

Bendigo Baptist Church COVID-19 Safe Plan

Bendigo Baptist Church	Event	Date & time	Location
	Workplace activities	Ongoing (Sunday to Saturday)	757 Mclvor Highway Junortoun 3551 10a Parsonage Grove Eaglehawk 3556 15 Brazier Street Eaglehawk 3556

To work out the Inherent and Residual Risk refer to risk matrix on the last page

EVENT INFORMATION

Communicating Hazard Controls to paid & unpaid workers	<ul style="list-style-type: none"> ○ COVID-19 Safe Plan to be emailed to all paid and unpaid workers ○ To be discussed at staff meetings and reviewed regularly ○ To be on display at the main office door
--	---

HAZARD IDENTIFICATION AND MINIMISATION

Category	Required Hazard Control		Responsible Person
Hygiene	1. Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff and visitors.	All major entrances – 2 x foyer, staff entrance, auditorium.	Admin staff – all staff to comply.
	2. Where possible: enhance airflow by opening windows and adjusting air conditioning.		Staff
	3. All staff to wear a face covering and/or required PPE, unless a lawful exception applies. Staff to supply own face coverings.		Staff
	4. Staff to be directly weekly to appropriate Government websites for the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19). https://www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources https://www.dhhs.vic.gov.au/how-stay-safe-and-well-covid-19		Staff
	5. Replace high-touch communal items with alternatives.	Staff to use washable crockery & cutlery & wash after use.	Staff
Cleaning	6. Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	Kits & instructions supplied	Staff
	7. Ensure adequate supplies of cleaning products, including detergent and disinfectant.		Admin staff
	8. Ensure that all staff that can and/or must work from home, do work from home.		Admin staff & Church Council

Physical distancing & limiting workplace attendance	9. Establish a system that ensures staff members are not working across multiple settings/work sites.		Staff
	10. Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.	Use checklist regularly to confirm wellness of staff.	Admin staff & staff
	11. Configure communal work areas and publicly accessible spaces so that: 1) there is no more than one worker per 4 square metres of enclosed workspace; 2) workers are spaced at least 1.5m apart; 3) there is no more than one member of the public per 4 square metres of publicly available space.	Signage on doors outlining room numbers. Tape on floors. Room adjustments for 1.5m spacing.	Staff
	12. Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create congregation of staff.		Admin staff
	13. Modify the alignment of workstations so that workers do not face one another.		Admin staff
	14. Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).		Admin staff
	15. Review delivery protocols to limit contact between delivery drivers and staff.		Admin staff
	16. Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the 'four square metre' rule.		Admin staff
Record Keeping	17. Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	Event attendee lists to be stored in COVID folder on SVR757 and kept 28 days before destroying.	Admin staff
	18. Provide guidance to staff on the effective use of the workplace OHS reporting system.		Admin staff
Response plan for if case of COVID-19 is suspected or confirmed	19. Business continuity plan to consider the impacts of an outbreak and potential closure of the church building due to COVID-19		Administrator
	20. Staff to prepare lists of close contacts and visiting records to support contact tracing.		Staff
	21. Council to assess whether the Junortoun campus building or part of thereof must be closed. Admin staff to undertake contraction of cleaners for cleaning and disinfection at Junortoun.		Church Council & Admin staff
	22. Plan to manage a suspected or confirmed case in a worker during working hours to be implemented if necessary.		Admin staff
	23. Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.		Admin staff & Church Council