

05 August 2020

Victorian Government Stage Four Restrictions: Directives for Open Industry

On Tuesday, 4 August, The Department of Health and Human Services (DHHS) in conjunction with the Department of Justice and Community Safety (DJCS) released instructions, guidance and documentation for all industries remaining open during Metropolitan Melbourne's Stage Four Lockdown.

COVID-Safe Plan

From 11:59pm on Wednesday, 5 August business restrictions apply. Services and industries that can remain operational on-site will be required to have a COVID Safe Plan.

COVID Safe Plans must be in place to protect workers, customers, and visitors and to prepare for a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

COVID Safe Plans must set out:

- Actions to help prevent the introduction of coronavirus (COVID-19) in the workplace.
- The level of face-covering or personal protective equipment (PPE) required for the workforce.
- How workplaces will prepare for, and respond to, a suspected or confirmed case of coronavirus.
- How workplaces will collect records of all employees, subcontractors, customers and clients attending the work premises for 15 minutes or longer (certain exemptions will apply).
- Plans to mitigate employees working on multiple sites.
- How workplaces will meet all of the requirements set out by the Victorian Government. For details see DHHS requirements [here](#).

Employers are encouraged to use the following COVID Safe Plan template and guidance:

- [COVID Safe Plan guidance \(DOCX 82.95 KB\)](#)
- [COVID Safe Plan template \(DOCX 73.53 KB\)](#)

DHHS has provided the following template for employers to use for the purposes of keeping a register of every person who attends the workplace for a period of more than 15 minutes:

- [COVID workplace attendance register \(DOCX 52.77 KB\)](#)

Workers Permit

From 11:59pm on Wednesday, 5 August, employers that require their staff to attend a work site in the *Melbourne Metropolitan area* must issue a worker permit to their employees – this is the employer's responsibility.

To issue a worker permit, employers will need:

1. Name, ABN, company address and trading name
2. Name and date of birth of the employee
3. Employee's regular hours and place of work
4. To meet all eligibility criteria, including that the business is a permitted activity



5. To have a COVID-19 safe plan in place
6. To authorise a person or people to issue the worker permit.

How to issue a worker permit

Each employee required to be on site must receive an individual worker permit with the required details.

Employers must:

1. Download the [Permitted Worker Scheme Template](#).
 - Employers must use this template for all worker permits issued under this scheme.
2. Sign the worker permit. You can print and sign or sign it electronically.
 - Businesses must get an authorised person to sign the worker permit. This person might be the CEO, a HR manager, an operations manager or anyone else that is suitable.
 - They must be accountable for the details they provide.
 - They may be contacted by Victoria Police or other enforcement agencies to confirm the details.
3. Ask the employee to sign the worker permit. They can print and sign or sign electronically.
 - You can email or text the worker permit to your employee.
 - An employee may travel to work without a worker permit once to get their **first** permit.

Penalties of up to \$19,826 (for individuals) and \$99,132 (for businesses) will apply to employers who issue worker permits to employees who do not meet the requirements of the worker permit scheme or who otherwise breach the scheme requirements.

There will also be on-the-spot fines of up to \$1,652 (for individuals) and up to \$9,913 (for businesses) for anyone who breaches the scheme requirements. This includes employers, and employees who do not carry their worker permit when travelling to and from work.

A fine of \$4,957 can be issued to a person who is found to breach the requirement to be self-isolating for a second or subsequent.

Face Coverings

From 11:59pm Sunday, 2 August, masks, or face coverings are mandatory *across all of Victoria* when outside households for everyone over the age of twelve. Exceptions apply, including for relevant medical conditions.



Further Information

For more information, please contact your Hawker Britton consultant, Victorian Director, JP Blandthorn on +61 407 366 304 or Policy and Business Analyst, Raphael Mengem at rmengem@hawkerbritton.com.

Further Hawker Britton Occasional Papers on the activities of the Victorian Government are available [here](#).

For further coverage of Labor Government Responses to the COVID-19 Pandemic see Hawker Britton Briefs [here](#).

For further coverage of Liberal Government Responses to the COVID-19 Pandemic see Barton Deakin Briefs [here](#).