

COVID Safe plan

Guidance on how to prepare your COVID Safe plan is available [here](#).

Our COVID Safe Plan

Business name: Werribee Racing Club Inc | Werribee Functions & Events Centre
Site location: 2-10 Bulban Road, Werribee, VIC 3030
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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
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.	<i>Hand sanitiser/wipes/sprays/soaps/towels have been placed at locations where staff are working along with application signage on how to effectively use each item.</i> <i>Additional required sanitising items are stored in each location and will be refilled as required. Extra refills/spares are in the central cleaning cupboard located on the first floor of the Functions & Events Centre.</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<i>Doors/windows & air conditioning are open/on where possible & are easily accessible where staff and guests are located.</i> <i>Automatic doors/air conditioners can be opened/turned on & unlocked by staff either being locked open, on auto open or closed as per the requirement which limits constant touching.</i>
In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.	<i>Staff have been advised, to always have their PPE accessible/on their persons at all times.</i> <i>Face Masks, Aprons & Gloves have also been provided to each staff member as additional PPE and spare PPE gear is located in any of the venue spaces that are in use.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<p>Staff are given individual training by the OH&S representative when on site, on the correct application & disposal of PPE equipment, there is also detailed signage on each of these processes. We maintain a register of COVID Safety Training. Staff have also participated in the HLTSS00066 Infection Control Training (Food Handling).</p> <ol style="list-style-type: none"> 1. Staff should ensure their face covering is adequate and or in accordance with the minimum requirements outlined by the State Government. The mask should be fitted, not loose & provide a full coverage of the nose & mouth areas. 2. Staff should ensure if gloves are worn, they are fitted (sized correctly) & cover the hands up to the wrist with no holes. 3. Staff are aware to dispose of PPE equipment in the outside yellow bins once done using them & ensure they have collected or have replacements available.
<p>Replace high-touch communal items with alternatives.</p>	<p>Automatic soap dispensers have been placed in and around bathrooms, kitchens, bars and other high touch/traffic areas to aid in the reduction of staff/public encountering high-touch areas & items.</p> <p>Signage has been placed in each of these areas for the safe practice and use of these items</p> <p>Staff are aware, where possible to use gloves or other coverings to open & close doors or other like items.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p>Cleaning is performed at a minimum twice a day (when venues are in use) of all communal areas for example, bathrooms, break rooms etc. A thorough clean & disinfection of these areas is done each time.</p> <p>Where there is multiple turn over of bookings/guests/public, these areas are cleaned after each session prior to the next booking can occur. An event/cleaning record is maintained at each of these to ensure compliance.</p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p>The entire facility is equipped with ample cleaning supplies. There is a main cleaning supply cupboard for replenishments.</p> <p>Each location has its own supply of commercial grade cleaning supplies - detergents, disinfectants, scrubbers, cloths, rubbish bags etc to ensure these are available when required.</p> <p>Staff are aware there should be NO cross over of any of these products from any other locations & these are restocked by one single person.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<p><i>Where possible, staff are able to work from home.</i></p> <p><i>Where not possible, staff have been segregated to ensure they meet the State Government requirements around proximity to each other.</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>Staff members have been limited in access by their individual locations;</i></p> <p><i>Track staff work on the racetrack that is vast in its area</i></p> <p><i>Maintenance & Grounds staff work in separate building locations</i></p> <p><i>Racing support staff located in the offices are over 10m apart from each other</i></p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<ol style="list-style-type: none"> <i>1. Employees must notify their manager if they suspect they may be unwell. Employees are not permitted to work or come on site if they feel unwell.</i> <i>2. Temperature checking on arrival for all staff</i> <i>3. Contact tracking is to take place immediately once an employee notifies, they are unwell.</i> <i>4. Employees must take any & all necessary steps to aid in their recovery which is but not limited to, partaking in a COVID-19 test, self-isolation for the required time, return a negative test result, limiting their movements & contact with other people and members of the public.</i>
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<p><i>Staff have been allocated separate communal break times and areas in which they can have breaks/lunch and is inclusive of the 1.5m social distancing rules.</i></p> <p><i>Supervisors/Managers are aware that staff breaks must be scheduled individually & not together or with others.</i></p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p><i>1.5m Floor Decals have been placed in all venue locations – Bars, Bathrooms, Kiosk as well as Entry & Exit points and any other areas which have high traffic flows. These markings have been placed at 2m+ intervals to ensure compliance with social distancing rules. Signage has been placed all around these areas to outline these regulations.</i></p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p><i>There is currently only one staff member per office space.</i></p>
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<p><i>1.5m Floor Decals have been added to floor areas where space is limited, which outlines the minimum contact distance for all who access the site to acknowledge.</i></p> <p><i>Signage has been placed at access points to these area to outline these regulations & limits on one person at a time.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p><i>Staff have been given training on all State Government social distancing requirements & have been advised this also applies during any break periods. Signage has been placed at access points to these area to outline these regulations.</i></p> <p><i>We have limited staff to breaks at different times and or locations so there is no cross over of these requirements.</i></p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p><i>Our delivery protocols have been limited to one delivery person/supplier inside the administration building at a time. Signage has been placed at access points to these area to outline these regulations.</i></p> <p><i>All delivery drivers & suppliers must sign the workplace attendance register located at reception regardless of how long they are on site. All staff area aware they must inform anyone who is not permitted to be on site, sign the register.</i></p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p><i>Track staff work on the racetrack and rarely come into contact with anyone else.</i></p> <p><i>Racing support staff are located in the offices and are over 10m apart from each other.</i></p> <p><i>All Functions & Events staff will be rostered to ensure they complete different tasks in different areas if possible. Where not possible, they wear the appropriate PPE gear.</i></p>
<p>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.</p>	<p><i>Visible signage has been placed in all buildings and placed at access points to all internal areas to outline the current regulations & restrictions.</i></p>

