

> HELPING BUSINESS GET BACK TO WORK



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COVID-19 Safety Plan

Construction and tradespeople

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your customers that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS
Business name:
Plan completed by:
Approved by:

> GUIDANCE FOR BUSINESS

Guidance for your workplace and the actions you will put in place to keep your customers and workers safe

GUIDANCE	ACTIONS
Wellbeing of staff and visitors	
Exclude staff and customers who are unwell from the site.	
Make sure all workers comply with COVID-19 health advice so far as reasonably practicable. Most importantly, do not visit clients' homes or construction sites even if you have mild symptoms.	
Before attending a job in someone's home, ask if there is anyone in the house with any cold or flu symptoms or anyone who is in home-isolation. If there is, reschedule your visit until the home isolation period has finished or for several days after symptoms have resolved.	
When inducting staff and visitors on site, provide information on how to stay COVID Safe and provide advice on what to do in the event they come in close contact with a confirmed case of COVID-19.	

Wellbeing of staff and visitors

Provide staff with training and advice in relation to personal hygiene, updated infection control practices and the adherence to COVID-19 control requirements. Review the existing levels of supervision to provide and monitor this advice.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

GUIDANCE

ACTIONS

Physical distancing

Develop a Travel Action Plan and provide information to staff and visitors about how to travel to your workplace in a COVID Safe way.

Restrict non-essential personnel and visitors from entering the site or reschedule visits to a time when there are minimal personnel on site, wherever possible.

Monitor entry and exit points to maintain social distancing and prevent over-crowding, including provision of supervision, line marking, clear signage, video communications/doorbell. Ensure similar arrangements are in place for general access and exit including stairways, lifts, hoists, evacuation routes and muster points.

Where reasonably practical, ensure workers and essential visitors (e.g. engineers) maintain 1.5 metres physical distancing at all times including at meal breaks, in offices, meeting rooms and site sheds.

Ensure storage points are frequently reviewed to ensure equipment is not crowded, where practical.

Use telephone or video for essential meetings where practical.

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

For essential work activities where social distancing is problematic, there should be clearly documented processes of control and approval.

Request contactless delivery and invoicing, where practical. Otherwise, drivers should remain in their vehicles while staff unload the delivery, where possible. If not possible, drivers should sanitise their hands before unloading the delivery.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Physical distancing
Display signage near lifts or site elevators directing workers to maintain physical distancing wherever practical.
Decommission or limit the numbers of workers in crib rooms to support physical distancing where possible. Consider providing workers with extra buildings for crib rooms and remove excess seating to discourage overcrowding.
Consider strategies to avoid crowding, such as holding inductions and toolbox talks in smaller groups and in open, well-ventilated spaces within the construction site.
Conduct a task risk assessment to identify control measures necessary to mitigate the spread of COVID-19 when 1.5 metre physical distancing cannot be adhered to.
Consider what work can be done offsite, such as prefabrication work, or administration work from home.

GUIDANCE	ACTIONS
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Hygiene and cleaning
Adopt good hand hygiene practices.
Have hand sanitiser or wash stations at key points around the site, such as entry and exit points and meal areas. Hand sanitiser may not work well if hands are visibly dirty.
Ensure bathrooms are well stocked with hand soap and paper towels. Trades services should make sure hand sanitiser is available in work vehicles for mobile tradespeople.
Ensure rubbish collection is performed regularly to avoid rubbish overflow.
Clean indoor hard surface areas frequented by staff or customers at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces, including in reception, delivery areas, turnstiles, lifts, hoists, printers, plant and machinery controls, handrails, taps and washing facilities, several times per day with a detergent or disinfectant solution or wipe.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturer's instructions.
Wear the required personal protective equipment when cleaning, including gloves, and wash hands thoroughly before and after with soap and water.

Hygiene and cleaning

Minimise contact with household items and fittings not related to your work.

Display signs about physical distancing, hygiene and hand washing practices around the workplace where practical.

If sharing tools and equipment is unavoidable ensure cleaning with a detergent solution or disinfectant wipes in between use.

Where practical, site vehicles and plant should be operated by a single designated operator and regularly cleaned. Where shared use is unavoidable, regularly clean the inside of vehicle cabs and between use.

GUIDANCE

ACTIONS

Record keeping

Keep a record of name and a mobile number or email address for all staff, site visitors and contractors for a period of at least 28 days. Where possible, use gates and swipe cards to identify when individual workers enter and exit the site to aid in tracing their attendance; or use toolbox talks or other methods of recording individual worker attendance at a site. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.

Maintain a record of all customer home visits to assist with contact tracing.

Make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.