



**SAFE CHURCH**

**COVID-19**

## **COVID-19 Safety Marshal Guide**

Version 2.0

**Prepared by Safe Church Australia**

### **COVID-19 Safety Marshal Role & Duties**

The role of COVID-19 Safety Marshal (Marshal) has been created by State or Territory Governments in response to COVID-19 safety. The role of Marshal is given different titles depending on the State or Territory you are operating in.

The COVID-19 Safety Marshal is responsible for ensuring all aspects of the COVID-19 Safety Plan are being maintained. It is recommended to nominate an existing member of staff for the role and to reduce their usual duties to allow time to out-work the role.

The nominated Marshal must have a thorough knowledge of the COVID-19 Safety Plan for your location and all its requirements regarding:

- ✓ wellbeing of workers and visitors
- ✓ physical distancing
- ✓ hygiene and cleaning
- ✓ record keeping.

While it is not necessary for the COVID-19 Safety Marshal to personally collect customer or visitor details at check in, the Marshal is responsible for the accuracy of record keeping.

The COVID-19 Safety Marshal should be able to move easily and frequently around the premises to wherever workers and visitors are present to monitor safety plan actions.

They must always be onsite when the location is open. This includes busy times, e.g. filming of streaming content, College classes onsite, etc.

There is no set uniform for the COVID-19 Safe Marshal however they must wear something distinctive that allows them to be easily identified. This could be a high-visibility shirt with wording on it that identifies the wearer as a Marshal, or an easily visible badge or lanyard.

#### **Manager Responsibilities**

Managers continue to be responsible for the health and safety of their workers while they perform work roles during COVID-19. Managers should work with and support the COVID-19 Safety Marshal to ensure workers and visitors are adhering to the COVID-19 Safety Plan.

## When Nominating COVID-19 Safety Marshals

### Personal Attributes

These are some of the main characteristics of a person who can perform the role of the COVID-19 Safety Marshall:

- ✓ great communicator able to have difficult conversations with other workers and visitor when needed to ensure we meet our legal obligations laid out in the COVID-19 Safety Plan
- ✓ honest, responsible and acts with integrity.

### The Skills and Knowledge

These are some of the main skills and knowledge of the person who will best perform the role of the COVID-19 Safety Marshall:

- ✓ thorough knowledge of the COVID-19 Safety Plan and risk assessment
- ✓ high attention to detail
- ✓ organization and planning.

The nominated COVID-19 Safety Marshal may not be the person who implements all the risk controls at your location or prepared workers to return to work, but they do need to have thorough knowledge of the COVID-19 Safety Plan for your location and all its requirements.

## Important Things to Consider

### Activity and Event COVID-19 Safety Marshals should work with Venue Management

COVID-19 Safety Marshal must regularly liaise with venue management prior to commencement of activity or event to ensure the venue is ready for use and has been resourced correctly.

### Having more than one COVID-19 Safety Marshal

Some locations have high activity within multiple buildings. They are open 5-6 days a week for 10-12 hours per day. Under these circumstances it is not reasonable to expect one person to fulfill the Marshal role effectively. Consider having multiple COVID-19 Safety Marshal rostered over the days and hours of operation.

### Building Access

When someone is rostered as the COVID-19 Safety Marshall they should be able to move easily and frequently around the premises. To do this effectively, Marshals may require additional building access to be given (e.g. keys, swipes, building protocols).

## Support

Email [safechurch@hillsong.com](mailto:safechurch@hillsong.com) if you have any questions.

## Primary Safety Control Checklist for Marshals

Your job is to enable the primary safety controls. The primary safety controls are:

- ✓ Stay at home
- ✓ Hand hygiene
- ✓ Physical distancing
- ✓ Record keeping
- ✓ Maximum capacity.

Here are the practical steps that COVID-19 Safety Marshalls should take to enable these safety controls:

### Stay at Home

- Pre-activity communication with your Marshal team regarding Hillsong [conditions of entry](#)
- Roster for backup Marshals to cover those sick or unavailable, if needed
- Set-up and manage check-in desks for major activities
- Be proactive in questioning and observing those coming onsite
- Temperature check those coming onsite
- Be COVID-19 Onsite Response 'ready' if some presents a risk (StaffHub [LINK](#))
- Check conditions of entry signage is displayed.

### Hand Hygiene

- Check hygiene supplies are available onsite at entry points and bathrooms
- Provide hand sanitiser and encourage its use at check-in desks
- Frequently use hand sanitiser and avoid touching your face.

### Physical Distancing

- Wear the PPE provided to you by your supervisor (e.g. mask, high-vis vest, etc.)
- Check physical distancing signage is displayed at entry points and congestion areas
- Facilitate seating layout and sectioning to enable physical distancing
- Move any items that create congestion in access ways (e.g. furniture, packers)
- Provide face masks and instructions on how to wear them
- Facilitate planned safety announcements from the platform
- Address individuals or groups not meeting physical distancing requirements
- Escalate concerns regarding individual or group behaviour to Managers.

### Record Keeping

- Confirm check-in facilities are available (i.e. QR Codes, WhoseOnLocation app, etc.)
- Make sure you and your team are checked-in
- Address individuals or groups not meeting record keeping requirements
- Escalate concerns regarding record keeping to Managers.

### Maximum Capacity

- Know the maximum capacity of the venue and activity
- Know if the event is 'invitation only' or 'pre-registration'
- Use check-in desks to confirm invites and registrations
- Escalate concerns regarding capacity to Managers.