

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



Your COVID-19 Safety Plan

Hospitality

This category is a glitch with the NSW Government's website. We (MBA) have notified them of this problem.

Business details

Business name	ABC Construction
Business location (town, suburb or postcode)	Forest Lodge
Project name	ABC Construction Project
Project address (number, street, suburb and postcode)	19-22 Construction St
Completed by	John Smith
Email address	jsmith@abcconstruction.com.au
Effective date	29 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.

Agree

Exclude workers who are unwell from the site.

Agree

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.

Agree

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.

Agree

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.

Agree

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.**

Agree

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.

Agree

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

Agree

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.

Agree

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

Agree

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.

Agree

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.

Agree

Use contactless deliveries and invoicing where practicable.

Agree

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.

Agree

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.

Agree

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

Agree

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.

Agree

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.

Agree

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).

Agree

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.

Agree

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

Agree

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.

Agree

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.

Agree

Hygiene and cleaning

Face masks must be worn by workers, unless exempt.

Agree

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

Agree

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

Agree

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.

Agree

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

Agree

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

Agree

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.

Agree

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.

Agree

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.

Agree

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.

Agree

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.

Agree

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

Agree

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

Agree

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

Agree

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.

Agree

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.

Agree

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

Yes