

# Industry Restart Guidelines Small-scale Construction FAQs

September 2020







## Where can I find more information about restrictions impacting the construction industry?

The fundamental enforceable requirements for the construction industry are published in the [Workplace Directions and Workplace \(Additional Industry Obligations\) Directions](#).

Further information to help you keep your construction business compliant is available on the Business Vic website (<https://www.business.vic.gov.au>) with the following fact sheets:

- large-scale construction
- small-scale construction
- early stage land development
- general and safety information for construction

**Additional best practice information developed by industry in partnership with unions is also available and can assist operators in implementing change.**

This includes the

Corona Virus (COVID-19) guidelines for the Building and Construction industry Victoria  
[https://www.vba.vic.gov.au/\\_\\_data/assets/pdf\\_file/0004/115555/COVID-19-Guidelines-Victorian-Building-Construction-Industry-R6.pdf](https://www.vba.vic.gov.au/__data/assets/pdf_file/0004/115555/COVID-19-Guidelines-Victorian-Building-Construction-Industry-R6.pdf)

There is also a range of COVIDSafe Worksite Resources available in 16 languages developed in partnership with industry bodies and unions  
<https://www.culturalpulse.com.au/covidsafe-worksite-resources/>

**For small scale construction, the HIA guidelines are also available**

Housing Industry Association “Making Space on Site” guidelines

<https://hia.com.au/covid-19/managing-workplace-safety-and-employees-mental-health/making-space-on-site>

# FAQs: Small-scale Construction



## What are the restrictions under the Second Step ('Restricted') for construction sites?

All sites must:

- Have a High Risk COVIDSafe Plan in place that is regularly updated.

Where practicable, COVIDSafe Plans should be designed with input from workers and their representatives.

- Allow no more than one worker per four square metres of enclosed workspace.
- Have a PPE training plan .
- Have a cleaning log on display in shared workplaces and publicly accessible areas.
- Require workers to declare in writing at the start of each shift, but before entering the work premises, that the worker is:
  - free from COVID-related symptoms; and
  - has not been in contact with a confirmed case; and
  - has not been directed to self-isolate or self-quarantine.
- Not allow workers to attend the workplace if they are awaiting coronavirus (COVID-19) test results or have symptoms.

All employees, supervisors and on-site specialists are:

- prohibited from car-pooling to and from work, except in limited circumstances
- required to limit movement between multiple sites and observed PPE and hygiene measures if working between sites.

### Each small-scale construction site must:

- Reduce the number of people on-site to five people plus a supervisor at any one time.
- Limit movement of workers between different sites. Specialist contractors that need to move between sites may only visit five sites per week. All workers moving between multiple sites must observe PPE and hygiene measures.
- Supervisors can move between sites subject to enhanced COVIDSafe practices.

## What is considered to be a small scale construction site?

A small scale construction site is a construction site that does not meet the definition of a large scale construction site or early stage land development site.

## What are the applicable phases of construction (small-scale)?

The Domestic Building Contracts Act 1995 (Vic) has prescribed stages of building work for the purpose of progress payments to residential builders. These include:

- Base Stage
- Frame Stage
- Lock-Up Stage
- Fixing Stage

For small-scale construction, the restrictions and term 'construction activity' is applicable from after the Base Stage to completion of the Fixing Stage.

## What site activities are permitted prior to the Base Stage?

Site preparation activities are considered an ancillary activity towards the construction industry and therefore can continue to operate. Site preparation activities are to be undertaken in line with the existing worker mobility clause in the Workplace Directions.

The Domestic Building Contracts Act 1995 has prescribed stages of building work for the purpose of progress payments to residential builders. End of site preparation is understood as anything up to (and including) the Base Stage.

## What site activities are permitted following the Fixing Stage?

Site finishing activities are considered an ancillary activity towards the construction industry and therefore can continue to operate. The site finishing activities are to be undertaken in line with the existing worker mobility clause in the Workplace Directions.

