

# RISK Management Template



Australian Grape & Wine have prepared this template to assist small businesses establishing risk management plans around COVID-19 management. It is clear that our ability to operate during this time depends on everyone following the rules. If we breach the trust the Government is placing in us as essential businesses, we can expect to be shut down.

This template provides advice to vineyards and wineries on the kinds of measures Australian Grape & Wine believes need to be considered to develop a risk management plan. There will be other aspects that may need to be included depending on the nature of the business. This should be read in conjunction with Safework Australia's COVID-19 [information](#) and previous advice on [sanitation](#). It must include measures on how to manage an assumed or confirmed case of Coronavirus (see our [Guidance to on how to manage an assumed or confirmed case of Coronavirus](#)).

Each business must, identify and manage work health and safety risks including the exposure to COVID-19. Businesses should also plan to respond to cases of COVID-19 at work in line with advice provided by the relevant State Health authority.

**All procedures need to be documented and made clear to staff.**

A risk management plan must address the following issues:

## 1. What kinds of health measures do I need to have in place?

If the business is continuing to operate you must ensure it is done in a way that limits the transmission of COVID-19 by taking the following measures:

- minimise, or eliminate if possible, physical interactions amongst staff and with and between customers,
- ensure appropriate health, hygiene and safety measures are in place, and
- restrict activity to only what is essential.

This can be achieved by procedures including:

### a. Access to the site

- Only permit essential authorized staff to be present on the worksite at all times (limit visitors),
- Record all staff and visitors present,
- Each time staff (or approved visitors) come on site, ask if they are showing any signs of illness and prevent entry if necessary,
- Restrict access to one main entry point if possible,
- Record the entry and exit time of all transient staff and contractors (such as truck drivers) from site,
- Transient staff and contractors (e.g. truck drivers) should be required to stay in vehicles as much as possible,
- If possible, all individuals over 70 years of age or with compromised immune systems should not come onto site, and
- Request that staff and contractors stay home if they feel unwell or have a sore throat, fever or headache.

### **b. Risk management for all staff**

- Familiarise staff with basic spread prevention protocols listed here,
- Provide staff with access to sanitiser solution /soap & water and encourage regular use,
- To the extent possible, split staff and management into separate teams and eliminate or minimise their personal interaction. Each team should be visibly identifiable (eg different colour vest). Consider clear separation of vehicles, smoko times, workspaces, and staff on different shifts,
- Succession: who can take over a role if someone falls sick? Place them in a separate team,
- Maintain 1.5 metre separation as much as possible, especially at break times,
- Regularly disinfect all surfaces in commonly used areas (office/smoko rooms/tables/benchtops/toilet). Wedge all internal doors open to minimise touching common surfaces,
- Eliminate the provision of shared food (e.g. BBQs),
- Consider closing the communal kitchen for making of coffee and preparing food and request staff bring a thermos for their own use,
- If the kitchen must remain open, encourage employees to bring their own cutlery and drink bottle. If shared cutlery and utensils must be used make sure effective cleaning protocols are in place,
- Ideally, conduct meetings via teleconference or video conference. Where this is not possible, conduct meetings outside under cover with suitable spacing if possible, and
- Restrict the use of shared vehicles for travel as much as possible.

### **c. In the winery and vineyard**

- Do not share tasting glasses,
- Personalise and do not share Personal Protective Equipment,
- Where safety equipment absolutely must be shared implement post-use procedures such as using a sanitiser spray, 70% ethanol solution, methylated spirits or anti-viral wipes (chlorine-based bleaches are also effective but may cause damage to equipment or surfaces),
- Establish cleaning /disinfection stations,
- Minimise the sharing of tools,
- Avoid sharing equipment (e.g. lab equipment, scales, tools, forklifts and tractors). Where possible, dedicate equipment to specific staff members, and
- Regularly disinfect common shared equipment and machinery using a sanitiser spray, 70% ethanol solution, methylated spirits or anti-viral wipes (chlorine-based bleaches are also effective but may cause damage to equipment or surfaces).

### **d. Additional measures for minimising spread in the vineyard**

- Ensure that the labour hire company has the appropriate protocols in place for social distancing, avoiding social contact out of work hours and COVID-19 management measures in place. This should include accommodation, use of teams etc
- Appropriate sanitiser, disinfection around catering, toilet facilities, etc need to be available, and
- Handpicking should respect the 1.5 metre social distance.

## **2. Office/Administration**

- If office/admin staff are absolutely essential and must work from the office, then they can continue to work. However, all workers need to know your risk management procedures and comply with these,
- If office/admin staff will be able to work from home, and this option should be utilised wherever possible,
- Office staff working from home should complete a workplace safety checklist to ensure that their home work environment is safe, and
- They should have adequate supplies of hand sanitiser and practice social distancing.

### 3. Working with suppliers

- Protocols are required to ensure that social distancing and minimal contact when supplies are delivered to the vineyard w/winery and product sent out, and
- You should consult with suppliers to ensure that everyone operating is taking appropriate steps to manage the risks of COVID-19. One way you could do this is by sharing your protocols and process documents, so you know what procedures you are both following. If you are concerned that their processes are insufficient, you should not continue working with them unless and until they are rectified.

### 4. Living arrangements for workers in my vineyard/winery

- If the worker lives alone, no issues arise. They need to respect the 1.5m rule as they travel to/from work,
- If the worker lives with a family group/living group, that group is their "isolation bubble". There is no need for the worker to isolate from the others of that bubble while at home,
- If the worker lives in accommodation shared only with other workers from the same essential business, then that whole accommodation group is their "isolation bubble". They do not need to isolate from each other at home and may travel together in one vehicle to work (respecting the 1.5m rule for contacts with others outside their group). Once at work they should maintain 1.5m separation both within and outside of their bubble,
- Reducing the size of living groups decreases the possibility of COVID19 transmission, and
- If the worker lives with another worker, specific guidance on how to self-isolate from others in the same household, should be provided.

### 5. Wine sales (Guidelines to permitted activities may vary by state)

- Wineries can continue to sell wine direct to consumers for remote sales, as long as all other distancing and other requirements are complied with for the sales/distribution/delivery workers (and delivery must be contactless) (Different State jurisdictions may have different rules), and
- You should speak with your courier company about how you can ensure the recipient is over 18 in a contactless delivery situation and document this.

### 6. Protocols

Provide protocols to winery/vineyard staff on how to minimise the spread of COVID-19 at the work site and request that they sign a statement that they agree to comply.

### 7. Reporting

It is everyone's responsibility to manage risk, but there should be a clearly appointed person to who breaches, concerns and other issues can be reported to. These need to be documented, and the remedies addressed.