

# COVID Safe Plan

7 October 2021  
Version 6.0

# COVID Safe Plan

**Approval level:** Fire Rescue Victoria Executive Leadership Team

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**COVID19 Plan: Version 6.0**

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**Authorised by:** Executive Leadership Team

This Fire Rescue Victoria COVID Safe Plan provides a summary of the controls and actions we have put in place to keep our workforce, customers and the community safe. It applies to all our workplaces and takes into account federal and state requirements. Key control documents referred to in the plan and are available on the intranet COVID site.

Fire Rescue Victoria communicates to all staff regularly with safety messages on a regular basis. Any updates on the risks and the specific health and safety measures that Fire Rescue Victoria is implementing and that staff are required to follow to mitigate these risks are also included in all necessary updates.

The Fire Rescue Victoria COVID Safe Plan applies to the following worksites:

## Worksites

East Melbourne

Burnley

Spring Street

FES Offices

FES Workshops

Thornbury Office

Workshops

VEMTC

All FRV District Offices

All FRV Fire Stations

List of all FRV Sites – See Appendix 1

## Guidance

## Action to mitigate the introduction and spread of COVID-19

### 1. Hygiene

**1.1 Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.**

Fire Rescue Victoria has established operational guidance notes that promote the use of hand sanitiser and other hygiene products. Hand sanitiser products have been procured, provided to all worksites (including stations) and are placed in all accessible areas upon entering worksites. Additionally, hand soap and paper towels are provided along with other specific cleaning products and are supported by established work practices.

Regular promotion of the importance of practicing good hygiene and maintaining social distancing to help reduce the spread of COVID 19. Fire Rescue Victoria has established the following Operational Guidance Note.

The following guidance notes have been provided to all staff:

- ***Actions to Reduce the Risk of Exposure to COVID-19***
- ***Personal, Station and Appliance Hygiene***
- ***Personal, Station and Appliance Cleaning Products***

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**1.2 Where possible: enhance airflow by opening windows and adjusting air conditioning.**

The air conditioning system and work site airflow was assessed by our property services department. It was confirmed that Fire Services Victoria worksites have the appropriate setting in place to improve airflow flow.

Excluding operational staff, Fire Rescue Victoria staff continue to work in accordance with Government guidelines. Noting that this may vary at any point of time. Stations have both windows and air-conditioning, providing improved airflow.

FES - In areas such as our workshop facility in Bayswater and Thornbury reasonable adjustments have been made to accommodate better airflow as heating and air conditioning is not available. Work areas and height of roofline are significant for smaller numbers to allow adequate air flow. The roller door is opened several times per day which also provides air flow

VEMTC - Craigieburn heater/air conditioning system was assessed by our property services department and is running at optimal levels; internal doors are held open where possible to promote greater air flow and reduce the incidence of airborne droplets settling

**1.3 In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.**

Fire Rescue Victoria has supplied face masks to all staff at all worksites. Written direction has indicated that a face mask must be worn at all FRV worksites across Victoria when interacting with other staff members, when in a room with others i.e. meetings, office areas, fire station lounges, when traveling in any FRV vehicle or appliance. Masks are available and worn as per CHO direction.

The following guidance note has been provided to all staff:

- ***Appropriate Use and Disposal of Face Masks***

FRV has further enhanced use of personal protective equipment, particularly for Emergency Medical Response, responding to Health, Aged and Residential Care Facilities and Quarantine Hotels:

- ***Donning/Doffing Instructions for Coveralls and Disposable Face Shields***
- ***Responding to Health Aged and Residential Care Facilities and Quarantine Hotels***
- ***Decontamination of Equipment***
- ***EMR Protocols during COVID-19***
- ***Decontamination of HART/Safe Work at Height***

FES - Where public safety training courses (such as Evacuation or Warden training) are to be delivered to members of the public, all trainers and attendees shall comply with all social distancing protocols.

When commercial site owners/managers require FES sales personnel to attend sites for emergency equipment evaluation and quotation purposes, only the minimum number of people shall meet face-to-face on the site. All social distancing and hygiene protocols shall be maintained including;

- appointments are required prior, recording the names and contact details of all attendees
- use of hand sanitiser on arrival and departure
- use of hand sanitiser before & after handling fire equipment
- wearing of DHHS approved masks
- no persons can attend if they are feeling unwell
- compliance with the 1 person per 4 square metre rule
- minimised time spent in closed rooms with only the essential personnel entering
- compliance to COVID-Safe plans in place at client premises