The Domestic Building Contracts Act 1995 has prescribed stages of building work for the purpose of progress payments to residential builders. Site finishing is understood as any works following completion of the Fixing Stage.

# FAQs: Permitted Workers Onsite



## Does the limit of 5 workers for small scale construction in metropolitan Melbourne apply to base stage and finishing stage?

Work sites must make every effort to minimise the numbers of workers on site at any one time. Under the Second Step ('Restricted'), no more than five workers and a supervisor can be on site at any one time, unless it is absolutely necessary for that activity due to safety reasons (e.g. a slab pour).

Site preparation and site finishing activities are considered an ancillary activity towards the construction industry and therefore can continue to operate. Site preparation and finishing activities are to be undertaken in line with the existing worker mobility clause in the Workplace Directions.

The Domestic Building Contracts Act has prescribed stages of building work for the purpose of progress payments to residential builders. End of site preparation is understood as anything up to (and including) the Base Stage. Site finishing is understood as any works following completion of the Fixing Stage.

Restrictions on the number of workers per site no longer apply under the Third Step ('Open with a COVIDSafe Plan').

## How do worker limits apply to sites where the home owner attends the building site?

Under the Second Step, individuals are only allowed to leave their homes for four reasons. Visiting a building site is not one of them.

If a homeowner attends the site for the purpose of work activity they will be counted towards the number of workers on the site. A homeowner can only attend for work activity if they are eligible for a Permitted Worker Permit (i.e. if they are a trade/business or sole trader).

If the homeowner is seeking to conduct an inspection of the site this should be conducted remotely where possible. If the homeowner must attend the site to complete a final inspection, this should be done alone.

## How many residential sites are builders, contractors and tradespeople permitted to work on in a single week if they are completing and handing over homes to allow homeowners to move in?

Movement of builders and contractors between residential sites must be managed in line with requirements for small-scale construction.

Under the Second Step ('Restricted'), from after the Base Stage to completion of the Fixing Stage, workers' movements are restricted as follows:

- Workers are restricted to attending only one site
- Specialist contractors may move between up to five sites a week (with a maximum of two per day)
- Supervisors and specialists who provide safety services may move between as many small-scale construction sites as necessary to fulfil their duties.

Under the Third Step ('Open with a COVIDSafe Plan'), worker movement limits do not apply. Staggered work start times and cleaning between shifts should continue.

These arrangements must be recorded in, and observe the requirements of, the COVIDSafe Plan (state-wide) and High Risk COVIDSafe Plan (metropolitan Melbourne only) at each site.

## Can I obtain a Permitted Worker Permit as an owner builder?

Eligibility for a Permitted Worker Permit is limited to required workers for a work premises on the Permitted Work Premises list. If you do not fall in this category, you are ineligible for a Permitted Worker Permit and cannot travel to the property, unless it is to complete a final inspection.

Obligations as an owner builder, including ensuring the work meets building regulations and arranging building inspections, must be done remotely. Permitted workers can be engaged to carry out inspections and other required works.

# FAQs: Permitted Workers Onsite



## **Can supervisors and/or managers move between construction sites?**

The restrictions are designed to limit movement as much as possible.

For small-scale construction, supervisors can move between sites and specialist contractors can move between up to two sites per day and a total of five sites per week. These arrangements must be recorded in, and observe the requirements of, the High Risk COVIDSafe plan at each site.

For small-scale construction under the Second Step ('Restricted'), specialist contractors can move between up to five sites per week. Movement of other workers should be minimised. These arrangements must be recorded in the High Risk COVIDSafe Plan at each site and workers must adhere to each site's Plan.

## **Are concrete truck drivers included as workers in the daily worker limits?**

No. Concrete drivers who are present onsite for a short period of time are considered delivery drivers and do not count towards the daily worker limits.

