

“Permitted worker scheme”

Greetings all. Further to my Recent COVID Bulletins:

[272 – Mobile Cranes in Stage 4 Restrictions](#)

[271 – Face Masks and Crane Crews](#)

From 11:59pm Wednesday 5 August in Melbourne, employers that require their staff to attend a work site must issue a worker permit to their employees.

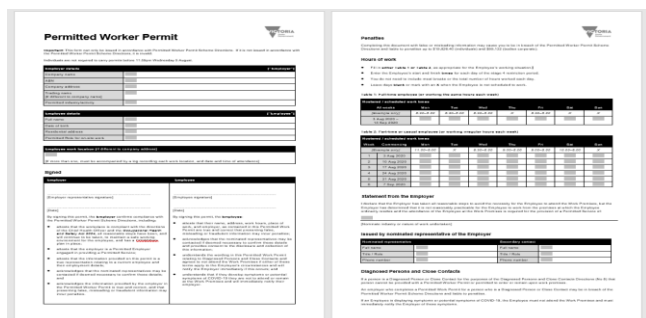
This is the employer’s responsibility

Penalties of up to \$19,826 (for individuals) and \$99,132 (for businesses) will apply to employers who issue worker permits to employees who do not meet the requirements of the worker permit scheme or who otherwise breach the scheme requirements.

There will also be on-the-spot fines of up to \$1,652 (for individuals) and up to \$9,913 (for businesses) for anyone who breaches the scheme requirements. This includes employers, and employees who do not carry their worker permit when travelling to and from work.

Guidelines and the permit template (refer attached) are available for your use from the following link at the Department of Justice and Community Safety.

[PERMITTED WORKER PERMIT TEMPLATE.Docx](#)



The image shows a two-page document titled 'Permitted Worker Permit'. The left page contains a form with sections for 'Employee Information', 'Employer Information', 'Permit Details', and 'Signatures'. The right page contains a table for 'Permitted Activities' and a section for 'Declaration from the Employer'.

The Dept of Justice (DoJ) has all the instructions <https://www.justice.vic.gov.au/permitted-worker-scheme>

Eligibility

Employers can issue a worker permit to employees if

1. The organisation is on the list of permitted activities (Which construction is)
2. the employee is working in an approved category for on-site work, and the employee cannot work from home.

An employee must not use a worker permit, even if they have been issued one, if:

1. They test positive to coronavirus (COVID-19) and are required to self-isolate

2. They are a close contact of someone who has tested positive.

To issue a worker permit, employers will need:

- name, ABN, company address and trading name.
- the name and date of birth of the employee
- the employee’s regular hours and place of work
- to meet all eligibility criteria, including that the business is a permitted activity
- to meet all relevant legal obligations
- to have a COVID-19 safe plan in place
- To authorise a person or people to issue the worker permit.

How to Issue a work permit:

Each employee required to be on site must receive an individual worker permit with the required details and employers must:

1. [Download](#) the template and fill it out.
 - Employers must use this template for all worker permits issued under this scheme.
2. Sign the worker permit. You can print and sign or sign it electronically.
 - Businesses must get an authorised person to sign the worker permit. This person might be the CEO, a HR manager, an operations manager or anyone else that is suitable.
 - They must be accountable for the details they provide and they may be contacted by Victoria Police or other enforcement agencies to confirm the details.
3. Ask the employee to sign the worker permit.
 - They can print and sign or sign electronically and you can email or text the worker permit to your employee.
 - An employee may travel to work without a worker permit once to get their first permit.
4. If employee is ‘on call’ or requires 24hr coverage, then replace the working hours with ‘24hr’ or 12am-11:59pm

More information

Information on WorkSafe requirements can be found at <https://www.worksafe.vic.gov.au/coronavirus-covid-19>

For other information about the restrictions contact the COVID-19 hotline on 1800 675 398 or visit www.dhhs.vic.gov.au/coronavirus

Note: The Information provided here is current as of the morning of 5-Aug-2020.

Stay Safe, CICA