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<p><b>1.4 Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</b></p>	<p>VEMTC - At all times (instructors delivering to class may remove their face mask during class delivery). There is a marked line on floor separating front row of classroom desks and instructor</p> <p>The <b><u>Appropriate Use and Disposal of Face Masks</u></b> guidance note is provided to all staff. The guidance note outlines the following:</p> <ul style="list-style-type: none"> <li>• mandatory use of fitted face masks at all worksites;</li> <li>• highlights that home-made masks are to meet DHHS requirements</li> <li>• how to wear and how to dispose of the mask</li> <li>• how to procure more masks</li> </ul> <p>Reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.</p> <p>An instructional video has been developed to provide further guidance to staff: <b><u>COVID 19 Update 4 August 2020</u></b> emphasises the importance of wearing masks and maintain social distancing during lunch breaks (as virus is asymptomatic).</p> <p>The <b><u>EMR Donning/Doffing Instructions for Coveralls and Disposable Face Shields</u></b> covers the disposal of coveralls and gloves (disposed into bio-hazard bag) emphasises the requirements that all staff are to wear appropriate PPE to all EMR Calls (i.e. Tyvek type coverall suits must be worn at all EMR calls with safety glasses and gloves).</p> <p><b><u>EMR Protocols during COVID-19</u></b> guidance note provides further guidance on safe work practices and the use of the correct PPE.</p>
<p><b>1.5 Replace high-touch communal items with alternatives.</b></p>	<p>Fire fighters are directed to clean all hard surfaces with standard cleaning products, using gloves for hand protection at each shift.</p> <p>High touch points, such as door handles, hand rails, light switches, remote controls are to be regularly cleaned and a list of the specifics are detailed in the below guidance notes. Contracted cleaners at all sites have also been briefed on enhanced cleaning protocols</p> <p>Further, rules around cleaning gym equipment by staff have been circulated. The following guidance notes has been provided to all staff:</p> <ul style="list-style-type: none"> <li>• <b><u>Actions to Reduce the Risk of Exposure to COVID-19</u></b></li> <li>• <b><u>Gym use and hygiene guidelines poster for stations</u></b></li> </ul> <p>All FRV Internal Gyms are subject to government restrictions around opening and closing with regards to FRV COVID19 controls.</p>
<p><b>2. Cleaning</b></p>	
<p><b>2.1 Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<p>An enhanced cleaning regime has been established and all high contact and shared areas of fire stations and appliances are being disinfected at every change of shift.</p> <p>Staff have been provided with guidance notes on the correct hand sanitisers to be used when cleaning fire station appliances and on person. For cleaning surfaces and touch points, Viraclean is used for station cleaning (an approved hospital grade disinfectant listed under the Therapeutic Goods Administration).</p> <p>The following guidance notes has been provided to all staff:</p> <ul style="list-style-type: none"> <li>• <b><u>Actions to Reduce the Risk of Exposure to COVID-19</u></b></li> <li>• <b><u>Gym use and hygiene guidelines poster for stations</u></b></li> </ul>

Thornbury Workshops - Station Protocols for when carrying out works at stations, fleet staff:

- Call ahead to ensure the truck/equipment is available for maintenance and ensure the station as accessible
- Call station again upon arrival to advise that you are about to commence work and if the truck needs to be placed out of commission
- Wipe down areas when working on the truck, particularly in the cabin, door handles, steering wheel, ignition keys and indicator stalk
- Dispose of gloves and wash hands at completion of work
- Call station before leaving station to advise status of work and to put truck back in to commission

## **2.2 Ensure adequate supplies of cleaning products, including detergent and disinfectant.**

Each FRV Fire Station undergoes a weekly audit of its critical supplies, including its cleaning products, detergents and disinfectants to ensure supplies are sufficient.

All work locations are able to order cleaning products and PPE through internal ordering processes

The following guidance note have been provided to all staff to provide information on how to procure critical products but also ensures that these products are appropriately managed and therefore minimising the risk of insufficient supplies.

- **[Weekly Station Consumable Order Process](#)**

Staff have been reminded of this via a training video that is set out in FRV's intranet home page.

FES - Workshops are providing a supply of gloves, face masks and plastic face shields to all FES Technicians. Reserve stock is monitored by the FES Inventory Controller, and Technicians utilise the regular ordering process to acquire additional supplies as needed.

## **3. Physical distancing and limiting workplace attendance**

### **3.1 Ensure that all staff that can work from home do work from home.**

Fire Rescue Victoria responds to the Victorian Government requirements relating to staff working from home when required. As these requirements may vary Staff have been provided with the following guidance to support them working from home. All staff working from home are managed locally.

- **[Working from Home Self-Assessment](#)**
- **[BCP Remote Access](#)**

Initially, a risk assessment of staff who may be at high risk in contracting i.e. 65+ and immune compromised were issued instructions to ensure appropriate work arrangements and leave provisions are in place to support those staff during this pandemic:

- **[COVID-19 Guidance Note – Leave Provisions and Supporting Arrangements during COVID-19](#)**

Anyone considered a higher risk has been offered alternative work arrangements where possible.

Thornbury Workshops - The workshop staff are unable to work from home due to the nature of their role and the support required to our response obligations.

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FES - Workshops, Bayswater – Workshop staff are unable to work from home due to the nature of their role and the support required to our response obligations (FRV hose and extinguishers) and essential safety measures for FES client sites (hose, extinguishers and equipment supply).

**3.2 Establish a system that ensures staff members are not working across multiple settings/work sites.**

Staff who continue to work at stations are practising safe physical distancing, good hand and personal hygiene and limiting the number of people in shared indoor spaces to two people, whilst maintaining physical distancing.

Further instructions were provided to all staff to not travel to other sites than their usual worksite. Additionally, access to station and worksite gyms were restricted to fire-fighters at those sites only.