## **What about architects, surveyors, auditors, building inspectors and engineers?**

Workers that provide architecture, engineering, surveying, building inspection or compliance services or statutory functions must work from home where possible. Where these workers are required to attend sites for inspection and safety purposes, they are counted as workers. Workers in this category who need to move between sites can visit no more than five sites per week under the Second Step ('Restricted'). There are no restrictions where those visits are required to meet a minimum statutory obligation or requirement.

Worker movement restrictions are lifted under the Third Step ('Open with a COVIDSafe Plan').

# FAQs: Permitted Workers Onsite



## Under the Second Step, are landscape architects permitted on-site?

Yes, landscape architects are classified as specialist contractors, and can attend construction sites if their work cannot be completed from home. Workers engaged in constructing landscapes, landforming and the provision of retaining walls and paths, decks, fences and garden planting, are permitted to work on construction projects as workers and must comply with rules relevant to those sites.

Landscaping and gardening services businesses with a valid ABN can operate at occupied premises from the Second Step, under the conditions that work can be safely conducted entirely outside, contact-free, and by one person operating alone at all times. Permitted landscaping and gardening services include:

1. Basic landscaping and landscape architecture
2. Mowing, edging and lawn care
3. Plant fertilising, pruning and watering
4. Tree lopping, stump grinding and other arborist services
5. Gutter cleaning
6. Other general garden maintenance

See more:

<https://www.dhhs.vic.gov.au/professional-scientific-technical-services-covid-19>

## Are apprentices counted in the worker limits for construction projects?

Yes.

## What are the requirements for wearing personal protective equipment (PPE) by workers on site?

Workers must wear the required personal protective equipment (PPE) at all times on site. Workers should be encouraged to use their own face coverings. Where a worker cannot access the required PPE, the employer must provide the required PPE. Employers must provide any specialist PPE for workers where that specialist PPE is required in order to carry out the worker's role. The requirement for a workplace to provide information, instruction and training for PPE applies across all restriction levels.

Specialist contractors who may be required to move between sites require PPE and must observe applicable hygiene measures throughout the restriction period. They should only attend:

Small-scale construction: maximum two sites per day and five sites per week

Large-scale construction: maximum two sites per day and three sites per week. A worker attending both small-scale and large-scale construction sites in any given week should attend no more than five sites total for the week.

More information on the High Risk COVIDSafe Plan for Construction and detailed guidance can be found here. If businesses are struggling to get the PPE they need, they should contact the Victorian Government for advice and support.

# FAQs: Specialists and Contractors



## What is the definition of specialist contractors?

- Appliance installers
- Asphalters
- Brick layers
- Cabinet installers
- Carpenters
- Carpet layers
- Caulkers
- Cladding installers
- Concreters
- Earthworks and drainage specialists
- Electricians
- Engineers
- Fencers
- Floor installers
- Floor layers
- Flora and fauna specialists
- Garage door installers
- Gas contractors
- Geotechnical specialists
- Gold class riggers
- Heritage and cultural heritage specialists
- Insulation installers
- Joiners
- Landscape architects
- Mechanics who install and repair plant
- Mobile Cranes – Operators and dogmen
- Painters
- Plasterers
- Plumbers, including roof plumbers
- Post Tensioners
- Precast installers
- Renderers
- Retaining wall specialists
- Security system installers
- Set out specialists
- Sewer contractors
- Shower screen/mirror installers
- Solar installers
- Sprinkler fitters
- Steel fixers

- Telecommunications installers
- Termite specialists
- Tile layers, including roof tilers
- Traffic engineers
- Vertical access riggers
- Water proofers
- Welders
- Window and glass installers/glaziers
- Window shutters and blind installers

## Will there be any changes to the specialist contractors list?

The specialist contractor list may be updated from time to time to reflect changes in public health advice or directions issued by the Chief Health Officer.

