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| Insert your logo here |

COVID19 WORKER PERMIT

# Business details

|  |  |
| --- | --- |
| NAME OF BUSINESS |  |
| NATURE OF BUSINESS |  |
| PRIMARY CONTACT |  |
| PHONE NUMBER |  |
| SECONDARY CONTACT |  |
| PHONE NUMBER |  |

# Permitted industry[[1]](#endnote-1)

[Insert company name] is a Permitted in accordance with the Victorian Government’s Stage 4 ‘Stay at Home’ Restrictions table. Our business is permitted[[2]](#endnote-2) as it is:

* An ancillary business necessary for the operations of a permitted work site or for closed work sites where there are safety or environmental obligations
* Waste and resource recovery services including collection, treatment and disposal services, and transfer stations to remain open for commercial contractors
* Services to support ongoing provision of electricity, gas, water, sewage and waste and recycling services and their maintenance

# COVID19 Safe Plan[[3]](#endnote-3)

[Company name] has a current COVID19 Safe Plan that addresses our obligations to prevent and manage COVID-19, including our obligation to:

* ensure workers that can work from home are able to do so
* collect records of all workers, subcontractors, customers and clients attending the work premises for 15 minutes or longer
* ensure social distancing of one worker per four square meters of enclosed workspace or in shared areas
* ensure workers do not work across multiple sites, or for multiple employers (unless we have a special excemption)
* ensure that workers are in good health - workers cannot work if they are unwell and employers must not require workers with symptoms to work
* ensure that if a worker is unwell, they are sent home and directed to be tested. Workers must stay home until they have their result.
* report any positive cases of coronavirus (COVID-19) to DHHS, Worksafe, Health and Safety Representatives, and notify our workforce
* regularly clean our facilities, shared spaces and provide additional cleaning supplies
* undertake risk assessments for cleaning and the potential closure of your workplace in certain situations

# **Authorisation**[[4]](#endnote-4)

I hereby authorise the holder of this Worker Permit to travel to & from their residence to their place of work to perform work necessary to the operation of a Permitted Industry.

|  |  |
| --- | --- |
| SIGNTURE OF AUTHORISED OFFICER |  |
| NAME  |  |
| POSITION |  |
| DATE |  |

# Worker details

|  |  |
| --- | --- |
| FULL NAME |  |
| POSITION |  |
| DRIVERS LICENSE # |  |
| HOME ADDRESS |  |
|  |
| ADDRESS OF AUTHORISED WORKPLACE |  |
|  |

# Worker obligations

I acknowledge that I am granted this permit under the condition that I uphold my obligations to:

* Understand the requirements of my workplace’s COVID Safe Plan
* Wear a face mask as required by law
* Work from home if I can work from home
* Provide my details to my employer when I start my shift, for record keeping purposes
* Only work at one location (unless a special exemption applies)
* Stay at home if I am feeling unwell before starting my shift
* Stop work, get tested and return home if I have symptoms of COVID-19
* Get tested if I have COVID19 symptoms and then stay home until I receive confirmation of a negative result
* Tell my employer if I test positive to coronavirus (COVID-19)
* Keep my workplace safe, by maintaining social distancing and regularly cleaning equipment and shared spaces
* Stay informed regarding changes to our company’s COVID19 Safe Plan

# Conditions of permit

This permit:

* is not transferable
* is valid for the sole purpose of allowing the holder to travel to and from work
* Will automatically lapse in case of non-compliance with our COVID19 Safe Plan or any of the obligations contained herein
* may be revoked at any time
* Should always be in possession of the holder this permit
* Be provided to authorities upon request.

# Worker commitment

By signing below, I give notice that I understand my obligations as the holder of this Worker Permit to travel to & from my residence to my place of work to perform activities necessary for the safe operation of a Permitted Industry.

|  |  |
| --- | --- |
| SIGNTURE OF WORKER |  |
| DATE |  |

1. Update this list to reflect the current requirements in Victoria or to the requirements of any other applicable jurisdiction [↑](#endnote-ref-1)
2. Replace this list with other applicable Permitted industries listed at: https://www.dhhs.vic.gov.au/updates/coronavirus-covid-19/premiers-statement-business-restrictions or in your jurisdiction if outside Victoria [↑](#endnote-ref-2)
3. List taken from Business Victoria COVID Safe Plan. Update this list to reflect your business’s COVID19 Safe Plan contents and the requirements in your state or territory [↑](#endnote-ref-3)
4. Senior management (Chief Executive Officer or Chief Operations Officer) [↑](#endnote-ref-4)