The current system is that physical distancing must be maintained over shift changes:

- **Change Operational Protocols during COVID-19**

Thornbury Workshops - A service that workshops provide to FRV operations is on-site support where technicians attend stations to carry out servicing and maintenance activities. On-road work has also been increased to reduce the amount of staff on site but has been supplemented with station protocols to reduce/eliminate if possible any contact with operational staff.

VEMTC - Incursions and excursions to and from the site have been restricted, FRV are maintaining a high standard at all sites. Staff who continue to work at VEMTC are practising safe physical distancing, good hand and personal hygiene.

A portable lunchroom has been placed at the Thornbury depot as a waiting area for Firefighters. This is to provide a rest area that is not used by the Thornbury work group and to reduce risk of exposure to other work groups.

Fleet Services - Workshop staff are frequently required to travel to stations for service and maintenance of appliances. Protocols introduced for when carrying out works at stations include:

- Call ahead to ensure the truck/equipment is available for maintenance and ensure the station as accessible
- Call station again upon arrival to advise that you are about to commence work and if the truck needs to be placed out of commission
- Wipe down areas when working on the truck, particularly in the cabin, door handles, steering wheel, ignition keys and indicator stalk
- Dispose of gloves and wash hands at completion of work
- Call station before leaving station to advise status of work and to put truck back in to commission.

We have in place when required a workforce allocation strategy to reduce the amount of staff working in the one area. As part of this strategy, we will rent vans to increase our on-road support. This has increased exposure to stations, but station protocols have been strengthened to reduce or eliminate contact with operational staff.

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**3.3 Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.**

Thermometers have been provided to all worksites. The proper use of the thermometers has been captured in the following guidance note:

- **Pre Work Temperature Check**

Officer in Charge/Manager is to ensure a temperature check on all staff is conducted at the beginning of each shift/working day.

All staff and visitors are directed to use the Victorian Government QR codes at FRV worksites. All worksites have an alternative method to capture details as a redundancy to QR code being used.

For property service contractors, a declaration is to be completed to indicate if they have had contact with anyone who has had coronavirus and they are to provide us with their contact details for tracing purposes. This declaration is to be submitted to the FRV Property Service Technical Property Manager for approval prior to the visitor entering the worksite.

**3.4 Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.**

Staff are regularly reminded to maintain the required physical distancing in an enclosed workplace, representing one of the actions to reduce the risk of exposure to COVID-19. Staff are instructed to continue to maintain physical distancing at shift change overs and there should be no interaction with other platoon members over this period:

- **Actions to Reduce the Risk of Exposure to COVID-19**
- **Personal, Station and Appliance Hygiene**

Assessments were undertaken of all desks to ensure that the 1.5m requirement was in place. Adjustments i.e. screens, and barriers were made to those areas not meeting the requirements.

Thornbury Workshops – Technicians often are required to work together to carry out day to day tasks. Close contact is to be avoided if possible. If close contact is required to carry out a task, guidelines must be followed where possible.

The Fleet Office building has restricted access to workshop staff only.  
Common Zones:

- BBQ area
- Parts Store
- Fleet Admin Office
- Car/Van/Truck parking bays

Staff accessing common areas must follow the social distancing protocols at all times.

Body shop staff rotates their meal breaks to ensure there are no more than 3 people in the lunchroom. The BBQ area is also available to staff if needed, but winter months make this area not ideal.

FES – Workshops allocation of technicians in the Powder Room is organised to allow for the four-square-meters and 1.5 metre distance guidelines. All other workshop areas are operated by only 1 technician.

**3.5 Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.**

In preparation for a safe return to work, furniture was reduced in all communal areas, reminder posters of social distancing requirements, hygiene and posters highlighting the maximum number in any room at any time were placed in all meeting and communal areas.

Floor markings are in use where queuing might exist e.g. Mess and medical room.



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3.6 Modify the alignment of workstations so that employees do not face one another.	Refer to 3.4 above
3.7 Minimise the build-up of employees waiting to enter and exit the workplace.	<p>Most worksites have several entrances and exits points and those with limited access.</p> <p>Staff are regularly reminded of safe social distancing practices in communal areas. Signs indicating the maximum amount of people in a meeting room/or in a closed area are displayed.</p> <p>Thornbury Workshops - Configuration of the Thornbury workshop lunchroom has been changed to ensure when meal breaks are taken in groups, that adequate social distancing can be maintained.</p> <p>VEMTC - only essential training is being conducted on site, meal breaks are staggered, and rostered reducing build up. Sessions for meal consumption in the mess have been reduced to 15 minutes.</p> <p>FES – The Workshops have been closed to all but essential staff. Other staff and visitors must contact the Workshops Manager or Leading Hand to gain authorisation to enter the facility. Clients are not permitted.</p>
3.8 Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<p>Staff are reminded of physical distancing expectations whilst working and socialising in the workplace.</p> <ul style="list-style-type: none"> <li>• <b><u>Actions to Reduce the Risk of Exposure to COVID-19</u></b></li> </ul>
3.9 Review delivery protocols to limit contact between delivery drivers and staff.	<p>Fire Rescue Victoria has established stringent controls regarding contractors and delivery of services, items, equipment and other operational requirements. The following guidance notes and recommendations were provided to all staff from Property Services and contractors briefed accordingly. Presently all contractors entering the workplace including stations are notified in advance and their details recorded in a record book.</p> <ul style="list-style-type: none"> <li>• <b><u>Property Services Contractor Guidelines attending FS during Pandemic</u></b></li> <li>• <b><u>Property Services Contractor Management Recommendation attending FS during Pandemic</u></b></li> </ul> <p>The above practices have been adopted in all other worksites.</p> <p>Additionally, mail services have been reduced to limit staff working from worksites and contractor delivery requirements.</p> <p>FES - The delivery drivers for FES are provided with and wear PPE, practice physical distancing and limits the time spent at drop-off sites. All equipment delivered to and collected from sites are cleaned with a high-pressure steam cleaner that is carried in the delivery truck.</p> <p>VEMTC - All deliveries to and from VEMTC are managed by security guard external to building and deliveries held in store area.</p>



