



Light Up Letters

work health and event safety plan for COVID-19

Business details

Business name: Brown Family Trust T/As Backdrops Fantastic & Events Fantastic	Manager approval: Caroline Hutchison	Worker representative consultation: Brian Goff
Division/group: Light Up Letters		
Effective Date: 30th June 2020		



	Describe what you will do	Who is responsible
<p>Checks and preparation completed to keep business open.</p>	<p>We have nominated a person in our team (Brian Goff) dedicated to undertaking COVID-19 Infection Control Training best practices and infection control. Brian is the nominated COVID-19 workplace safety officer insuring all signage, sanitizers, social distancing, workplace and factory COVID-19 safe practices are adhered by.</p> <p>Specifically the business is adhering to the following procedures:</p> <ul style="list-style-type: none"> • COVID-19 signage at all entrances • Sanitizers at office and factory entrances • Sanitization of all external deliveries • 1.5m social distancing within the office, warehouse and any delivery interactions. • Office - Desks, pc's, monitors, skirting boards, floors and other surfaces cleaned with bleach and sanitized • Warehouse - all shared surfaces sprayed with high grade sanitizer forklift, walkie-stacker • Bathrooms cleaned with bleach and sanitized • Kitchen - all surfaces and fridge wiped down with bleach and sanitized • Vehicles - all shared surfaces within vehicle cab and bay cleaned with sanitizer. <p>In addition to the above we have COVID-19 safety discussions in our daily team meetings to continue the conversation of hygiene and social distancing best practice.</p>	<p>General Manager & COVID-19 Workplace Safety Officer</p>



Describe what you will do	Who is responsible
<p>Complying with social distancing requirements</p>	<p>In the office team members have been physically distanced from each other at a minimum 1.5m radius with a spare desk between team members. Warehouse team members have been advised to maintain a 1.5m radius during any warehouse and loading dock tasks. Team members have also been trained in the basics of keeping viral infections out of the workplace by following the below steps:</p> <ol style="list-style-type: none"> 1. Wash your hands thoroughly and often 2. Cover your coughs and sneezes 3. Observe rules for social distancing 4. Clean and disinfect high-touch surfaces regularly 5. Stay home if you are sick
<p>General Manager & COVID-19 Workplace Safety Officer</p>	

	Describe what you will do	Who is responsible
<p>Deliveries, contractors and visitors attending the workplace.</p>	<p>Freight Carriers</p> <ul style="list-style-type: none"> • Team members and freight carriers are to keep 1.5m social distance. • Freight Carriers are not to enter the business premises - all deliveries to occur at loading dock entrance. • Disposable gloves are to be used by team members collecting freight/product and immediately sanitized at the loading dock entrance prior to entry into the premises. • Disposable gloves to be immediately disposed of in dedicated COVID-19 bin at loading dock entrance. <p>Private Client or Supplier Pickup</p> <ul style="list-style-type: none"> • Team members and client or suppliers are to keep 1.5m social distance. • Private clients or suppliers are not to enter the business premises all pickups are to occur at loading dock entrance with COVID-19 safe handling and distancing adhered to when loading product into vehicles. • Disposable gloves are to be used by team members collecting product and immediately sanitized at the loading dock entrance prior to entry into the premises. • Disposable gloves to be immediately disposed of in dedicated COVID-19 bin at loading dock entrance. <p>Private Clients Delivery and Install</p> <ul style="list-style-type: none"> • Team members are to adhere to the 1.5m physical distancing rule and wear disposable gloves when entering a client property. • Team members are required to ask client if a face mask is required while on their premises - if so they are to adhere and use a face mask for the duration. • Upon departure from client premises gloves and face mask are to be disposed in a dedicated bin liner and disposed of in dedicated COVID-19 bin at loading dock entrance. <p>Venue Delivery and Install</p> <ul style="list-style-type: none"> • Team members are required to adhere by any COVID-19 directive or process put in place by the venue. • Team members are to adhere to the 1.5m physical distancing rule. • Team members are required wear gloves when in physical contact with and stock that will be in contact with venue staff or venue clients. • Team members are to sanitize and stock that will be in contact with venue staff or venue clients. • Upon departure from client premises gloves and any disposable cleaning products are to be disposed in a dedicated bin liner and disposed of in dedicated COVID-19 bin at loading dock entrance. <p>Office/Warehouse Registry</p> <p>An attendance register has been placed at the front entrance to keep track of anyone attending the premises including team members. Records are are to be kept on the register for a 28 day period.</p>	<p>COVID-19 Workplace Safety Officer, Warehouse Manager, Onsite Production Manager and General Manager</p>



	Describe what you will do	Who is responsible
<p>Measures put in place to keep workers safe</p>	<p>To ensure the COVID-19 safe operation of business we have developed and delivered training to the team on processes for sending and receiving stock to and from the warehouse. The process for delivering and installing equipment in homes, restaurants and event spaces. The safe use and best practices with the use of personal protective equipment.</p> <p>Cleaning frequency has been increased for the kitchen to daily and the schedule for cleaning the office, warehouse and bathroom is weekly. Paper towel is to be used in the kitchen and bathrooms and disposed of after each use, hand sanitizer is located on the front entrance, warehouse and both bathroom facilities and team members are reminded often to wash their hands thoroughly and often.</p> <p>All non-essential meetings and gatherings are to be virtual via the Zoom platform or Skype and team members have been advised to be vigilant with whom they have in their direct circle of contact outside of work for the consideration of their colleagues and the health and safety of everyone.</p>	<p>COVID-19 Workplace Safety Officer, General Manager and Team</p>



	Describe what you will do	Who is responsible
<p>Hygiene and cleaning requirements</p>	<p>To comply with hygiene and cleaning requirements we have implemented the following processes:</p> <ul style="list-style-type: none"> • The team are to wear gloves when cleaning. Gloves are discarded after each clean. Reusable gloves are to be washed with detergent and water after use and left to dry. Hands are to be washed with soap and water and sanitized thereafter. • Surfaces are to be thoroughly cleaned using detergent and water remembering to always clean from the cleanest surfaces to the dirtiest surface. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible amount of germs. • If there is a need to use a disinfectant, clean the surface first using detergent then apply a disinfectant or use a combined detergent and disinfectant. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. • If non-disposable cloths are used, ensure they are laundered and dried before reusing. Allow the disinfectant to remain on the surface for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes. • Hand sanitiser is positioned at the entry and exit point of the office as well as in the bathroom stalls and further in the kitchen. Signs are positioned in the bathrooms and kitchen on proper hygiene and hand washing. 	<p>COVID-19 Workplace Safety Officer, Warehouse Manager and General Manager</p>



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<p>Reviewing and monitoring work health and safety compliance.</p>	<p>Weekly team meetings will ensure that all COVID-19 work health and event safety procedures are being adhered to.</p> <p>Any changes to government and state COVID-19 requirements will be reviewed and amended as restrictions increase or decrease.</p>	<p>COVID-19 Workplace Safety Officer & General Manager</p>



Statement of Compliance

Events Fantastic is operating in compliance
with the Public Health Directions

- This is a COVID Safe workplace.
- Contact details are required for tracing purposes upon entry.
- Practice social distancing.
- Wash your hands regularly.
- Follow the rules and keep us all safe.

Signed by:

A handwritten signature in black ink is written over a dotted line.

(Authorised business representative)

Date:

30th June 2020