

COVIDSafe Plan

April 2021

A COVIDSafe Plan supports a business to protect its staff, customers, visitors, and the community. It also prepares a business for a suspected or [confirmed case of coronavirus \(COVID-19\) in the workplace](#).

It is mandatory for every Victorian retail business with on-site operations to have a COVIDSafe Plan. Failure to comply can result in an on-the-spot fine of up to \$9,913 or up to \$20,000 for serious offences.

The checklist can be used by retail stores to determine if COVIDSafe Plan requirements are complied with.

Retail COVIDSafe Plan Compliance Checklist

Do you have a documented COVIDSafe Plan?

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Resource: The Victorian Government provides a [COVIDSafe Plan template](#) for businesses to use. [COVIDSafe Plan templates](#) in languages other than English are also available.

If you have multiple worksites, do you have a documented COVIDSafe Plan for each worksite?

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Do you talk to your workforce and seek their input?

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Resource: As an employer, you have a health and safety responsibility to consult with your employees. WorkSafe Victoria provides [guidance](#) on how to meet your duty to consult with employees

Does your COVIDSafe Plan demonstrate:

- your actions to help prevent the introduction of coronavirus (COVID-19) to your workplace
- the type of face mask or personal protective equipment (PPE) required for your workforce
- how you will prepare for, and respond to, a suspected or confirmed case of coronavirus (COVID-19) in your workplace
- how you will meet all the requirements set out by the Victorian Government.

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<p>Do you review and update your COVIDSafe Plan regularly, especially when restrictions or public health advice change?</p> <p>Resource: To stay up-to-date with COVID restriction or public health advice changes, monitor the coronavirus.vic.gov.au/COVIDSafe Settings webpage, and the dhhs.vic.gov.au/Victoria's restriction levels webpage.</p>	
<p>Do you keep an up-to-date copy of your COVIDSafe Plan at your worksite, and is it easily accessible?</p>	<input type="checkbox"/>
<p>Does each member of your workforce know where the COVIDSafe Plan is located?</p>	<input type="checkbox"/>
<p>Does each member of your workforce know the contents of the COVIDSafe Plan?</p>	<input type="checkbox"/>
<p>Do you communicate COVIDSafe information effectively with culturally and linguistically diverse workers?</p> <p>Resource: WorkSafe Victoria provide translated coronavirus (COVID-19) information for all workplaces</p>	<input type="checkbox"/>
<p>Do you regularly monitor compliance with your COVIDSafe Plan?</p>	<input type="checkbox"/>
<p>Source The information in this solution has been sourced from coronavirus.vic.gov.au - COVIDSafe Plan</p>	