



PERMITTED WORKER SCHEME

From 11:59pm on Wednesday 5 August, employers that require their staff to attend a work site in the Melbourne metropolitan area must issue a worker permit to their employees – this is the employer's responsibility

Do all workers need a permit?

Yes. Under stage 4 restrictions, all workers that are participating in on-site work will need a permit to travel to a permissible workplace in the Melbourne metropolitan area.

Permits are also not needed for health workers, emergency services workers and those in law enforcement, who already carry with them employer-issued ID.

Staff working from home do not require the permit.

Workers must also carry photo identification with them, alongside the permit, when travelling to work. Permits can be shown electronically, including as a photo, scanned copy or on a mobile phone.

Where do I access and issue the permits?

The template for the worker permits is available for download from the [Vic gov website](#).

It is the responsibility of employers to download the template for all workers. Employers must sign the permit, either by hand or electronically, and this signature can be provided by an authorised person, such as the owner, CEO, HR manager or operations manager. This person may be contacted by the police or enforcement agencies if details need to be confirmed.

Employees must also sign the worker permit, either by hand or electronically.

Permits can be sent to workers via email or text, and an employee can travel to work with the permit on one occasion to pick up the permit.

What are the fines if a worker does not have a permit?

Employees who do not carry their permit with them when travelling to and from work can be issued with on-the-spot fines of up to \$1,652, while employers can be fined up to \$9,913. The same fines apply to other breaches of the scheme requirements.

Additionally, workers can be fined up to \$19,826 and businesses up to \$99,132 if employers issue work permits to employees who do not meet the requirements of the scheme or who otherwise breach its requirements.



What details do I need to know to fill out the permit for my workers?

To fill out the permit form, you will need the following details:

- Name, ABN, company address and trading name;
- Name and date of birth of the employee; and
- The employee's regular hours and place of work.

Businesses must also have a COVID-19 safe plan in place, and meet all the relevant eligibility requirements of being able to trade.

What about sole traders?

Yes. Sole traders who are completing on-site work must issue a permit, and then sign it as both the employer and employee.

What about casual employees?

Casual workers who do not work regular hours may need to be issued with separate permits for specified date ranges. They may also need to carry with them multiple worker permits if they are beginning new rosters with different hours.

If a worker is picking up a last-minute shift or is called into work unexpectedly, they are to carry their existing permit with them, and then authorities will verify that they are attending work with their employer.

What about sub-contractors?

Again, this depends on who the employer is in the particular situation. It may be the main contractor, or the sub-contractor themselves if they are a sole trader.

Do I need a permit if I am taking another worker to their place of work?

If a worker is dependent or unable to get themselves to work, an adult can take them to and from their workplace without a permit. However, authorities must be able to confirm that the travel is appropriate for the worker's permit.

More information is available on the Victorian Department of Justice website [here](#).