

Further details on Authorised Work Permits released

Further to yesterday's [Bulletin](#), updated [Workplace Directions \(No 44\)](#) have been released which will take effect from **11:59pm tonight, 17 August 2021**. The updated Workplace Directions confirm that, similar to the arrangements that were put in place in August 2020, an employer in respect to a Work Premises located in **Metropolitan Melbourne**, may only permit an employee to perform work at the employer's Work Premises if they have issued an Authorised Worker Permit to the employee. Employers can issue an **Authorised Worker Permit** if:

- the business is on the [list of authorised providers and workers](#);
- the employee is working in an approved category for on-site work; and
- it is not reasonably practicable for the employee to work from home.

How to issue a worker permit

Employers must:

1. Download the Authorised Worker Permit and fill it out. Members can access the updated word version [here](#).
 - Employers must use this template for all worker permits issued under this scheme.
2. Employer must 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, CFO, HR manager, operations manager, or anyone else that is suitable.
 - The permit must also specify the contact name and telephone number of a secondary representative (contact) of the employer.
 - They must be accountable for the details they provide.
 - 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.
 - 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.

Note: An employee must not use a worker permit, even if they have been issued one, if they test positive to COVID-19 and are required to self-isolate; or, they are a close contact of someone who has tested positive and are required to self-isolate.

Sole Trader

If you are a sole trader then you must issue a worker permit and sign the worker permit. For the purposes of the worker permit you are considered both the employer and employee. You should complete the employee and employer details.

Carrying a permit

Employees must carry the worker permit and should carry photo identification when travelling to and from the workplace. A worker permit can be shown electronically to authorities such as a photo, or scanned copy, on a mobile device.

Casual Workers

Employers may need to issue worker permits for specified date ranges for employees who do not have regular hours.

If an employee is commencing a new rostering period and has not yet been issued with their worker permit for that period, the employee will need to carry their old worker permit when travelling to work. This will allow authorities to verify with the employer that they are on their way to work. Once at work, the employer will need to update the worker permit to reflect the employee's new roster.

Picking up shifts and last-minute shift changes

Employees that are unexpectedly called in outside of their specified hours can attend their workplace. They will need to carry the worker permit they do have, to ensure authorities can verify with their employer that they are on their way to work.

Working across multiple sites

Employers with multiple work sites may decide to designate an authorised person at each work site.

Employers should minimise any requirement for employees to work at different sites.

Where possible, if a person is working regularly across the same locations, their permit should specify the sites they attend.

If someone's job requires them to visit multiple sites in an unpredictable way (such as delivery drivers), an employer can issue a permit using the employee's primary place of work.

If a person's permit is checked, the police may contact their employer to confirm the employee's permitted workplaces. This may include checking where they need to travel beyond their primary place of work on that day.

An employee working at more than one site must keep a log of the places visited including date, time and place of attendance.

Working from home

Employers are responsible for determining whether an employee can work from home.

In rare circumstances where an employee is at risk at home and it is not reasonable for the worker to work from their ordinary place of residence, an employee does not need a worker permit in order to attend work. This includes in a situation of family violence.

Transport to and from work

An adult can take an authorised worker to and from their place of work without a worker permit, if the worker is their dependant or a person they live with.

If needed, authorities must be able to confirm that travel is in accordance with the worker permit.

Sub-contractors

The operator of the work premises in which the sub-contractor is working needs to be satisfied that the sub-contractor is required on their site.

Franchisees

The person or entity who must issue the worker permit is determined by who is the operator of the work premises. If the franchisee is the operator, they will be responsible for issuing the permit.

International or national organisations

From 11:59pm on Tuesday 17 August 2021, employees should not attend work without a worker permit. If the employer has not been in contact about a worker permit, the employee should contact their manager or human resources department and ask them to arrange a worker permit.

Penalties

Penalties of up to \$21,808 (for individuals) and \$109,044 (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 \$1,817 (for individuals) and up to \$10,904 (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.

Members needing further advice or assistance are encouraged to contact VACC's Workplace Relations team on 03 9829 1123 or ir@vacc.com.au.

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