## I'm not on the specialist contractor list. How many sites can I visit a week? .

Unless you are on the specialist contractor list or otherwise permitted (e.g. safety specialist, undertaking statutory functions or site supervisor for small-scale construction), you can only work at one site while the Workplace (Additional Industry Obligations) Directions are in place.

These limits are in place because coronavirus (COVID-19) has been spread across worksites by workers moving from one site to another.



## Are repairs and maintenance allowed at permitted workplaces?

Repairs and maintenance can occur at a Permitted Work Premises if they are required for the operations of that premises. It is up to the operator of the workplace to determine whether repairs and maintenance are required for this purpose.

## Are builders allowed to carry out maintenance and warranty work to meet contractual requirements after the property has been handed over?

Under the Second Step ('Restricted'), maintenance and repairs activities for inhabited properties can only be completed for emergency or safety reasons or to meet environmental obligations. All other maintenance and warranty work must be deferred.

Work at vacant properties must be undertaken in accordance with small-scale construction rules.

## Can builders attend prospective sites for the purposes of tendering upcoming projects, where it cannot be done remotely?

Builders can only attend prospective sites where the property is unoccupied.

## Are client meetings on-site permitted?

Under the Second Step ('Restricted'), client (or agent) contract meetings including document signing, material selection and final inspections are to be conducted remotely where possible. If not reasonably practicable, on-site meetings for the minimum number of people required is permitted by appointment only and with physical distancing.

Under the Third Step ('Open with a COVIDSafe Plan'), on-site meetings are permitted by appointment. All parties should observe the appropriate physical distancing measures.

## A building surveyor has determined that protection of the adjoining property is required. Can we enter the adjoining allotment which is occupied by the adjoining owner to carry out protection works to allow proposed building work to commence?

No, this not permitted under the Second Step ('Restricted') if the adjoining property is not vacant, unless the protection works relate to critical and essential infrastructure, or where critical repairs are required for emergency or safety.

Under the Third Step ('Open with a COVIDSafe Plan'), activities external to the residential premise can commence where it is possible to create a physical barrier between workers and occupants (and/or the occupier can temporarily vacate for the duration of the works.)

## Can new construction contracts in metropolitan Melbourne be signed and started?

Construction contracts can be signed and started if they are works relating to a permitted construction work premises, including:

- Building and non-building construction (including residential);
- Construction of critical and essential infrastructure and services to support these projects; and
- Critical repairs to any premises, are allowed, where required for emergency or safety.

Employers of a permitted construction work must have a High Risk COVIDSafe Plan in place for each workplace/site.



## Can site inductions be held indoors?

Site inductions should be conducted outdoors where practicable. Where required to be indoors, numbers should be limited to comply with density quotients for the room being used.

## Can work continue at a construction site for the purpose of making the site safe for shutdown?

Yes, providing the work is undertaken in line with all applicable restrictions at that point in time.

## If there are separate contracts/projects being carried out concurrently within the same building, are these treated as individual projects for the purposes of operating reductions?

No, not under the Second Step ('Restricted'). All workers on a site count towards the daily worker limit, with the exception of:

- Workers specifically dedicated to oversight of COVIDSafe functions in the workplace.
- Workers undertaking emergency repairs and maintenance.
- Workers engaged as suppliers and in deliveries (e.g. workers operating concrete trucks, concrete testers and the like) who are only present on-site for a short period of time.

Each construction site must have a High Risk COVIDSafe Plan in place.

## Can pool maintenance businesses operate under the Second Step?

Pool maintenance for private homes is only able to occur for essential or urgent repairs. The worker requires a Permitted Worker Permit.

# FAQs: Renovations and Display Homes



## Can a renovation proceed?

Under the Second Step ('Restricted'), tradespeople and builders can only visit a residence for renovations or provide quotations for proposed works, if the residence is fully vacated (e.g. nobody is living at the property). The property will not be considered fully vacant if residents are still living within a separate room, or a separate building that is co-located on the same property.

