

**> BE COVID SAFE.
STAY IN BUSINESS.**

Your COVID-19 Safety Plan

Maritime operations

Business details

Business name	Making Waves Foundation
Business location (town, suburb or postcode)	2027
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Effective date	5 August 2020
Date completed	15 October 2020

Wellbeing of staff and customers

Operator: Exclude staff and customers who are unwell from the site.

Vessels: Exclude shore based personnel who are unwell from the vessel.

Temperature checks of all volunteers and participants on arrival.

Operator & Vessel: When inducting staff and visitors on-site, provide information on how to stay COVID Safe.

Skipper to brief volunteers and participants prior to boarding. Covid Safe Plan on

website and provided to groups on booking.

Operator & Vessel: Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.

All volunteers and staff asked to complete Covid-19 Infection Control Training - <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

Operator: Make staff aware of their leave entitlements if they are sick or required to self-isolate.

All staff provided with information on leave entitlements.

If operators observe maritime crew not adhering to operator requirements, operators should request that the maritime crew and their company comply with the restrictions and requirements. If non-compliance continues then operators should notify the relevant authority (such as biosecurity officers at the port) and cease work associated with the vessel where the non-compliance is presenting safety risks to workers.

N/A

Ensure requirements of each party, the ship and the operator have been communicated in good time to each other and are assessed and understood. If there are differences in requirements control measures should be agreed and understood by all parties prior to the shipboard intervention taking place.

N/A

Operator: Display conditions of entry (website, social media, site entry).

Verbally notified and Covid-19 policy requirements included on the website.

Physical distancing

Operator: Develop a Travel Action Plan and provide information to staff and visitors about how to travel to your workplace in a COVID Safe way.

N/A

Operator: Monitor and manage the number of workers in all areas and maintain physical distancing where practicable. Where there are meal rooms ensure physical distancing is observed.

Maximum attendance for all client based activities on our boats is 16.

Maximum attendance in the office is 6.

Operator: Ensure storage points are frequently reviewed to ensure equipment is not crowded, where practical.

N/A

Operator & Vessel: Consider placing markers on the floor/wharf to help with physical distancing.

N/A

Operator & Vessels: Use telephone or video platforms for essential meetings where practical.

Zoom options are available for all meetings.

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

N/A

Operators & Vessels: Request contactless delivery and invoicing, where practical. Where this is not practical minimise contact between workers.

All invoicing is contactless where possible.

Operators: Calculate maximum limits on the number of people within an area, such as offices, meeting rooms, elevators, site sheds, and clearly display the occupancy number at entry points.

Maximum limit on the boat is 16.

Maximum limit in the office is 6.

Operators: Have strategies in place to manage gatherings that may occur immediately outside the premises. This is important as informal gatherings (eg whilst

awaiting entry to a premises) can be an opportunity for spread.

N/A

Use signage to show the capacity limits for site or office elevators.

Signage has been developed.

Operators & Vessels: Ensure ship personnel are disembarking from the vessel only in accordance with the Public Health Order (Maritime Quarantine). If ship personnel need to disembark to perform on-shore duties ensure there is a marked boundary which vessel crew do not cross (eg the edge of the wharf).

N/A

Operators & Vessels: Work onboard should only be conducted if a practical alternative that avoids going on board is not available. e.g. conducting audit, surveys, inspections and training may be able to be undertaken remotely which may eliminate the need to go onboard or reduce the numbers of personnel needing to attend.

N/A

Operators: Consider what work can be done off-site, such as prefabrication work, or administration work from home.

N/A

Hygiene and cleaning

Operators & Vessels: Adopt good hand hygiene practices.

Posters encouraging regular hand washing are displayed in the office. The sink is stocked with liquid soap and paper towels.

Hand sanitiser is available in the office and on the boats. Requirement to sanitise hands before boarding the boat. Everyone encouraged to sanitise hands regularly.

Operators & Vessels: Ensure bathrooms are well stocked with hand soap and paper

towels.

N/A

Operators & Vessels: Ensure rubbish collection is performed regularly to avoid rubbish overflow.

Rubbish collection is conducted on a needs basis.

Operators & Vessels: Have hand sanitiser at key points around the site / vessel, such as entry and exit points and meal areas. Hand sanitiser may not work well if hands are visibly dirty.

Hand sanitiser is available before boarding the boat and on board. It is also available at the office entrance and in the office.

Operators: Trades services should make sure hand washing facilities or hand sanitiser is available in work vehicles for mobile tradespeople.

N/A

Operators: Clean areas frequented by staff or customers at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day with a detergent or disinfectant solution or wipe.

Vessels: Clean areas frequented by staff or customers at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day with a detergent or disinfectant solution or wipe.

Vessel cleaned thoroughly before and after every trip with disinfectant.

Desk areas cleaned after use with disinfectant.

Operators & Vessels: Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturer's instructions.

Labelling and terms of use provided on all disinfectants.

Operators & Vessels: Wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Gloves provided for cleaning and hand washing facilities available.

Operators & Vessels: Where reasonably practical, consider methods to avoid sharing items, such as pens and pencils, tools or workstations.

For client boat trips, motoring only to limit sharing of equipment.

Bag/tub provided to clients for storage of all personal items so they do not make contact with the boat or volunteers.

No sharing of water bottles, drinks or food.

Operators & Vessels: If sharing tools and equipment is unavoidable, clean them with a detergent solution or disinfectant wipes in between use.

Where sharing of equipment is unavoidable, equipment to be wiped with disinfectant between use. For example:

Helm, winch handles, pfd's.

Operators & Vessels: Place signs about physical distancing, hygiene and hand washing practices around the workplace to remind workers.

Signage placed consistently throughout work environments.

Operators & Vessels: Avoid using drug and alcohol testing methods such as wall mounted breathalysers, that risk cross infection through saliva/ respiratory secretions.

N/A

Record keeping

Operators & Vessels: Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.

Record keeping via online registration process and Covid registration.

Operators: Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.

All staff aware of the COVIDSafe app.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

Notification procedures in place.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes