INDUSTRY GUIDELINES: METROPOLITAN MELBOURNE
managing COVID-19 under Stage 4 restrictions

All Landscaping Victoria Master Landscapers commit to undertake all Government requirements to minimise the risk of exposure to COVID-19.

1 Have a COVID-Safe Plan in Place

The COVID Safe Plan must include:

- The process in place to keep records of all staff or visitors who attend the work site
- Actions to mitigate the introduction of COVID-19 in the workplace
- How your business has prepared for, and would respond to, a suspected or confirmed case of COVID-19 in your workplace

2 Issue Permitted Worker Permits

Employers can issue a worker permit to their employee if:

- the organisation is on the list of permitted activities
- the employee is working in an approved category for on-site work, and
- the employee cannot work from home.

3 Use Face Masks & PPE

- All workers must wear an appropriate face covering at all times.
- Appropriate Personal Protective equipment including gloves, face masks and eye protection must be made available to all workers

4 Social Distancing measures in place

- Access limited to essential workers only.
- One worker per four square metres of enclosed workspace or in shared areas
- Limit external visitors or third parties to be by exception and at a time when no one else is on site apart from the site supervisor.
- Deliveries to be scheduled appropriately so as not to congest the site.

5 Workers on Single Sites Only

The COVID Safe Plan must include:

- Ensure the permitted number of workers for the site is clearly displayed and enforced
- Schedule sub-trades and work to mimise people on site and have designated work zones away from other workers performing different tasks.
- Scheduling regulatory inspections and checks to implement a one only on site check (site supervisor and inspector)
- Stagger break time for workers to avoid on site gatherings

6 Self Isolation is Enforced

- Any person displaying cold, flu or similar symptoms must stay home until symptoms have passed or a negative test is provided to the site supervisor.
- Enforcing the 14 day self-isolation policy for anyone returning from overseas or interstate .
- Any person who has been in close contact with a confirmed case must stay off site and self isolate.

7 Provide Adequate Hygeine Facilities

- Cleaning products and facilities for all workers on site must be provided.
- Regular handswashing schedules must be implemented
- Cleaning and disinfecting of any common areas must take place daily
- Any shared tools must be cleaned before and after each use

8 Collect Records

- Collect records of all workers, subcontractors, customers and clients attending the work site for 15 minutes or longer (certain exemptions will apply)

Prepared by Landscaping Victoria Master Landscapers (LVML) to help protect members, their staff and the wider community.

For more information visit
www.landscapingvictoria.com.au

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