Apartment renovations will not be permitted while other residents continue to live within a separate apartment on the same property.

If a resident still lives at the property, then tradespeople and builders are only permitted to make emergency repairs.

If the property is vacant, then renovations can proceed in line with restrictions on residential construction (small-scale).

Under the Second Step ('Restricted'), specified landscaping and gardening services businesses with a valid ABN can operate, under the conditions that work can be safely conducted entirely outside, contact-free, and by one person operating alone at all times.

Under the Third Step ('Open with a COVIDSafe Plan'), construction activities external to a residential premise, such as a garage or rooftop, are permitted to proceed at occupied sites.

Internal renovations are permitted under the Third Step where it is possible to create a physical barrier between the workers and occupants, or the occupier can temporarily vacate the premises for duration of the works. Quotations are also permitted whilst the occupier temporarily vacates.

## What is the definition of a vacated residence?

For a residence to be considered vacated, all ordinary residents of that property must have relocated to another place of residence, with no one staying or living at the residence for it to be considered a vacated residence.

The property will not be considered fully vacant if residents are still residing within a separate room, or a separate building that is co-located on the same property. Furthermore, apartment renovations are not permitted whilst other residents continue to reside within a separate apartment but which is co-located (ie, requires shared common areas and access points).

## Can residential construction undertaken by a person(s) living in their primary household proceed?

Yes, but only if the work is conducted solely by people residing in the household. Otherwise, residential construction is only permitted on property sites that have been fully vacated.

## Will builders be able to operate display homes/suites for clients to visit?

Under the Second Step ('Restricted'), display homes can open by private appointment (pre-arranged only) for one agent and one prospective purchaser for a maximum of 15 minutes. Sanitiser must be available at all inspections and is required to be used upon entry into the property. Records of all visitors to the display home must be kept, including contact details.

Under the Third Step ('Open with a COVIDSafe Plan'), display homes can open by private appointment only, with physical distancing and density quotients for enclosed spaces, temperature testing and contact tracing procedures.



## Can solar installations continue?

Solar panels cannot be installed on existing residential or commercial properties under the Second Step ('Restricted'), unless the property at which the installation is taking place is considered a construction site. However, critical repairs to solar panels can be made where required in an emergency or for safety reasons.

Solar panels can be installed at construction sites, including a residential renovation where the property is fully vacated, provided specialist contractors adhere to the worksite's High Risk COVIDSafe Plan and are included in the daily workforce caps.

## Under the Second Step, can solar installations occur at occupied premises where the work is fully external?

Under the Second Step ('Restricted'), solar panels cannot be installed at occupied premises.

If a resident still resides at the property, then tradespeople and builders are only permitted to make emergency repairs.

Under the Third Step ('Open with a COVIDSafe Plan'), solar installations external to a residential premise are permitted at occupied sites. Occupants should temporarily vacate the premises while the installation takes place where practical, or otherwise maintain physical distancing at all times.

## How many sites can solar installers and inspectors visit?

Solar installers are classified as Specialist Contractors.

Under the requirements of the Second Step ('Restricted'):

- Specialist contractors may move between up to five sites a week (with a maximum of two per day).
- Specialists who provide safety services which enable a permitted work premises to safely undertake permitted activity are not limited in the number of sites they can visit per week. This includes electrical and safety inspectors.

## Further guidance on permitted solar and energy efficiency activities:

For the Second Step (Restricted):

### Residential premises allowed for:

- vacant premises only

### Non-residential premises allowed for:

- vacant premises
- outdoor works/external to the premises
- premises that can be vacated (i.e. after hours or weekends)
- temporarily unoccupied (i.e. vacating of immediate worksite area), with physical distancing and appropriate signage and barriers.
- plant and equipment rooms and spaces allowed (i.e. not occupied spaces)

For the Third Step (Open with a COVIDSafe Plan)

### Residential premises allowed for:

- occupied premises where it is possible to create a physical barrier between workers and occupants and / or the occupier can temporarily vacate the premises for duration of the works



## Are specialists who provide safety services limited in the number of sites they visit each week?

Specialists who provide safety services which enable a permitted work premises to safely undertake permitted activity are not limited in the number of sites they can visit per week. However, they should try to limit the number of sites visited in a week.

