

Policy number	VP009	Version	1
Created by	Director	Approved by	Director
Responsible person	Eddie Idik	Scheduled review date	1 July 2023
		Page	13 Page



Risk / Hazard	What is the harm that the risk/ hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
				<p>talks on COVID-19.</p> <p>If a staff member becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention. Immediate cleaning of the worksite to be disinfected using BIOPROTECT or COUNTEEFLU to be arranged for an advanced clean.</p> <p>Cleaning to be conducted afterhours when there are minimal workers onsite.</p> <p>Soap and water for hand washing and paper towel or air</p>					

Policy number	VP009	Version	1
Created by	Director	Approved by	Director
Responsible person	Eddie Idik	Scheduled review date	1 July 2023
		Page	14 Page



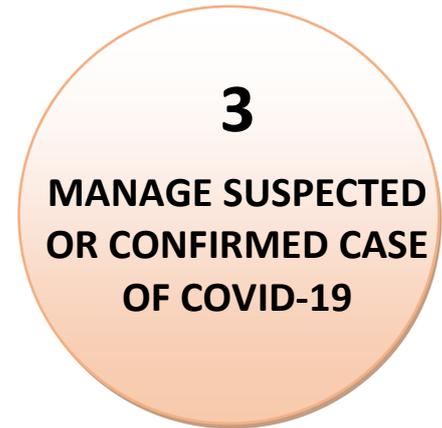
Risk / Hazard	What is the harm that the risk/ hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
				<p>dryer for hand drying is available in bathrooms, break rooms, with instructional signs on hand washing.</p> <p>Alcohol based hand sanitiser is also available in all client sites are displayed on appropriate use.</p> <p>Where staff meetings are required, they are held over the phone, zoom and information sent by email where possible.</p> <p>Face Masks strictly to be worn at all times.</p>					

Policy number	VP009	Version	1
Created by	Director	Approved by	Director
Responsible person	Eddie Idik	Scheduled review date	1 July 2023
		Page	15 Page



Risk / Hazard	What is the harm that the risk/ hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
Persistent use of hand sanitiser	Dermatitis	Moderate, many staff will not have used hand sanitiser regularly before	Moderate, effected individuals may have a significant reaction	Staff are encouraged to wash hands with soap and water for 20 secs where possible as an alternative to hand sanitiser	Ask staff if they have a history of dermatitis or allergy to alcohol	Safety Coordinator	31/10/2021		Review if report of staff member experiencing these symptoms
Persistent use of latex gloves	New or aggravated latex sensitivity	Low, most gloves will not be latex-based	Moderate, effected individuals may have a significant reaction	Staff are provided with non-latex gloves	Ensure latex free gloves are purchased.	Director	01/09/2021	05/09/2021	Review if report of staff member experiencing these symptoms

Policy number	VP009	Version	1
Created by	Director	Approved by	Director
Responsible person	Eddie Idik	Scheduled review date	1 July 2023
		Page	16 Page



3. MANAGE SUSPECTED OR CONFIRMED CASE OF COVID-19

Vital Pulse will take very seriously any suspected or confirmed case of COVID 19 infection to a staff member by ensuring the following.

SUSPECTED OR CONFIRMED CASE OF COVID-19	WHAT WE WILL DO	WHO IS RESPONSIBLE
	<ul style="list-style-type: none"> • Ensure our staff member does not attend any of our clients' sites or workplace. • Ensure staff member is isolating and getting medical treatment (until a test confirm they are negative or as directed by the local health unit). • We will contact the local health unit and follow advice if this has not already been done. (if a positive case is confirmed) • Follow directions of the local health unit. (if a positive case is confirmed) • Immediately advise our client of the suspected or confirmed case to ensure any workers do not attend site. • ensure the team member does not return to the workplace until they meet the criteria for release from isolation, and as instructed by the local public health unit. (if a positive case is confirmed) • assist the local public health unit in its contact tracing requirements. • Emergency Site disinfection is activated. • Staff member to provide a medical clearance after the isolation period issued by their local state health authority. 	<p>Safety Coordinator Director Operations Coordinator Client Management State Health Department</p>



4. MONITOR & REVIEW PLAN

Vital Pulse understands that the local health order is continually changing with regards to COVID 19 management and best practices.

We intend to monitor the effectiveness of this plan in line with the state health orders and review and adjust our plan where required on a regular basis to ensure our plan and the safety of our staff, clients and community are not put at risk.

RESOURCES

State/territory Public health unit contact	State/territory Public health unit contact
Australian Capital Territory	02 5124 9213 (business hours) 02 9962 4155 (after hours)
New South Wales	1300 066 055
Northern Territory	08 8922 8044 or 1800 008 002
Queensland	Queensland Find your nearest unit
South Australia	1300 232 272
Tasmania	1800 671 738
Victoria	1300 651 160

Federal Department of Health

[CDNA national guidelines for public health units](#)

[Coronavirus \(COVID-19\) environmental cleaning and disinfection principles for health and residential care facilities](#)

[Coronavirus \(COVID-19\) guidance on use of personal protective equipment \(PPE\) in non-inpatient health care settings, during the COVID-19 outbreak](#)

Safe Work Australia

[COVID-19 Information for workplaces](#)

Policy number	VP009	Version	1
Created by	Director	Approved by	Director
Responsible person	Eddie Idik	Scheduled review date	1 July 2023
		Page	18 Page



**Vital
Pulse**

www.vpulse.com.au