



COVID-19 SAFE WORK PLAN: OFFICE AREAS

Use this checklist to plan the recommencement or continuation of work in an office area in accordance with COVID safe requirements.

FACULTY/UNIT:	
OFFICE LOCATION:	AREA SUPERVISOR(S):
PREPARED BY:	DATE:
WHS ENDORSEMENT:	DATE:

INSTRUCTIONS

- Work through the sections of the checklist and mark as completed or action required if more is to be done for the requirement stated. WHS Advisors are available to assist with planning requirements by calling 4221 3931.
- If action is required complete the action plan at the end of this checklist. Facilities Management is able to assist with room capacity numbers, relocating furniture, protective screens – call 4221 3217.
- Any specific risks and requirements can be outlined in the action plan section.
- Once checklist is finalised and any actions are completed send to WHS Unit for endorsement at whs-admin@uow.edu.au. The document will be returned as endorsed or further action required.
- Once endorsed by WHSU the Plan will be sent to the Manager of Unit/Head of School and local RTC Champion as well as rtc-wg@uow.edu.au for record keeping purposes.

PHYSICAL DISTANCING

Completed	Action Required	NA	REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The adjusted maximum occupancy of office and associated rooms (e.g. meeting rooms, photocopier rooms, kitchens) allows for 1.5m physical distancing between occupants.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage indicating reduced occupancy and physical distancing reminders have been installed at the entrance(s) to the office and associated rooms. Refer to the University's COVID19 resources page .
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance of occupants has been rostered/scheduled to ensure that the office does not exceed its maximum occupancy at any time.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only one person will be using shared equipment at a time (e.g. photocopier).

HYGIENE

Completed	Action Required	NA	REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand sanitiser and/or hand washing facilities are available within the office.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Occupants are encouraged to wash/disinfect hands regularly during the day including on arrival and departure. Also look at staggered start and finish times to assist with public transport.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Procedures have been developed for decontamination of shared equipment between use (e.g. photocopier touch screens) and are clearly displayed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disinfectant wipes are available for use on high touch and/or shared surfaces

Completed	Action Required	NA	REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bins are provided for disposal of used disinfectant wipes and tissues
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Opportunities to optimise air flow have been considered in naturally ventilated facilities (e.g. opening windows or doors). <i>Not applicable to mechanically ventilated or air-conditioned spaces.</i>

SHARED WORKSTATIONS

Completed	Action Required	NA	REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shared workstations are cleaned by users between use (e.g. wipe down with disinfectant wipes).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning procedures are displayed on shared workstations reminding users to clean before use.

SIGNAGE

Completed	Action Required	NA	REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Physical distancing posters and/or electronic signage are displayed in prominent locations e.g. Australian Government Keeping your distance poster. Other UOW Posters available here .
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hygiene posters are displayed in prominent locations. Australian Government Simple steps to help stop the spread . World Health Organisation – How to hand wash and how to hand rub (hand sanitiser).

EMERGENCY PREPAREDNESS

Completed	Action Required	NA	REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Occupants are prepared to evacuate or respond to other emergency events independently – UOW Emergency Management Procedures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Occupants have been made aware of changes to emergency evacuation protocols e.g. disperse rather than assemble.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trained staff are on hand to provide first aid or alternatively UOW Security can be called on ext 4900 to provide first aid.

CONSULTATION

Completed	Action Required	NA	REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff and/or Safe@Work Committee/Representative have been involved in the review of the work arrangements and their feedback has been considered in the development of the plan to control the risk.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Occupants have been encouraged to report any concerns about implementation of these protocols.

VERIFICATION

Completed	Action Required	NA	REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The area supervisor or their delegate will monitor implementation to ensure that these procedures are appropriate and are being followed.

COVID19 SAFE WORK PLAN – ACTIONS REQUIRED

SECTION	ACTION REQUIRED	BY WHOM	DATE COMPLETED
<i>Example: Physical distancing</i>	<i>Example: place stand here decals next to fume cupboard so that students queuing can be 1.5m apart.</i>	<i>Example: Jo Bloggs</i>	<i>Example: 15 June 2020</i>