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<b>3.10 Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b>	Refer to 3.4 above
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<b>3.11 Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule.</b>	<p>There is restricted access in all Fire Rescue Victoria worksites and no member of the public has access. Access to sites is restricted to Fire Rescue Victoria staff.</p> <p>Communal areas such as mess and lunch rooms, rostered breaks and signage indicating maximum capacity has been provided to all worksites.</p>
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4. Record keeping
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<b>4.1 Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</b>	<p>All staff and visitors are directed to use the Victorian Government QR codes at FRV worksites. A redundancy for QR code is provided at fire stations and work place.</p> <p>This has been captured in OGN 15 section 8</p> <p style="text-align: center;"><b>:- <u>Actions to Reduce the Risk of Exposure to COVID-19</u></b></p> <p>FES - Office and FES Workshops use the Victorian government QR code at all locations. A handwritten log is used as a backup to maintain a register to log the entry of all staff and visitors. The handwritten log includes contact details, date and time of visit and temperature check are performed.</p> <p>Prior to entering into this worksite, the visitor must complete a contractor’s declaration to indicate if they are suspected or are a confirmed COVID-19 case.</p> <p>At all fire stations, a log book is used to record all visitors, workplace inspectors and delivery drivers. This log book is maintained and reviewed by the station officer in charge.</p> <p>FES Technicians keep a register of all client sites that they visit, including dates and times.</p>
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<b>4.2 Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b>	<p>Managers have been provided with a checklist that will enable them to make a decision and the appropriate actions to manage safety in the workplace.</p> <ul style="list-style-type: none"> <li>• <b><u>COVID-19 Symptoms Guidance –Operational Response and all FRV Worksites/Departments</u></b></li> </ul> <p>Further Managers have been provided with a guidance note on how to record this information in our OHS reporting system - FRVSafe.</p> <ul style="list-style-type: none"> <li>• <b><u>Managers guide for FRV Safe reports</u></b></li> </ul>
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<b>4.3 Mandatory Vaccination</b>	<ul style="list-style-type: none"> <li>• FES have developed a register to record service technicians’ status so we can respond to client requests- and mandating that all our personnel meet the Victorian Government’s mandatory vaccination requirements for all authorised providers and authorised workers who are not working from home at FRV/FES sites and client sites.</li> </ul>
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5. Health and Wellbeing of Workers
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<b>5.1 Develop policy, guidance and support to assist in maintaining the</b>	Fire Rescue Victoria has implemented protocols to help our people manage the personal and health impacts that may be experienced due
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<p>health and wellbeing of workers during the COVID-19 pandemic.</p>	<p>to COVID-19. Additional resources have been available through our Employee Assistance Program / Peer Support Program. Additional guidance and support material is available on the intranet Including:</p> <ul style="list-style-type: none"> <li>• Tips for staying mentally healthy during the coronavirus pandemic.</li> <li>• Key contacts for health and wellbeing.</li> <li>• Advice on contacting the EAP and how they can help us through the coronavirus pandemic.</li> <li>• Manager Resource - Supporting the psychological wellbeing of your team during the coronavirus pandemic.</li> <li>• Isolation Support.</li> </ul>
<p><b>5.2 Mandatory Vaccination of Authorised Workers</b> 1<sup>st</sup> dose by 15/10/2021 2<sup>nd</sup> dose by 26/10/2021</p>	<p>1 and 5 October 2021 the Fire Rescue Commissioner has advised and confirmed with all FRV staff of the mandatory vaccination requirements of Authorised Workers. FRV continues to work with the Department of Health on meeting these requirements.</p>
<p><b>6. Preparing your response to a suspected or confirmed COVID-19 case</b></p>	
<p><b>6.1 Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<p>A Pandemic Plan -Business Continuity Plan (BCP) has been developed to outline the responsibilities, processes and actions to ensure that FRV is able to continue services whilst ensuring its staff's welfare remains paramount.</p> <p>The BCP Plan sets out the planning, preparedness and our response to the pandemic with a specific action plan to address these phases. In the response phase, the impacts of an outbreak have been considered, including staff impacts and work priorities. Work priorities and possible future reduction of work activities are set out in the checklist to be employed in the Response phase.</p> <p>This has been further enhanced with a suite of other documents including guidance notes as COVID-19 evolves in the environment.</p> <p>Additionally the <b><i>Roadmap to Recovery</i></b> was drafted based on the comprehensive <b><i>Recovery Plan</i></b> in anticipation of the organisations return to the workplace.</p>
<p><b>6.2 Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b></p>	<p>The ACFO Health Safety &amp; Wellbeing is responsible for maintaining FRV COVID 19 Controls including providing data to DHS. All potential exposures to COVID 19 are reported via a manager's checklist and managed in this department.</p> <p>Information regarding QR codes for staff and visitor records for contract tracing services will be made available when required.</p>
<p><b>6.3 Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b></p>	<p>Staff are instructed not to enter into a fire station/worksite area in which a person suspected of COVID-19 has worked. A guidance note for all staffs to determine whether the Station should be closed has been developed.</p> <p>A direct phone number of cleaning contractor's is provided in order for hygienic cleaning of the affected areas to be coordinated:</p> <ul style="list-style-type: none"> <li>• <b><i>COVID-19 Symptoms Guidance –Operational Response and all FRV Worksites/Departments</i></b></li> </ul>
<p><b>6.4 Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b></p>	<p>All staff are aware of operational response requirements in relation to a suspected or confirmed case of a Fire Rescue Victoria staff member during work hours.</p> <p>If staff have developed COVID-19 symptoms at work, their direct line manager/officer in charge must advise all station crew/staff, maintain physical distancing and notify their direct line manager (Commander/Manager).</p>

