

COVID-19 SAFETY PLAN VOLUNTEER INDUCTION

The Department of Primary Industries, Parks, Water and Environment (DPIPWE) COVID -19 Safety Plan induction is intended for volunteers. It outlines the steps to provide a safe and healthy environment in our worksites around the State as a result of the COVID-19 pandemic.

The DPIPWE COVID-19 Safety Plan is available on the DPIPWE website or from your Departmental representative.

Please be aware of the following requirements

**ANYONE WHO IS UNWELL MUST NOT ATTEND
ANY DPIPWE WORKSITE OR ACTIVITY**

All Volunteers undertaking work for DPIPWE must first read the COVID-19 Safety Plan, relevant site plans, induction and training information prior to participation.

HYGIENE IN THE WORPLACE: Personal hygiene is an essential tool for stopping the spread of COVID-19 in the workplace.

The following control measures must be followed:

- do not use handshaking as a greeting
- ensure the highest levels of hygiene are maintained
- follow instructions and signs that are displayed
- dispose of all tissues, wipes and other rubbish in the bins provided

Wash your hands with soap and water regularly including:

- every time you enter a facility; and
- after going to the toilet; and
- before eating; and
- before touching your face, especially your mouth, lips, nose, eyes
- after handling money, especially if you are eating or handling food

CLEANING: Routine cleaning of frequently touched surfaces using appropriate detergent/ disinfectant solutions or wipes is effective at minimising the risk of COVID-19 transmission.

An alcohol-based hand sanitiser must be used in circumstances where hand washing is not available (70% alcohol content is the ideal).

- DPIPWE has increased its cleaning regime for all common areas and frequently touched areas. Please advise your DPIPWE representative if cleaning of an area is required after completion of any works.
- Volunteers should minimise sharing tools and equipment and ensure equipment is cleaned before and after each use.



COVID-19

SAFETY PLAN

VOLUNTEER INDUCTION

PHYSICAL DISTANCING: Maintain 1.5 metres between you and all other people in the workplace wherever possible.

- Physical distancing posters and signage will be displayed prominently in all DPIPWE facilities and workspaces. You must follow all instructions while on site.
- Activity safety briefings must be undertaken with appropriate physical distancing requirements in place.
- Physical distancing must be adhered to within accommodation facilities and during rest or meal breaks. Food and utensils must not to be shared.
- In order to limit unnecessary public contact, volunteer activities should cease or relocate, where general public use within the same location increases.

VULNERABLE WORKERS: Some individuals are at greater risk of more serious illness or possible death if they contract COVID-19. Volunteers that fall into this category are:

- Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions
- People 65 years and older with one or more chronic medical condition
- People 70 years and older, and
- People with compromised immune systems..

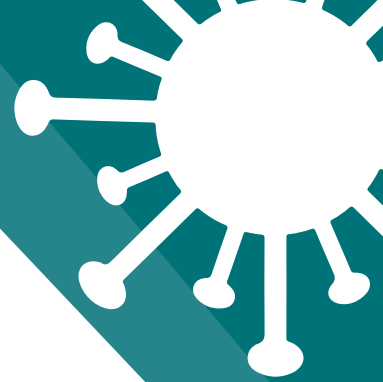
More information in relation to vulnerable workers, chronic conditions and compromised immune systems can be found on the [Department of Health website](#)

After considering your personal circumstances, if you identify as being within one of the above categories, you are encouraged to develop a COVID-19 Action Plan with your medical practitioner. For further information in relation to vulnerable workers and completing a COVID-19 Action Plan, please refer to the volunteering information on the DPIPWE website.

CONTACT TRACING & ATTENDANCE RECORDS: The COVIDSafe app is part of the Governments of Australia's work to slow the spread of COVID-19. While downloading the COVIDSafe app is voluntary, all staff, volunteers and contractors are strongly encouraged to install the app to help ensure effective contact tracing should they contract COVID-19 or come into contact with a confirmed case.

If you become unwell following volunteer participation, you MUST report this to your DPIPWE representative.

Volunteer attendance records are mandatory and MUST be completed for each volunteer activity by either the DPIPWE representative or an authorised Volunteer Team Leader. Attendance records must be submitted within 24 hours of completion of the volunteer activity to: volunteering@dPIPWE.tas.gov.au



COVID-19

SAFETY PLAN

VOLUNTEER INDUCTION

PPE: You must follow any reasonable request in relation to the wearing of PPE while on-site you will be instructed in the correct use as required.

AGENCY VEHICLE USE: Driving with passengers

- You should consider whether the travel is necessary and whether the number of passengers can be limited.

For more information regarding cleaning procedures and the use of Departmental fleet vehicles, please refer to the 'Sharing Vehicles Safely During the COVID-19 Pandemic' [Fact Sheet](#)

FIELD WORK & VISITING PROPERTIES: Volunteers may undertake field work and visit properties, in circumstances where the activity meets the DPIPWE Safe Plan criteria.

- An updated Volunteer Program Plan must be completed by the DPIPWE representative, including an activity based COVID-19 risk assessment that outlines what control measures MUST be undertaken.

BOATS AND AIRCRAFT TRAVEL: If you are required to travel by boat, fixed wing aircraft or helicopter, you must follow the instructions of the vessel master or pilot.

REPORTING: While on site, you must report all hazards, near miss, and incidents to your DPIPWE representative. You must also report any non-compliance issues that may relate to COVID-19.

WELLBEING: Volunteers are welcome to access wellbeing supports through our Employee Assistance Program. Please contact the People and Culture on People.Culture.RelationshipManagement@dPIPWE.tas.gov.au

COVID-19 UPDATES: Volunteers are encouraged to review the Volunteering Information page on the DPIPWE website as current controls are continued to be reviewed. Inquiries can also be sent to volunteering@dPIPWE.tas.gov.au

GENERAL: To ensure compliance with the Tasmanian Work Health and Safety Act 2012 and associated Regulations and approved Codes of Practice, you may be given other reasonable instructions in relation to health and safety- you must comply with any reasonable instruction given.

I have read and understand the requirements as outlined in this document. I will follow all reasonable instructions in relation to my health and safety in managing the risks of COVID-19 at the workplace.

Date		Phone number	
Company		Email	
Name		Signature	