

Reference No: PWP/dh-9-20

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### Update - Permitted Worker Permits

As part of the Victorian Government's [Roadmap for Reopening](#) announced on 6 September 2020, the current Stage 4 Permitted Worker Permit requirements that were initially introduced from 11:59pm on Wednesday 5 August 2020 until 11.59pm 13 September 2020 in metropolitan Melbourne – have been extended until **at least 25 October 2020**.

Members who have eligible employees operating on-site in a permitted workplace, are therefore advised to ensure they have updated and reissued their permitted worker permits for the period commencing **from 14 September 2020**. The Victorian Government has confirmed that employers can use the original template for this purpose.

Businesses operating permitted work premises in metropolitan Melbourne are also reminded that they must continue to ensure they are operating in accordance with their COVID Safe 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.

If you are concerned that your workplace is unsafe for you to attend, you should contact [WorkSafe](#).

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 your dependent and unable to transport themselves to and from their place of work, you can take them to and from work without needing a worker permit for yourself.

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](mailto:ir@vacc.com.au).**

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