



COVID Safety Plan

Please use the following form to document your plan for how your staff and patrons will be kept safe during the COVID-19 pandemic.

Premises name: **Karrinyup Community Mens' Shed**
has a maximum capacity of Number: **30** patrons and agrees to the following Phase 3 safety requirements:



A strict limit of a minimum of 2sqm per person



Maintain records of patrons for the purposes of contact tracing where appropriate



Comply with patron limit



Carefully manage shared spaces to ensure physical distancing

- 1 Refer to the COVID Safety Guidelines for information on the expectations for COVID Safety Plans and to assist you in completing this plan. These are available at wa.gov.au
- 2 Discuss and share relevant details of your plan with staff, contractors and suppliers so everyone is aware of what to do and what to expect.
- 3 The COVID-19 pandemic is an evolving situation - review your plan regularly and make changes as required.
- 4 Print and display the **COVID Safety Plan Certificate** available at the end of this form.

**We're all
in this
together.**

Premises details

| | | | |
|-------------------|--------------------------------|------------------|----------------|
| Premises name: | Karrinyup Community Men's Shed | Prepared by: | Jeff Crookes |
| Type of premises: | Men's Shed | Position title: | Vice President |
| Street address: | 6 Jedda Road, Balcatta | Completion date: | 5 June 2020 |
| Contact no: | 0419 903 583 | Revision date: | |
| Email: | jeffcrookes@inet.net.au | | |

* For the sections below, please complete the form and attach additional pages or information as required.

1. Physical distancing

What will be done to implement physical distancing guidelines?

Consider: physical distancing for staff and patrons; occupancy limits based on 2sqm requirements; management of waiting areas etc.

- Occupancy of main workshop is to be limited to a maximum of 12 members plus supervisor at any time.
- Combined occupancy of the computer room and gardens is limited to 3 persons.
- Support workers are to remain in the computer room where possible.
- No non-essential visitors or deliveries.
- Members to maintain 1.5 metre separation at all times including during breaks.
- There is to be no physical contact such as handshaking and no congregating at machines or benches.
- Member attendance will be rostered in order to manage numbers.
- Members are to observe any area markings and signage.
- The shed is to be fully ventilated – doors and windows open and dust extractor turned on.
- Shed supervisor is to manage approved numbers and to induct/instruct members and visitors on this Plan.
- Any member or visitor failing to comply as directed may be asked to leave the shed.

2. Hygiene

How will you ensure required hygiene standards are maintained?

Consider: hygiene protocols and practices; supply of cleaning and sanitiser products etc.

- The shed supervisor will monitor hygiene throughout the day.
- Hand sanitiser will be provided and is to be used by all members on entering the shed.
- Members are to wash hands and use hand sanitiser before operating equipment, before eating and after using the toilet.
- Disinfectant wipes are provided for wiping tools and machinery before every use.
- Members are to wear clean/ appropriate personal protective equipment.
- Frequently touched surfaces shall be cleaned with disinfect using a bleach-based solution or an alcohol-based solution with at least 70% alcohol.
- Kitchen and tea table surfaces are to be regularly cleaned
- Cups and dishes are to be washed immediately after use using hot water and detergent and stored in cupboard.
- Bathroom is to be cleaned regularly and supplied with hand sanitiser.

3. Training and education

- **How will you ensure all your workers know how to keep themselves and others safe from exposure to COVID-19?**

Consider: staff training; records of training; additional education; signage; guidance material etc.

- The shed has appointed Mr Jeff Crookes to the role of Health and Wellbeing Officer who has provided their phone and email address to MSWA to receive updates related to COVID 19 and other health information.
- MSWA advice will be posted in the shed and updated according to their advice.
- Handwash/sanitiser and disinfectants etc will be clearly displayed for maximum visibility.
- All shed members will be provided with access to a copy of this plan and inducted into the requirements.
- WA Govt Covid19 management guidelines will be posted or shared with members where relevant.

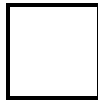
4. Compliance

- **I am aware that in addition to the legal obligations arising from the Emergency Management Act 2005 and the Directions made under that Act, I must continue to comply with relevant existing legislation and regulations, including WorkSafe legislation.**

Yes



No



Comments:

- All members attending the shed shall record their names in the attendance book for tracing purposes.
- All members are required to agree and sign to the COVID Safety Plan.
- If a member fails to agree with and sign the COVID Safety Plan the shed supervisor shall prevent that member from further attendance pending further consideration by the committee.
- The City of Stirling has been provided with a copy of this Plan and advised of our intentions to re-open.

5. Response planning

- **How will you respond to an exposure or suspected exposure to COVID-19 within your premises?**

Consider: records of patrons; cleaning procedures; referrals to relevant authorities; regular review of procedures etc.

- Notify Men's Sheds of WA and the WA COVID Helpline immediately.
- Record attendance of members and others for contact tracing.
- Cleaning procedures to be carried out in accordance with Dept of Health guidelines.
- Review these procedures regularly to ensure they are up to date and being performed.
- Any member who feels unwell or has any symptoms, must report it to a supervisor immediately. They will be advised to go home/stay home while seeking medical advice.
- All shed members are to be informed if a member has reported with symptoms.
- If it is confirmed that a case has occurred in the shed through contact tracing the shed will be closed for a period and thoroughly cleaned.
- All governmental guidelines/instruction will be followed including referrals to relevant authorities.



Premises name

Karrinyup Community Men's Shed

COVID Safety Plan Certificate

Welcome.

30

We can accommodate **30** patrons and agree to maintain the WA Government's safety measures



2sqm per person



Staff education



Frequent cleaning and disinfection



Contact tracing

We're doing our part to help keep you safe.
Please respect the rules and our staff.

We're all in this *together.*

Prepared by:

Jeff Crookes

Date:

5 June 2020