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	<p>The staff member suspected/confirmed of COVID-19 must isolate and arrange for a test. The Fire Station/department will be isolated, that being that no staff/crew will be allowed to work, and management will immediately commence hygienic cleaning of the affected areas.</p> <p>The following guidance notes has been distributed to all staff:</p> <ul style="list-style-type: none"> <li>• <b><u>COVID-19 Symptoms Guidance –Operational Response and all FRV Worksites/Departments</u></b></li> </ul> <p>FES – If a technician is suspected/confirmed of COVID-19 must isolate and arrange for a test. The Technician will contact FES office staff (the Service Manager, or if he is unavailable the Technical &amp; QA Manager or General Manager) who will then advise staff and clients. The log/register of site visits by the FES Technicians will also be provided to the FES office staff to assist DHHS with contact tracing. The individuals will not return to work until they have advised the FES management of a negative test result.</p>
<b>6.5 Prepare to notify workforce and site visitors of a confirmed or suspected case.</b>	Daily monitoring and reporting ensure that all communication regarding COVID-19 is communicated and made available to all staff.
<b>6.6 Prepare to immediately notify Work Safe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b>	<p>Fire Rescue Victoria is practicing all Work Safe requirements throughout COVID-19. In order to meet recent restriction requirements to notify Work safe it has established the following guidance note that compartments the existing Symptoms guidance and other complementary guidance notes. Additionally, the Incident Management Team is controlled 24/7 to provide our operational staff with immediate contact and advise. This is further supplemented by the COVID-19 intranet page with a vast array of instructions to support all staff.</p> <ul style="list-style-type: none"> <li>• <b><u>COVID-19 Symptoms Guidance –Operational Response and all FRV Worksites/Departments</u></b></li> </ul>
<b>6.7 Confirm that your workplace can safely re-open and workers can return to work.</b>	All worksites are maintained in accordance with the Work safe and DHHS requirements.

I acknowledgement I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

**Signed** Approved by FRV ELT

**Date** 7 October 2021

SOUTH EAST GREATER METROPOLITAN				
CENTRAL DISTRICT - ACFO COSTA KATSIKIS				
Site	Central (11)	Address	DX No.	Line1
	Central District Office	456 Albert St, East Melbourne 3002	210 735	9665 4501
	Central Shift Commander	456 Albert Street, East Melbourne 3002	210 735	9665 4501
FS01	Eastern Hill	456 Albert St, East Melbourne 3002	210 731	9665 4301
FS02	West Melbourne	60 Batman St, West Melbourne 3003	212 857	9665 4302
FS03	Carlton	106 Bouverie St, Carlton 3053	211 380	9665 4303
FS04	Brunswick	24 Blyth St, Brunswick 3056	211 286	9665 4304
FS10	Richmond	55 Church St, Richmond 3121	212 448	9665 4310
FS13	Northcote	3 Mitchell St, Northcote 3070	212 269	9665 4313
FS18	Hawthorn	45 William St, Hawthorn 3122	211 868	9665 4318
FS35	Windsor	156 Albert St, Windsor 3181	212 905	9665 4335
FS38	South Melbourne	26 Moray St, South Melbourne 3205	212 563	9665 4338
FS39	Port Melbourne	448 Graham St, Port Melbourne 3207	212 374	9665 4339
FS50	Ascot Vale	258 Union Rd, Moonee Ponds 3039	211 079	9665 4350
	Annexed Stations EA 2016	Central is annexed to all stations in the outer District (if closer to home)		

