

**> BE COVID SAFE.  
HELP NSW STAY IN BUSINESS.**



## Your COVID-19 Safety Plan

### Business details

**Business name** AB Constructions

**Business location (town, suburb or postcode)** 2000

**Project name** 123 Day Street

**Project address (number, street, suburb and postcode)** 123 Day Street

**Completed by** Alex Brown

**Email address** [farhana@hazardco.com](mailto:farhana@hazardco.com) **Effective date** 26 July 2021

**Date completed** 29 July 2021 **Wellbeing of workers**

**Perform symptom check and exposure assessment on all workers upon entry to site in a manner that avoids congregation at entrances or close contact with screeners, where practicable.**

HazardCo QR code will be displayed for workers to sign onto site and complete COVID 19 health declaration on the HazardCo app.

Alternatively, make sure you have a COVID Marshal present to ask each person coming on-site about their symptoms and if they have visited any recent exposure sites.

Workers must form a single file line and maintain physical distancing when using entry and exit points to avoid people clustering.

**Exclude workers who are unwell from the site.**

Workers must not attend site if they:

- are feeling unwell and experiencing flu-like symptoms – fever, cough, sore throat, shortness of breath, loss of smell or loss of taste
- been in contact with someone who is a confirmed case of COVID-19, or is a close contact of a confirmed COVID-19 case
- have attended a COVID-19 case location in NSW or interstate.

**Have protocols in place to manage sites where a person becomes unwell at work and to identify contacts in the event a worker tests positive for COVID-19. Request workers notify site owner as soon as they become aware of having tested positive to COVID-19 or have been notified they are a close contact.**

Workers must report to the Supervisor if they are feeling unwell.

The HazardCo QR code and NSW Services QR Code will be displayed for workers and visitors to sign-in on arrival to ensure that there is a record of who is on site. If a worker comes in close contact with a confirmed case, they will follow the direction of NSW Health, get tested and self-isolate for 14 days. They must contact their Manager/Supervisor immediately.

**Provide staff with training and advice in relation to personal hygiene, updated infection control practices and adherence to COVID-19 control requirements. Display signage about COVID-19 control measures such as physical distancing, face masks and hand hygiene around the workplace where practicable.**

COVID-19 controls are documented on our SWMS and will be reviewed by the supervisor to ensure its effectiveness.

Toolboxes will be regularly held to inform workers on updates or outcomes from site reviews relating to COVID-19.

**Ensure first aid personnel are provided adequate training and access to PPE (to manage COVID-19 exposure), where practicable. Note: this may not be applicable for small sites.**

First aider will be provided with a face mask, gloves and hand sanitiser which must be worn when applying first aid.

**Encourage workers to access COVID-19 vaccination when eligible, including by:**

- **communicating COVID-19 vaccine eligibility criteria as outlined by the Australian Government**
- **informing workers about how to make a COVID-19 vaccination booking through the COVID-19 Vaccine Eligibility Checker**
- **sharing resources and information about COVID-19 vaccines from trusted sources (e.g. Australian Government Department of Health, NSW Health) identifying locations near work sites where COVID-19 vaccinations are available**
- **allowing workers to get vaccinated during working hours in a manner consistent with site arrangements and ongoing site operations.**

Toolbox talks will be carried out to inform workers on where to get vaccinated and all information and resources will be made available on request.

Workers will be permitted to attend vaccination appointments during working hours and must inform their supervisor prior to their appointment.

**Have at least one nominated person and/or COVID Marshal (one per 50 workers) who is responsible for ensuring compliance with all COVID-19 safety measures, including site checks-ins, face masks and physical distancing. The nominated person may ensure compliance across multiple sites for smaller projects.**

A COVID Marshal/s will be appointed to ensure workers are following all COVID-19 safety measures.

COVID Marshal for this site is: Joe Brown

**Ensure workers comply with mandatory surveillance COVID-19 testing requirements, where applicable.**

Where workers are required to have mandatory surveillance testing, they must inform their supervisor and provide their results as soon as received.

## **Physical distancing**

**Provide parking at or near sites to reduce use of public transport, where practicable. Communicate and promote compliance with rules relating to carpooling.**

Parking is provided onsite.

