

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

Your COVID-19 Safety Plan

Construction sites in Greater Sydney

Business details

Business name	XYZ Constructions Pty. Ltd.
Business location (town, suburb or postcode)	Sydney NSW
Project name	Sample exercise
Project address (number, street, suburb and postcode)	123 Smith St Sydney NSW 2000
Completed by	John Smith
Email address	Jsmith@madeupemail.com.au
Effective date	15 September 2021
Date completed	16 September 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.

At the start of each week all workers sign a declaration stating they have not knowingly been in contact with anyone with COVID-19. This is completed using social distancing as well as room capacity limits. Workers then state where they were working the previous

week.

Exclude workers who are unwell from the site.

If a worker becomes ill, with flu like symptoms they are to alert the site manager as soon as they are feeling unwell. They are instructed to seek medical assistance and immediately submit to a covid-19 test. The worker must self isolate until receive a negative test result.

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.

If a worker tests positive to COVID-19 the site will shut until a deep clean has occurred. All workers on site shall immediately present for a covid-19 test. All close contacts shall self isolate for 14 days irrespective of the test result.

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.

All workers on site will attend a pre-start meeting which shall include a discussion on training and advice in relation to personal hygiene, updated infection control practices and adherence to COVID-19 control requirements.

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.

All site management will have access to a COVID-19 safety kit which includes all relevant PPE.

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.**

We will provide a list of recourses where this information can be found, either electronically or in hard copy.

How to book an appointment for your COVID-19 vaccination

NSW Health vaccination clinics and participating general practices and pharmacies are open for COVID-19 vaccination bookings.

To check your eligibility and book an appointment at a location near you, visit the sites below:

HYPERLINK "<https://covid-vaccine.healthdirect.gov.au/eligibility?lang=en>"When will I get vaccinated? Use the COVID-19 vaccine eligibility checker to find out when you can receive a COVID-19 vaccine, book an appointment if you are eligible, or register your interest.

HYPERLINK "<https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/getting-vaccinated-for-covid-19/who-can-get-vaccinated-for-covid-19>"Who can get vaccinated for COVID-19? Find out who can get vaccinated, including advice for people with compromised immune systems or allergies, women who are pregnant, breastfeeding or planning pregnancy, frail and elderly people, and people with disability.

HYPERLINK "<https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/getting-vaccinated-for-covid-19/why-should-i-get-vaccinated-for-covid-19>"Why should I get vaccinated for COVID-19? Learn about the health, social and economic benefits of being vaccinated for COVID-19.

HYPERLINK "<https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/getting-vaccinated-for-covid-19/who-can-get-vaccinated-for-covid-19#if-youve-had-covid19-and-recovered>"Do I need to get vaccinated if I've had COVID-19 and recovered? Advice for people who have already had COVID-19 and recovered.

National coronavirus and COVID-19 vaccine helpline – 1800 020 080

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 will be on site at all times and will be responsible for ensuring compliance with all COVID-19 safety measures, including site checks-ins, face masks and physical distancing.

It should also be noted that each COVID marshal will undertake the required training.

Note: Covid Marshall training can be undertaken online from a reputable training provider.

Ensure workers comply with COVID-19 vaccination, COVID-19 testing and Service NSW permit requirements, where applicable.

A person whose place of residence is in an area of concern must not enter or remain on a construction site in Greater Sydney unless the person—

- (a) has had 2 doses of a COVID-19 vaccine, or
- (b) has had 1 dose of a COVID-19 vaccine at least 21 days ago, or
- (c) has had 1 dose of a COVID-19 vaccine within the previous 21 days and has been tested for COVID-19 within the previous 72 hours, or
- (d) has a medical contraindication certificate issued to the person and has been tested for COVID-19 within the previous 72 hours.

(2) The occupier of the construction site must not allow the person to enter or remain on the construction site unless satisfied that the person has complied with this clause.

(3) The person must, when entering or on the construction site—

- (a) carry the required evidence, and
- (b) produce the required evidence for inspection if requested by—
 - (i) the person's employer, or
 - (ii) the occupier of the construction site, or
 - (iii) a police officer, or
 - (iv) an authorised officer.

A travel permit issued by Service NSW will be require by workers leaving an LGA of concern and by workers entering an LGA of concern to attend site.