This includes specialists who install critical OHS equipment, including scaffolding, safety rails, guardrails, stair void protection systems, other critical safety equipment/installations, traffic controllers, asbestos removalists, and those who conduct safety inspections (including fire safety services) and training talks.

## Can more workers than the limit come on site if there is an emergency?

Yes. Emergency responses or repairs are not impacted by restrictions.

## What constitutes an emergency or safety reason for repairs?

Emergency repairs are urgent repairs and maintenance which must be undertaken to ensure safe and secure use and occupancy of properties and work premises, prevent individuals (including workers) from injury, to prevent property damage or damage to goods, or for urgent repair to an essential service (for example for example fixing a roof or restoring an electricity connection).

If you need to have a tradesperson over, maintain your distance, wear a face covering and minimise physical contact through contactless payment or another non-cash method.

## Can I carry out work where a building has not been vacated to address matters associated to a Notice or Order that has been issued by a Private Building Surveyor or Municipal Building Surveyor?

Yes, if the works constitute critical repairs required for emergency or safety.

Where the Notice or Order that has been issued by a Private Building Surveyor or Municipal Building Surveyor requires works that are to address matters that have been identified as a safety matter and/or is a danger to the life, safety or health of any member of the public or of any person using the building/land/place of public entertainment or to any property, the required works can be carried out if a building is occupied.

Works can also be undertaken where safety or emergency service(s), installation(s) or equipment have not been maintained in accordance with the occupancy permit.

## Can I have more than five workers for a slab pour on a small-scale construction project?

Yes. More than five workers can be present on site to ensure slab pouring is completed safely, but the number of workers present must be the minimum possible to safely perform that task.

## How many workforce bubbles are permitted on-site?

Workforce bubbles aim to minimise movement of workers across sites. Employers must comply with mandatory restrictions on numbers of workers and worker movements between sites. Employers are encouraged to operate one workforce bubble on a work site or ensure there are mitigations to limit movement between multiple workforce bubbles.



## Do the restrictions apply to all construction sites?

There are common requirements that apply to all workplaces, including construction sites, and across all restriction levels. All construction sites, regardless of the level of restriction that applies, are required to have a High Risk COVIDSafe Plan, must follow density restrictions of no more than one worker per four square metres in enclosed spaces, and must comply with other additional obligations. These additional obligations are set out in the Workplace (Additional Industry Obligations) Directions.

Additional restrictions apply to:

- workers visiting multiple sites
- early stage land development sites
- small-scale construction sites
- large-scale construction sites.

## Are the restrictions on construction the same in regional Victoria as they are in metropolitan Melbourne?

No. The further restrictions apply to all works in metropolitan Melbourne under the Second Step ('Restricted') and will move in line with the roadmap steps.

## What is the definition of a worker?

Workers refer to people working on a site including, but not limited to, owners, managers, employees, contractors, workers on labour hire and security.

For the purposes of calculating workforce capacity caps, 'workers' does not include workers specifically dedicated to oversight of COVIDSafe functions in the workplace, such as workers doing additional cleaning of high-touch points or overseeing the implementation of COVIDSafe practices. It also does not include suppliers and deliveries (e.g. concrete testers and the like) who are only present on-site for a short period of time.

## Is there an exemption process for civil construction?

All civil works, building and construction activities (whether publicly or privately funded) are subject to the large-scale, small-scale and early-stage land development restrictions, unless those activities:

Are any works up to (and including) the 'Base Stage' works, or following the 'Fixing Stage' for small-scale residential construction. under the

- Constitute construction of critical and essential infrastructure; or
- Constitute critical repairs to any premises where required for emergency and safety, as provided for by the Permitted Work Premises list published on the DHHS website.