Workers are not to travel in the same vehicles while working, including car pooling into work unless they are living in the same residence.

**Restrict inductions to site to the minimum practicable, to reduce movement of workers between different sites.**

Workers must sign in using the HazardCo QR code to complete their induction.

On sites for construction, renovation and additions on unoccupied residential buildings two storeys and under:

- **limit the trades on-site to one at any time**
- **cap the number of sites visited by trades person in any week to five sites.**

Note: These restrictions do not apply to roles that involve inherently short and contactless visits to sites, such as supervisors, certifiers and professional services such as engineers and surveyors, delivery drivers and specialist installers working on their own.

Work activity will be sequenced to ensure only the required trade is on site. Travelling to multiple sites will be minimised and restricted to one site if practicable.

Wherever practicable, create separation of people and teams on site:

- **Establish separate zones and limit movement of people and teams between zones.**
- **Create separated shifts or staggered shift start/finish times, as permitted by conditions of consent for working hours and related planning orders.**

Note: this may not be applicable for small sites.

Work areas will only be restricted to critical areas. Barriers will be used to ensure physical distancing

If required, start times will be staggered to minimise people interaction

**Use contactless deliveries and invoicing where practicable.**

Contactless delivery will be arranged where possible. A designated delivery area away from site workers will be in place.

Where contactless delivery is not possible, the driver will radio on arrival and remain in the vehicle while workers unload.

**Where practicable, delivery drivers and other occupants must remain in their vehicles if not required to unload. If they wind down their windows (e.g. to engage with people onsite) they must be wearing a face mask.**

Driver must remain in their vehicle, with their windows closed. If required to wind down their window, the driver and receiver must be wearing face masks.

**Where a driver is required to unload and it is practicable to do so, no other person should touch the vehicle and other workers should maintain at least 3 metres physical distance from the driver.**

a designated unloading area will be in place using physical barriers. Only authorised workers will be allowed to assist if required and will maintain 3m physical distance from driver.

**Drivers must use dedicated visitor amenities if available (not amenities used by workers). Note: this may not be applicable for small sites.**

Not applicable to this site.

**Establish physical distancing for meetings, break periods, meals site sheds, crib rooms, general access and exit including stairways, lifts, evacuation routes and muster points where practicable.**

Meal breaks will be staggered between work groups where physical distancing cannot be maintained.

Form a single file line and maintain physical distancing when using entry and exit points to avoid people clustering.

Radio comms to be used when going up stairways to ensure single file is maintained.

Supervisor or leading hand will monitor site foot traffic around site to ensure physical distancing is maintained.

In the event of an emergency, a second route has been established to the emergency muster point. Evacuation plan has been updated and changes toolboxed to workers. Physical distancing requirements posters will be displayed throughout the site

**Wherever practicable, create additional meal facilities and amenities in outdoor, open fresh air environments within the confines of the site. This may include covered areas on ground level, or on floors of buildings that are structurally complete and otherwise safe, but have no facade restricting flow of fresh air.**

Additional sheltered area will be built to spread out the number of workers

**Limit the number of people in any indoor areas, including indoor meal areas, to one person per 4 square metres of space where it is safe to do so (unless other legislated WHS requirements apply, e.g. working in confined spaces).**

The allowed number of people indoors will be displayed at each entry and number will be monitored by the COVI Marshal

**Limit hoist movements to teams who are working together and, where practicable, have teams work only on specified floors for their whole shift to avoid the need to move around the site.**

Workers must stay in their designated work zones to minimise movement.

**Monitor entry and exit points to maintain physical distancing and prevent over crowding, including but not limited to provision of supervision, line marking, clear signage, video communications/doorbell.**

Form a single file line and maintain physical distancing when using entry and exit points to avoid people clustering.

Radio comms to be used when going up stairways to ensure single file is maintained. Supervisor or leading hand will monitor site foot traffic around site to ensure physical distancing is maintained.

**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. For essential work activities where physical distancing is problematic, establish clearly documented processes of control and approval.**

The HazardCo app will be used to identify the risks and controls for COVID-19 and be documented on SWMS before work starts.

