

# COVID-19 SAFETY PLAN INDUCTION

The Department of Primary Industries, Parks, Water and Environment (DPIPWE) COVID -19 Safety Plan induction is intended for contractors, visitors and others. It outlines the steps to provide a safe and healthy environment in our offices and facilities around the State as a result of the COVID-19 pandemic.

The full DPIPWE COVID-19 Safety Plan is available from your representative

**Please be aware of the following requirements**

**ANYONE WHO IS UNWELL SHOULD  
NOT ENTER THE WORKPLACE**

**CONTRACTORS:** All contractors undertaking work for DPIPWE must have a COVID-19 Safety Plan in place for their business. The plan must be available for review by the DPIPWE representative.

**HYGIENE IN THE WORKPLACE:** Personal hygiene is an essential tool for stopping the spread of COVID-19 in the workplace.

The following control measures must be followed:

- do not use handshaking as a greeting
- ensure the highest levels of hygiene are maintained
- follow instructions and signs that are displayed
- dispose of all tissues, wipes and other rubbish in the bins provided

Wash your hands with soap and water regularly including:

- every time you enter a facility; and
- after going to the toilet; and
- before eating; and
- before touching your face, especially your mouth, lips, nose, eyes
- after handling money, especially if you are eating or handling food

**CLEANING:** Routine cleaning of frequently touched surfaces using appropriate detergent/ disinfectant solutions or wipes is effective at minimising the risk of COVID-19 transmission.

- DPIPWE has increased its cleaning regime for all common areas and frequently touched areas. Please advise your DPIPWE representative if cleaning of an area is required after completion of any works.

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**PHYSICAL DISTANCING:** You are to try and ensure that you maintain 1.5 metres between yourself and other staff and people in the workplace wherever possible.

- Social distancing posters and signage will be displayed prominently in all DPIPWE facilities and workspaces. You must follow all instructions while on site.
- Meetings in person can only be held when social distancing can be maintained. Keep meeting times to a minimum.

**PPE:** You must follow any reasonable request in relation to the wearing of PPE while on-site you will be instructed in the correct use as required.

**AGENCY VEHICLE USE:** Driving with passengers

- You should consider whether the travel is necessary and whether the number of passengers can be limited.
- If you are unwell, you should stay at home and should not attend your workplace.

For more information regarding cleaning procedures and the use of Departmental fleet vehicles, please refer to the 'Sharing Vehicles Safely During the COVID-19 Pandemic' [Fact Sheet](#)

**FIELD WORK:** Field work may be conducted in circumstances that meet DPIPWE criteria. DPIPWE will discuss all field work prior to commencement.

- Risk assessments should be reviewed to ensure they address COVID-19 hazards and risks.

**VISITING PROPERTIES:** Visiting private properties and premises may be undertaken in line with the DPIPWE COVID-19 Safe Plan. Your DPIPWE representative will discuss how this is undertaken in detail.

**BOATS AND HELICOPTER TRAVEL:** If you are required to travel on a boat or helicopter, you must follow the instructions of the vessel master or pilot. Refusal to board may result for non-compliance.

**REPORTING:** While on site, you must report all hazards, near miss, and incidents that occur to your DPIPWE representative. You must also report any non-compliance issues that may relate to COVID-19.

**GENERAL:** To ensure compliance with the Tasmanian Work Health and Safety Act 2012 and associated Regulations and approved Codes of Practice, you may be given other reasonable instructions in relation to health and safety- you must comply with any reasonable instruction given.

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*I have read and understand the requirements as outlined in this document. I will follow all reasonable instructions in relation to my health and safety in managing the risks of COVID-19 at the workplace.*

Date		Phone number	
Company		Email	
Name		Signature	