
Reference No: Permitted worker scheme/dh-10-20

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Update - Permitted Worker Permits

As part of the Victorian Government's [Roadmap for Reopening](#) update announced on 18 October 2020, the current Stage 4 Permitted Worker Permit requirements that were initially introduced from 11:59pm on Wednesday 5 August 2020 in metropolitan Melbourne – have been further extended until at least the commencement of the Third Step, currently being **from 11:59pm 1 November 2020 (subject to public health assessment of epidemiological conditions)**.

Members who have eligible employees operating on-site in a permitted workplace are therefore advised to review their worker permits to ensure their continued currency and to update as necessary.

Members should note however, that these requirements are subject to change pending future Victorian Government announcements.

Therefore, to minimize the need to re-issue work permits in the event of a further extension, members may wish to update the permit to cover an additional number of weeks. At a minimum, VACC would suggest that this should be until at least 8 November 2020 – in line with the period specified in the Victorian Chief Health Officer's current [Permitted Workers Permit Scheme Directions \(No 7\)](#).

As the Department of Health and Human Services (DHHS) has not issued a new permitted worker permit, members can use the standard DHHS template which can be downloaded from the link provided in the section below.

VACC also reminds members that they must continue to ensure they are operating in accordance with their COVIDSafe Plan.

How to issue a worker permit

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

Employers must:

1. Download the [Permitted worker permit](#) and fill it out, amending relevant dates in Table 1 or Table 2.
 - 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.
 - 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.

Carrying a permit

Employees must carry the worker permit and should carry photo identification when travelling to and from the workplace. The worker permit can be carried electronically, for example as a photo 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

Each employer must determine who will be authorised to issue worker permits. 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, an employee does not need a worker permit. This includes in a situation of family violence.

Transport to and from work

If a permitted worker is unable to transport themselves to and from their place of work, a household member can take them to and from work needing a worker permit themselves.

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

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.

Sub contractors

The employer of the sub-contractor needs to be satisfied that the sub-contractor is required on-site. The employer may be the main contractor, or it may be that the sub-contractor is a sole trader.

Franchisees

The person or entity who must issue the worker permit is determined by who is the employer under the franchise agreement. If the franchisee is the employer, they will be responsible for issuing the permit.

International or national organisations

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 \$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.

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

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