Carry out a task risk assessment before starting and document agreed control measures with work group and have Supervisor sign off

**Implement a strategy suitable to the circumstances of the site to avoid crowding and contact, such as using telephone or video for essential meetings, considering what work can be done offsite (such as prefabrication or administration), holding inductions and toolbox talks in smaller groups and in open, well-ventilated spaces within the construction site and discouraging congregation outside sites before/after shifts and on meal breaks.**

Prestart and toolboxes will be done outdoors.

If there are multiple workgroups on site, prestart and toolboxes will be staggered.

Start times and meal breaks will be staggered to limit people crowding around. Workers are to leave the site immediately when they finish their shift.

## Hygiene and cleaning

### **Face masks must be worn by workers, unless exempt.**

Face masks must be worn at all times unless a written exemption is provided to the Supervisor

### **Have hand sanitiser or wash stations at key points around the site, such as entry and exit points and meal areas.**

Hand sanitiser stations will be in place throughout the site.  
If hands are dirty, additional hand wash has been provided for workers.

### **Bathrooms must be well stocked with hand soap and paper towels.**

Toilets and hand washing stations will be kept stocked with hand wash and towels. work utes will be stocked with hand sanitiser.

### **Clean indoor hard surface areas frequented by workers at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces, including 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, where practicable. Note: this may not be applicable for small sites.**

Alcohol wipes, disinfectant spray and cloths will be available throughout the site for workers to sanitise commonly touched surfaces such as handrails, door handles, tools and machinery. Tools and machinery must be wiped down after every use.

### **Staff are to wear the required personal protective equipment when cleaning, including gloves, and wash hands thoroughly before and after with soap and water.**

Gloves will be provided for cleaning of facilities.

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

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

Alcohol wipes will be available for workers to wipe down after using shared tools and equipment.

### **Site vehicles and plant must be operated by a single designated operator and regularly cleaned where practicable. Where shared use is unavoidable, regularly clean the inside of**

**vehicle cabs and between use where practicable. Note: this may not be applicable for small sites.**

Workers are to use their own vehicles.

If there are any plant operations, only one operator will be designated to that plant. Plant and vehicles must be cleaned regularly and after each use.

## **Record keeping**

**Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, site visitors and contractors.**

NSW Services QR code will be displayed in line with government contact tracing requirements.

Worker must scan the government QR code as well as the HazardCo QR code.

**Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in. QR codes should be clearly visible and accessible including at entrances to the premises.**

The COVID Marshal will be conducting regular compliance checks to ensure all workers have checked in

**Wherever practicable, establish unique NSW Government QR codes for different zones and locations on site, including meal rooms, toilet facilities and delivery points to assist NSW Health contact tracing if a positive COVID-19 case is identified. Note: this may not be applicable for small sites.**

Not applicable to this site as it is a small site.

**If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur via a Service NSW QR code, keep a record of the name, contact number and entry time for all workers and visitors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.**

For workers who are unable to check-in for any reason, they must contact the supervisor immediately who will manually check them in.

All records will be kept on a spreadsheet and be made available on request.



**Issue NSW Government QR codes electronically to delivery drivers prior to site entry, where practicable. Note: this may not be applicable for small sites.**

NSW government QR code will be sent electronically to delivery drivers on confirmation of booking.

**Consider implementing use of tracing cards to track contacts between employees, drivers and visitors on site.**

Supervision will be increased to monitor contact between workers, drivers and visitors. The COVID Marshal will also monitor contact as part of their duty.

**Cross check delivery crew induction details to ensure address details are registered and compliant with public health order restrictions.**

Delivery crew induction details will be checked prior to confirmation to ensure compliance with public health order restrictions.

**Employers must maintain records on their staff, including but not limited to:**

- **records of other sites visited**
- **place of residence to determine whether staff are required to undertake surveillance COVID-19 testing mandatory surveillance COVID-19 testing results**
- **age and vaccination status – if a person declines to provide vaccination information, it is sufficient to record that fact.**

All workers must check-in using the HazardCo app record who is on site. Mandatory surveillance results must be provided by the worker before starting work. Workers must provide their vaccination status and notify their supervisor if the status changes.

**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**

SafeWork will be notified immediately if there is a positive case onsite. Workers are required to follow the advice and directions of NSW Health if contacted. COVID-19 Safety

**I agree to keep a copy of this COVID-19 Safety Plan at the business premises Yes**