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<p>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<p><i>A workplace attendance register has been placed at reception for all, (outside of the full time & casual staff), to record their details if they are on site for any reason.</i></p> <p><i>Each venue has been registered for a unique QR Code as advised by the State Government. These have been placed at each entry to the venue/s along with an attendance register sheet.</i></p> <p><i>All staff have been made aware if they see anyone, outside of the permitted staff, they must inform them of the process & ensure they come & record their details.</i></p> <p><i>Any persons on site for any reason not listed will be asked to leave.</i></p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>Staff have been made aware of all the internal OH&S processes. Red folders with OH&S policies & procedures along with incident forms have been provided in each location.</i></p> <p><i>An OH&S tracker records all incidences that occur onsite as part of our OH&S Policy & Insurances purposes.</i></p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p><i>Our contingency plan should an outbreak occur at our site has been formulated in line with the Thoroughbred Racing Industry, Racing Victoria, Country Racing, The Werribee Quarantine Centre & the Werribee Racing Club.</i></p> <p><i>Our governing body Racing Victoria Limited has provided a detailed outline with regards to any impacts and or closures. The business will be governed by these processes in the first instance. In the second instance, the Werribee Racing Club Committee will provide more details as they are required.</i></p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p><i>A workplace attendance register has been established & will be supplied to DHHS if required along with QR Code record keeping for the minimum 28 days.</i></p> <p><i>Each area/location/event will be supplied with an attendance recording sheet. These will be collated & filed for if/when required.</i></p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p><i>Cleaning of communal areas will take place twice a day if a function and or event takes place which is inclusive of racing events, otherwise these will take place once per day by the staff members located in any occupied areas – bathrooms, break/lunch areas etc.</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<ol style="list-style-type: none"> <i>1. Operations will cease IMMEDIATELY. Staff to inform of any & all contact details for all close contacts outside of the business.</i> <i>2. Staff to return HOME or straight to a testing facility & remain in isolation as per the State Government requirements.</i> <i>3. Worksafe will be contact IMMEDIATELY to notify of first a suspected case & again if the case is positive or negative.</i> <i>4. Contact tracking is to take place immediately once an employee notifies, they are unwell.</i> <i>5. Whole site will be CLOSED to all permitted staff excluding the Track Manager & Assistant who both live onsite with their family.</i> <i>6. Employees must take any & all necessary steps to aid in their recovery which is but not limited to, partaking in a COVID-19 test, self-isolation for the required time, return a negative test result, limiting their movements & contact with other people or members of the public.</i>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ol style="list-style-type: none"> <i>1. Operations will cease IMMEDIATELY. Staff to inform of any & all contact details for all close contacts outside of the business.</i> <i>2. Staff to return HOME or straight to a testing facility & remain in isolation as per the State Government requirements.</i> <i>3. Worksafe will be contact IMMEDIATELY to notify of first a suspected case & again if the case is positive or negative.</i> <i>4. Contact tracking is to take place immediately once an employee notifies, they are unwell.</i>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ol style="list-style-type: none"> <i>1. Contact Work Safe 13 23 60</i> <i>2. Contact DHHS COVID-19 Hotline 1800 675 398</i>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<ol style="list-style-type: none"> <i>1. Contact all staff at the conclusion of their self-isolation</i> <i>2. Received copies of all negative test results</i> <i>3. Thorough site clean has been performed</i> <i>4. OH&S processes & policies re-training to take place</i>

I acknowledgement I understand my responsibilities and have implemented this COVID Safe plan in the workplace.



Signed _____

Name Pare Parata-Waru

Date 12/05/2021