

COVID19 WORKER PERMIT

Business details

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

Permitted industryⁱ

[Insert company name] is a Permitted in accordance with the Victorian Government's Stage 4 'Stay at Home' Restrictions table. Our business is permittedⁱⁱ 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 Planⁱⁱⁱ

[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 exemption)
- 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^{iv}

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.

SIGNATURE 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.

SIGNATURE OF WORKER	
DATE	

ⁱ Update this list to reflect the current requirements in Victoria or to the requirements of any other applicable jurisdiction

ⁱⁱ 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

ⁱⁱⁱ 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

^{iv} Senior management (Chief Executive Officer or Chief Operations Officer)