NORTH WEST GREATER METROPOLITAN				
NORTHERN DISTRICT - ACFO DARREN CONLIN				
Site	Northern (11)	Address	DX No.	Line1
	Northern District Office	Level 1/ 2 Scholar Drive, Bundoora 3083	212 410	9665 4502
	ND Shift Commander	92 Mahoneys Road, Thomastown, 3074	212 730	9665 4307
FS05	Broadmeadows	338 Camp Rd, Broadmeadows 3047	211 273	9665 4305
FS06	Pascoe Vale	345A Gaffney St, Pascoe Vale 3044	212 342	9665 4306
FS07	Thomastown	92 Mahoneys Rd, Thomastown 3074	212 730	9665 4307
FS09	Somerton	10 Somerton Park Drive, Campbellfield 3061	212 544	9665 4309
FS11	Epping	28 Childs Rd, Epping 3076	211 681	9665 4311
FS12	Preston	471 Bell St, Preston 3072	212 416	9665 4312
FS14	Bundoora	1083 Plenty Rd, Bundoora 3083	211 316	9665 4314
FS15	Heidelberg	161 Bell St, Heidelberg 3084	211 903	9665 4315
FS16	Greensborough	141 Grimshaw St, Greensborough 3088	211 841	9665 4316
FS80	Craigieburn	2 Belsay Place, Craigieburn 3064	211 540	9665 4380
FS81	South Morang	875 Plenty Rd, South Morang 3752	212 101	9665 4381
FS17	Donnybrook	Not yet established		
	Annexed Stations EA 2016		1,2,3 and 10	

EASTERN DISTRICT - ACFO MARK SWINEY				
Site	Eastern (9)	Address	DX No.	Line1
	Eastern District Office	Rear of 100 Atherton Rd, Oakleigh 3166	212 180	9665 4525
	ED Shift Commander	Rear 364 Maroondah Highway, Nunawading 3131	212 180	9665 4644
FS19	North Balwyn	312 Doncaster Rd, North Balwyn 3104	211 115	9665 4319
FS20	Box Hill	1052 Maroondah Hwy, Box Hill 3128	211 207	9665 4320
FS22	Ringwood	272 Maroondah Hwy, Ringwood 3134	212 458	9665 4322
FS23	Burwood	25 Highbury Rd, Burwood 3125	211 329	9665 4323
FS26	Croydon	306 Dorset Rd, Croydon 3136	211 553	9665 4326
FS27	Nunawading	364 Maroondah Hwy, Nunawading 3131	212 287	9665 4327
FS28	Vermont South	721 Highbury Rd, Vermont South 3133	212 181	9665 4328
FS30	Templestowe	40 Serpells Rd, Templestowe 3106	212 717	9665 4330
FS82	Eltham City	61 Brougham St, Eltham 3095	211 676	9665 4382
FS84	South Warrandyte	29 Falconer Rd, Park Orchards 3114	212 824	9665 4384
FS85	Boronia	296-306 Boronia Rd, Boronia 3155	211 191	9665 4385
	Annexed Stations EA 2016		1,3,10 and 38	

WESTERN DISTRICT 1 - ACFO ADAM DALRYMPLE				
Site	Western (8)	Address	DX No.	Line1
	Western District 1 Office	45 Millers Rd, Brooklyn 3012	212 680	9935 1964
	WD1 Shift Commander	Cnr Boundary & Fairbairn Rd, North Laverton 3026	212 035	9665 4349
FS40	Laverton	5 Epsom St, Laverton 3028	212 029	9665 4340
FS42	Newport	231 Melbourne Rd, Newport 3015	212 220	9665 4342
FS45	Brooklyn	29 Millers Rd, Brooklyn VIC 3012	212 604	9665 4345
FS46	Altona	7 Akuna St, Altona 3018	211 044	9665 4346
FS47	Footscray	69 Droop St, Footscray 3011	211 756	9665 4347
FS57	Tarneit	417 Derrimut Rd, Tarneit 3029	212 876	9665 4357
FS58	Point Cook	85-93 Dunnings Rd, Point Cook 3030	212 877	9665 4358
FS59	Derrimut	337 Fitzgerald Road, Derrimut VIC 3026	241 445	9665 4359
	Annexed Stations EA 2016		1,2,3, and 38	

SOUTHERN DISTRICT 1 - ACFO BARRY GRAY				
Site	Southern (8)	Address	DX No.	Line1
	Southern District 1 Office	Rear of 100 Atherton Rd, Oakleigh 3166	212 180	9665 4525
	SD1 Shift Commander	Rear 311 North Road, South Caulfield, 3162	212 180	9665 9706
FS24	Glen Iris (Malvern)	1721 Malvern Rd, Glen Iris 3146	212 066	9665 4324
FS25	Oakleigh	100 Atherton Rd, Oakleigh 3166	212 298	9665 4325
FS29	Clayton	529 Clayton Rd, Clayton 3169	211 467	9665 4329
FS31	Glen Waverley	645 Ferntree Gully Rd, Glen Waverley 3150	212 885	9665 4331
FS32	Ormond	311 North Rd, Caulfield South 3162	212 314	9665 4332
FS33	Mentone	103 Nepean Hwy, Mentone 3194	212 089	9665 4333
FS34	Highbury	150 Wickham Rd, Highbury 3190	211 924	9665 4334
FS86	Rowville	1063 Wellington Rd, Rowville 3178	212 493	9665 4386
FS89	Springvale	518 Springvale Rd, Springvale South 3172	212 616	9665 4389
	Annexed Stations EA 2016		1,10 and 38	

