

## COVIDsafe planning tool and Safe Work Australia online hub

**Date:** 13 May 2020

### **Abstract:**

The National COVID-19 Coordination Commission (NCCC) has released an [online planning tool](#) to assist business in developing plans to address safety risks for workers, customers and the community as social restrictions ease and business activity resumes.

This tool complements the [Safe Work Australia online hub](#) which provides a central point of work health and safety guidance and tools for business.

### **NCCC - My business's COVIDSafe plan**

The NCCC planning tool, "[COVIDSafe plan](#)", aims to assist employers in planning a safe return to work.

Using the tool is estimated to take about 30 minutes.

The toolkit also helps business locate resources and support. For example, it links to resources set out in the [Safe Work Australia online hub](#), [My Business Health](#), [Ahead for Business](#), [Beyond Blue](#) and [Head to Health](#).

It also guides employers on these steps:

- completing a risk assessment to understand how business risks have changed because of COVID-19 and planning to manage them;
- taking steps to prepare and prevent risks of COVID-19 in the workplace;
- maintaining good hygiene and cleaning (eg, completing the SWA [cleaning check list](#) and the [health, hygiene and facilities check list](#), and [printing signs and posters](#));
- staying physically distant (eg, reviewing SWA advice on [physical distancing](#), completing the [physical distancing check list](#));
- making business and industry specific changes (eg, SWA [industry specific changes](#), [what can I do to keep my workers safe at the workplace and limit the spread of COVID-19 checklist](#) and [mandatory public health directions](#));
- planning on how to respond to a COVID-19 infection (eg, SWA [infographic](#) and addressing [privacy obligations](#));
- adapting business to a changing operating environment – both now and in the future;
- operational steps to reopen or scale-up business; and
- accessing support and assistance, including links to assistance packages such as the JobKeeper wage subsidy, supporting apprentices and trainees wage subsidy, instant access write-off, accelerated depreciation, loans (new/restructuring), State and Territory Government support packages and rent relief.

### **Safe Work Australia online hub**

The Australian Government has facilitated the repackaging of COVID-19 information on Safe Work Australia website into a [centralised information hub](#).

The online hub provides work health and safety guidance and tools that can be used by business to manage COVID-19 work health and safety risks.

Information is located using the content filter and drop-down menus relevant to the industry of a particular business and the topic that the business is interested in.

The industry breakdown includes: [aged care](#), [agriculture](#), [building and construction](#), [delivery drivers](#), [early childhood education](#), [education and training](#), [energy and utilities](#), [FIFO and DIDO](#), [food processing and manufacturing](#), [health care](#), [hospitality](#), [in-home services](#), [marine and airline](#), [mining](#), [NDIS](#), [office](#), [public transport](#), [retail](#), [road freight](#), [stevedores and ports](#), [taxi and ride share](#), [trades and home maintenance](#), [warehousing and logistics](#) and [general industry information](#).

The online hub also links to other resources, including:

- [incident notification – COVID-19](#);
- [how to clean and disinfect the workplace](#);
- [manufacture or supply of alcohol-based hand sanitisers](#);
- [national COVID-19 safe workplace principles](#);
- [officer duties](#);
- [public health directions](#);
- [signage and posters – COVID-19](#);
- [COVIDSafe App guidance](#);
- [travel information](#);
- [workplace checklist – COVID-19](#); and
- [National Statement of Regulatory Intent – COVID-19](#).

### **Action**

Businesses should utilise these resources to minimise health and safety risks of COVID-19 while ensuring business continuity.

See also: [Pandemics and COVID-19](#)