Physical distancing

Capacity at a construction site must not exceed the lesser of one person per 4 square metres of space on the construction site or, for a construction site with a resourcing

plan, 50% of the maximum daily workforce of the construction site.

We will ensure that site will not exceed the lesser of one person per 4 square meters of space on site or 50% of the maximum daily workforce of the construction site. Each trade must let the site manager know how many workers they will have on site to make sure capacity limits are not exceeded.

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

Parking will be made available on site where practicable. If parking limits have exceeded the number of workers who will be able to park on site, it will be encouraged that workers should not use public transport. It will be noted in the pre-start meeting that car pooling is NOT permitted.

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

Inductions will be held each morning following room capacity limits. If the number of workers exceeds the capacity limits there will be several inductions that day. It is highly encouraged that each trade communicates how many workers they will have for induction that day.

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.

Each trade will have an area allocated to them. Start times will also be staggered as well as lunch breaks.

Use contactless deliveries and invoicing where practicable.

Delivery drivers will adhere to contactless deliveries and must wear a face mask. Where possible, designated delivery and pick up areas will be identified.

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.

All delivery drivers will remain in their vehicles. Face mask will be a condition of entry.

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.

If deliveries need to be unloaded the area will be excluded and workers will maintain at least 3 meters of physical distancing.

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

All delivery drivers will use a separate toilet from all the workers on site where reasonably practicable to do so.

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.

Where reasonably practicable to do so, additionally meal facilities will be created in an outdoors setting. Where this approach is not reasonably practicable due to factors such as weather or other physical constraints of the site, a risk assessed approach will be taken such as implementing staggered meal breaks.

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.

Where reasonably practicable our business will do our best to comply with creating additional meal facilities, if not we will adopt a risk assessed approach by implementing staggered meal breaks.

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).

All indoor works will be kept at a minimum. Room capacity limits will also be in place.

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.

There will only be 5 workers permitted in the hoist at one time

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.

The COVID marshal will ensure so far as responsibly practicable that physical distancing is in place and will be avoided.

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.

A task risk assessment will form part of our overall project risk assessment possibly as an annexure (amendment to the back end of the existing Project Risk Assessment). When and if physical distancing can not be adhered to.

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.

All meetings will be conducted using an electronic meeting platform or equivalent. Other meetings such as toolbox talks will be undertaken in well ventilated areas and outdoors where possible and masks should be worn at all times.

Hygiene and cleaning

Face masks must be worn by workers, unless exempt.

Face masks will be worn indoors and outdoors at all times unless you have a reasonable excuse.

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

COVID-19 safety stations will be made available on site in the entry and exit areas. Hand sanitiser will be available in prominent locations including the amenities.

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

A designated worker will be tasked to make sure there are sufficient supplies e.g. soap, hand towels etc on a regular basis.

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.

The amenities will be cleaned daily. Once more workers come to site it will be done twice a day.

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

All staff will wear personal protective equipment when cleaning, including gloves, and wash hands thoroughly before and after with soap and water.

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

Disinfectant wipes will be used if tools are being shared.

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.

We will comply with the control measure proposed by the NSW Gov't where reasonably practicable to do so, communicated through regular toolbox talks and the provision of adequate cleaning supplies.

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.

QR codes will be located at each entry and exit point. It will also be located at each COVID-19 safety station.

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.

All workers must provide evidence that they have logged on to the QR code (green tick).

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.

Our site will comply with this requirement where reasonable practicable to do so, by adhering QR Code signage where appropriate.

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.

An electronic record will be provided if requested.

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

All delivery drivers have to scan an electronic QR code.

Consider implementing use of tracing cards to track contacts between employees,

drivers and visitors on site.

Tracing cards (or equivalent) will be implemented, where reasonably practicable to do so.

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

Delivery drivers are expected to comply with NSW PHO's. We will ask if the drivers are complying with the requirements.

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 COVID-19 testing and/or be vaccinated against COVID-19**
- **COVID-19 testing results**
- **vaccination status.**

At the start of each week all workers will fill out a COVID-19 report. This will include which sites they visited last week, place of residence to determine whether staff are required to undertake COVID-19 testing and/or be vaccinated against COVID-19, COVID-19 testing results and vaccination status.

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.

NSW Health will be notified if there is a positive case.

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

Yes