## Will the HomeBuilder eligibility period be extended?

Up to date information on the HomeBuilder Grants can be found at: [www.sro.vic.gov.au/homebuilder-grant-guidelines](http://www.sro.vic.gov.au/homebuilder-grant-guidelines)

## Can new construction contracts in metropolitan Melbourne be signed and started?

Construction contracts can be signed and started if they are works relating to a permitted construction work premises, including:

- Building and non-building construction (including residential);
- Construction of critical and essential infrastructure and services to support these projects; and
- Critical repairs to any premises, are allowed, where required for emergency or safety.

Employers of a permitted construction work must have a High Risk COVIDSafe Plan in place for each workplace/site.

## If there are separate contracts/projects being carried out concurrently within the same building, are these treated as individual projects for the purposes of operating reductions?

No, not under the Second Step ('Restricted'). All workers on a site count towards the daily worker limit, with the exception of:

- Workers specifically dedicated to oversight of COVIDSafe functions in the workplace.
- Workers undertaking emergency repairs and maintenance.
- Workers engaged as suppliers and in deliveries (e.g. workers operating concrete trucks, concrete testers and the like) who are only present on-site for a short period of time.

Each construction site must have a High Risk COVIDSafe Plan in place.

# FAQs: Compliance & Enforcement



## What documentation is required?

Specified worksite operators will be required to declare in an attachment to their COVIDSafe Plan (state-wide) and High Risk COVIDSafe Plan (metropolitan Melbourne only):

- The location and nature of the activities undertaken at sites intended to continue restricted operations
- (If applicable) the baseline workforce levels calculated for each site and the methodology and time period used to establish these levels
- The restricted workforce levels proposed for each site during the restriction period calculated in compliance with the order
- That the operator will retain and make available for inspection the business records and calculations used to establish the restricted workforce levels, and demonstrate compliance with those restricted workforce levels through the period to which the restrictions apply.

## What documentation do I need to retain?

The COVIDSafe Plan (regional Victoria and metropolitan Melbourne) and High Risk COVIDSafe Plan (metropolitan Melbourne only) must be retained and be available for inspection on request.

Operators will also be required to retain and make available for inspection evidence of compliance with the daily workforce limits, including roster, time and attendance, payroll and other site attendance records.

## Does Government need to approve my High Risk COVIDSafe Plan?

No. You do not need to submit or seek approval of your High Risk COVIDSafe Plan. However, you must have the plan in place and comply with all the relevant requirements. You must produce this plan upon request by WorkSafe or other relevant authorities.

## How will compliance be monitored?

Site operators will be selected for independent compliance review and asked to demonstrate compliance with the order. To facilitate these compliance reviews operators will be required to retain and make available for inspection project resourcing plans, site rosters, time and attendance data, payroll data and other site attendance records as requested by relevant authorities.

All members of the community can report a suspected breach of public health restrictions, including isolation, a mass gathering or business breaches, by contacting the Police Assistance Line on 131 444 or reporting it online at [police.vic.gov.au/palolr](https://police.vic.gov.au/palolr)

## Who will enforce these restrictions?

Authorised officers will be undertaking site inspections for workplaces subject to reduced operation requirements to ensure they are complying and have a complete High Risk COVIDSafe Plan.

## If our workers inform us that they share accommodation with anyone working at another high-risk workplace, what do we do with that information and what actions are we expected to take?

Details of workers who share accommodation with individuals who work at other high-risk workplaces will help support contact tracing in the event of a positive case. If your employee discloses that they live with another person who works in a high-risk workplace, you should retain this information in worker records.

However, workers are not required to inform their employer if they share accommodation with anyone working at another high-risk workplace.