WESTERN DISTRICT 2 - ACFO JAMES DULLARD				
Site	Western (10)	Address	DX No.	Line1
	Western District 2 Office	45 Millers Rd, Brooklyn 3012	211 053	9975 9068
	WD2 Shift Commander	30 McIntyre Rd, Sunshine 3020	212 679	9665 4690
FS41	St Albans	9 Taylors Rd, St Albans 3021	212 631	9665 4341
FS43	Deer Park	780A Ballarat Rd, Deer Park 3023	211 598	9665 4343
FS44	Sunshine	30 McIntyre Rd, Sunshine 3020	212 679	9665 4344
FS48	Taylors Lakes	470 Melton Hwy, Taylors Lakes 3038	212 713	9665 4348
FS51	Keilor	145 Milleara Rd, East Keilor 3033	211 967	9665 4351
FS52	Tullamarine	1 Western Ave, Tullamarine 3043	212 784	9665 4352
FS53	Sunbury	144 Gap Rd, Sunbury 3429	218 794	9665 4353
FS54	Greenvale	33 Barrymore Rd, Greenvale 3059	211 848	9665 4354
FS55	Caroline Springs	8-10 Caroline Springs Bvd, Caroline Springs 3012	211 611	9665 4355
FS56	Melton	40-44 Henry St, Melton 3337	217 437	9665 4356
	Annexed Stations EA 2016		1,2,3, and 38	

SOUTHERN DISTRICT 2 - ACFO GREG CHRISTISON				
Site	Southern (8)	Address	DX No.	Line1
	Southern District 2 Office	186-190 Princes Highway Dandenong 3175 (Interim)	211 581	9665 4387
FS87	Dandenong	186-190 Princes Highway, Dandenong 3175	211 581	9665 4387
FS88	Hallam	12-14 Belgrave Hallam Rd, Hallam 3803	211 572	9665 4388
FS90	Patterson River	37 McLeod Rd, Carrum 3197	211 398	9665 4390
FS91	Frankston	3 Cranbourne Rd, Frankston 3199	211 786	9665 4391
FS92	Cranbourne	8-10 Arundel St, Cranbourne 3977	215 435	9665 4392
FS93	Pakenham	780 Princes Hwy, Pakenham 3810	218 231	9665 4393
FS94	Mornington	859 Nepean Hwy, Mornington 3931	212 171	9665 4394
FS95	Rosebud	99-101 Boneo Rd, Rosebud 3939	212 492	9665 4395
FS97	Clyde North	Not yet established		

WESTERN DISTRICT 3 - ACFO MICK MCGUINNESS				
Site	Western (10)	Address	DX No.	Line1
	Western District 3 Office	61-63 Separation St, North Geelong 3215	216 088	9075 8975
	WD Shift Commander	2-4 Reynolds Rd, Belmont 3216	216 060	5240 2707
FS61	Lara	25 Mill Rd, Lara 3212 (PO Box 15 Lara Vic 3212)	216 057	9665 4361
FS62	Corio	20-32 Birdwood Ave, Norlane 3214	215 383	9665 4362
FS63	Geelong City	69 McKillop St, Geelong 3220	216 059	9665 4363
FS64	Belmont	2-4 Reynolds Rd, Belmont 3216	216 060	9665 4364
FS66	Ocean Grove	5-11 Shell Rd, Ocean Grove 3226	216 083	9665 4366
FS65	Armstrong Creek	Not yet established		

SOUTH EAST REGIONAL				
SOUTHERN EAST REGIONAL - ACFO CRAIG BROWNLIE				
Site	South East Reg (8)	Address	DX No.	Line1
	South East Regional Office	TBD	TBD	
FS74	Wangaratta	26-30 Handley St, Wangaratta 3677	219 450	9665 4374
FS75	Shepparton	84-98 Archer Street, Shepparton 3630	218 741	9665 4375
FS76	Wodonga	81 Thomas Mitchell Drive, Wodonga 3690	219 760	9665 4376
FS77	Traralgon	158 Princes Hwy, Traralgon 3844	219 300	9665 4377
FS78	Morwell	26 McDonald St, Morwell 3840	217 739	9665 4378
FS79	Latrobe West	77-79 Lloyd St, Moe 3825	217 637	9665 4379

NORTH WESTERN REGIONAL				
NORTH WESTERN REGIONAL - ACFO GEOFFREY GRAY				
Site	Western (10)	Address	DX No.	Line1
	N/W Regional Office	45 Chapel St Bendigo, VIC 3550	214 510	0418 603 288
FS67	Ballarat City	1120 Sturt St, Ballarat 3350	214 293	9665 4367
FS68	Lucas	89 Ballarat-Carnham Rd, Winter Valley 3358	214 266	9665 4368
FS70	Warrnambool	61-67 Mortlake Rd, Warrnambool 3280	219 612	9665 4370
FS71	Portland	130 Percy St, Portland 3305	218 363	9665 4371
FS72	Mildura	326 San Mateo Ave, Mildura 3500	217 519	9665 4372
FS73	Bendigo	145-149 Hargreaves St, Bendigo 3550	214 510	9665 4373

### ADDITIONAL FRV RESOURCES

FRV Eastern Hill Head Office	456 Albert St, East Melbourne 3002	210 735	9662 2311
FRV Spring Street Office	215 Spring St, Melbourne 3000	210 415	TBA
Burnley Complex	450 Burnley St, Richmond 3121	211 002	9420 3800
FRV Library	450 Burnley St, Richmond 3121	211 002	9420 3830
MMR Project	74 Stanley St, West Melbourne 3003	210 980	0409 755 816
Fleet Services	11 Anderson Rd, Thornbury 3071	212 745	9665 4579
Thornbury Stores	13 Anderson Rd, Thornbury 3071	212 746	9935 1970
State Protective Equipment Management Centre SPEMC	116 - 120 O'Briens Road Corio 3214	215 384	03 5273 9780
Fire Equipment Services	2/5 Lakeside Drive, Burwood East 3151	212 449	1300 855 163
FES East Burwood Workshop	27/885 Mountain Hwy, Bayswater	211 141	1300 855 163
Marine Facility (Temporary)	Pier 35, 263-329 Lorimer St Port Melbourne	212 374	9665 4339
VEMTC Craigieburn Campus	284-290 Hume Hwy, Craigieburn 3064	211 280	9935 1788
VEMTC Bangholme Campus	808 Thompsons Rd, Carrum Downs, 3201	N/A	03 8794 4900
VEMTC Central Highlands Campus	128 Ingliston Rd, Ballan, 3342	N/A	03 5438 1190
VEMTC Huntly Campus	29 Caellis Rd, Huntly, 3551	N/A	03 5438 1190
VEMTC Longerenong Campus	38 West Rd , Longerenong, 3401	N/A	0438 438 232 or 0447 838 617
VEMTC Penshurst Campus	14 Penshurst-Dunkeld Rd, Penshurst, 3289	N/A	03 5551 1558 or 0400 438 529
VEMTC Sunraysia Campus	659-681 Nineteenth St, Mildura, 3500	N/A	0428 917 418 or 0438 902450
VEMTC Wangaratta Campus	Shanley St, Wangaratta South, 3678	N/A	03 5720 2305 or 0418 517 927
VEMTC West Sale Campus	Cowarr Rd, Fulham, 3851	N/A	0438 673 100

### CFA & OTHER LOCATIONS

CFA Headquarters	8 Lakeside Drive, Burwood East 3151	211 328	9262 8444
District 02 H/Q	29 Lockwood Rd, Kangaroo Flat 3555	214 514	5430 2200
District 04 H/Q	147 Bahgallah Rd, Casterton 3311 (PO Box 207, Casterton 3311)	N/A	5554 2309
District 05 H/Q	92-94 Coleraine Rd, Hamilton 3300	216 379	5551 1500
District 06 H/Q	113 - 115 Bromfield St, Colac 3250	N/A	5232 5600
District 07 H/Q	61-65 Separation St, Geelong North 3215 (PO Box 586, Geelong North 3215)	N/A	5240 2700
District 08 H/Q	Building G, 45 Assembly Drive, Dandenong 3175	211 563	9767 1800
District 09 H/Q	24 Normanby St, Warragul 3820	219 547	5624 1900
District 10 H/Q	Lvl 3, 64-66 Foster St, Sale 3850	218 579	5149 1000
District 11 H/Q	130 MacCleod St, Bairnsdale 3875	214 213	5153 7400
District 12 H/Q	39 McIntyre St, Seymour 3660	218 667	5735 3100
District 13 H/Q	272 Maroondah Hwy, Chirnside Park 3116	212 042	8739 1300
District 14 H/Q	239 High St, Melton 3337	217 421	8746 1400
District 15 H/Q	19 Learmonth Rd, Wendouree 3355	214 291	5329 5500
District 16 H/Q	31-33 Baird St, Ararat 3377	214 093	5352 9600
District 17 H/Q	19 McLachlan St, Horsham 3400	216 523	5362 1700
District 18 H/Q	120 Curlewis St, Swan Hill 3585	218 988	5036 2800
District 20 H/Q	56 Fitzroy St, Kerang 3579	216 735	5450 9400
District 22 H/Q	205 Numurkah Rd, Shepparton 3632	218 736	5833 2400
District 23 H/Q	1 Ely St, Wangaratta 3677	219 440	5720 2300
District 24 H/Q	55 Moorefield Park Drive, West Wodonga 3690	219 753	6043 4400
District 27 H/Q	20 Hazelwood Rd, Morwell 3840	217 745	5120 3700
UFU Office	410 Brunswick St, Fitzroy 3065	211 720	9419 8881

