

**Safe Work Method Statement– High Risk CovidSAFE plan for Construction Work Carried out in a Contaminated Environment**

This safe work method statement is generic in nature can be used as a guide in developing your SWMS All PCBU's when undertaking high risk construction work are to have in place a Safe Work Method Statement (SWMS). Where there are differences in the control measures to employed between your and this SWMS the higher of the two control measures are to be implemented – this or your own SWMS. This SWMS needs to be reviewed against site conditions upon commencing work. Where site conditions prevent works to be carried out in accordance with this SWMS than another is to be written and Site Supervisor notified.

<b>Name of PCBU/Principal Builder</b>	Bay Building Group	<b>Name of Principal Contractor</b>	Bay Building Group		
<b>Work Activity:</b>	Work Carried out in a Contaminated Environment - COVID-19	<b>Work Location:</b>	Various		
<b>High Risk Construction Work:</b>	<ul style="list-style-type: none"> <li>• Pathogens</li> </ul>	<b>Site Supervisor:</b>			
	<ul style="list-style-type: none"> <li>•</li> </ul>				
	<ul style="list-style-type: none"> <li>•</li> </ul>	<b>Emergency Contact:</b>	1399 766 216	Contact No:	
<b>Date of SWMS</b>	04/08/2020	<b>Review Date</b>			
<b>Have workers been consulted about the SWMS?</b>	All workers are required to be consulted with regards to the SWMS and control measures contained in the SWMS.				
<b>Person Responsible</b> for ensuring compliance with SWMS	Different PCBU's/Employers and Contractors will encounter different High Risk activities. All PCBU's/Employers are responsible for reviewing this SWMS against site conditions and ensure work occurs in accordance with the SWMS.				
<b>Person(s) Responsible</b> (for reviewing the SWMS)	PCBU's/Employers should review this SWMS and apply the control measures outlined for the various High Risk activities that they may undertake. Where works cannot occur in accordance with this or your own SWMS contact is to be made with the Site Supervisor.				
<b>Work Step</b>	<b>Hazard for Works</b>	<b>Control Measures for the Hazards</b>			
PCBU's Pre-Start Check at Site	Site hazards may impair works	<ul style="list-style-type: none"> <li>• Undertake pre-site inspection verify conditions on site will enable works to be carried out in accordance with the SWMS.</li> <li>• Discuss site specific works with the Site Supervisor reviewing site signage, Safety Management Plan, for site specific hazards</li> <li>• Ensure all employees are made aware of any site specific hazards to works and this SWMS</li> <li>• If SWMS are to be changed copy is to be provided to site supervisor and approval obtained</li> </ul>			

		<ul style="list-style-type: none"> <li>• Construction Inducted employees and contractors are only allowed to undertake construction works</li> <li>• Inspect meter box RCD and activate tripping device verifying working condition if using power equipment</li> <li>• Ensure all leads tagging &amp; testing are up to date.</li> <li>• Only certified and/or licensed personnel are to operate mobile equipment</li> </ul>
Prevent COVID-19 affected persons entering site.	Exposure to infectious person	<p>COVID-19 is primarily spread through airborne respiratory droplets.</p> <p>Workers accessing site are to comply with relevant health authorities guidance for COVID-19</p> <ol style="list-style-type: none"> <li>1. Do not attend site if suffering flu like symptoms</li> <li>2. Do not attend site if currently in isolation due to COVID-19 either as an effected person or due to direct contact with someone affected by COVID-19</li> <li>3. Do not attend site if returned from overseas in the past 14 days or following a period of isolation as specified by the relevant state health authority.</li> </ol>
Other COVID-19 affected persons coming into contact with workers.	Exposure to infectious person	<p>Prior to commencing work ascertain from occupant or others (site managers, adjusters, inspectors, insurer) if anyone in work area has been affected by COVID-19. Ask the following</p> <ol style="list-style-type: none"> <li>1. Anyone in the work area suffering flu like symptoms</li> <li>2. Is anyone in the work area currently in isolation due to COVID-19 either as an effected person or due to direct contact with someone affected by COVID-19,</li> <li>3. Or currently undertaking a period of isolation as directed by a health authority due to travel.</li> </ol> <p>If there is someone affected by COVID-19 in the works area do not proceed with works and refer this to manager (Bay Building), adjuster, and insurer for further direction. An assessment may need to be undertaken before works commence.</p>
Assess scope of works	Exposure to infectious environment	<p>Maintain 1.5m from workers. Assess where different works can occur throughout the property e.g. two plasters starting work in different rooms, or, plumbing works occurring in bathroom and electrical in lounge. In Victoria restricted areas the minimum number of workers allowed on site is 5.</p> <p>Minimise workers in enclosed areas. 1 worker per 4 sqm in enclosed work areas e.g. offices, .</p> <p>Prepare materials outside for work inside property</p> <p>Aim to keep total number of worker to 6 (All states other than Victoria restricted areas) and to a minimum of 5 for Victoria restricted areas</p>

		<p>Assess type of work to be undertaken (e.g. outdoor vs indoor)</p> <p>Workers are to wear face coverings in line with state health guidelines. In Victoria mandatory face coverings are required.</p>
Isolate work area from others	Exposure to infectious environment	<p>All occupants should be vacated and isolated from the work area</p> <p>Prevent inadvertent access to the work area via signage, locked doors, sealed doorways, and other barriers.</p> <p>If possible have a designated entry and exit pathway to the works for use by workers avoiding contact with others.</p> <p>Use of public elevators/escalators etc. to be in accordance with building guidelines. Where no guidelines in place for common areas maintain 1.5m social distancing from others.</p>
Zero contact with occupants and others	Exposure to infectious environment	<p>Make arrangements with occupants confirming works via phone, fax, or email.</p> <p>Undertake site discussions with others in an outside environment maintain social distancing of 1.5m.</p> <p>The wearing of a face covering is to be in line with health guidance in that state (Vic mandatory). The occupant is to wear face covering in line with health guidelines.</p> <p>Keep social distancing of 1.5m with workers, occupants, adjusters, and inspections where site discussions are required.</p>
Scheduling of works and subcontractors	Exposure to infectious environment	<p>Schedule workers in such a way that will assist in maintaining the social distancing guidelines:</p> <ul style="list-style-type: none"> <li>• Wherever possible schedule works to occur when occupants are not at the work site</li> <li>• Wherever possible maintain 6 workers on site or on any given level (if works in multi-level buildings). In Victoria restricted areas this is to be a minimum of 5 workers at all times.</li> <li>• For Victoria restricted areas unless an exemption applies (such as for emergency, critical, or safety construction works), ensure that workers do not work across multiple sites i.e. specialist contractors can work only on three sites per week.</li> <li>• In Victoria restricted areas for major infrastructure or commercial projects a risk assessment is to be undertaken to minimise the number of workers from normal levels (aim 25% of normal levels).</li> <li>• Schedule work breaks to maintain social distancing in the site lunch rooms or designated eating areas. Workers are able to eat in their own vehicles if required to maintain social distancing.</li> </ul>

		<ul style="list-style-type: none"> <li>• Schedule subcontractors and works to minimise people on site and designate different work zones away from other workers performing different tasks e.g. plumbers in bathroom and painters in bedrooms. In Victoria restricted areas the total number of workers is to be kept to a minimum of 5.</li> <li>• Works outside are of lower risk than in-door works whilst still maintaining social distancing. Solar UV helps to neutralize the virus on surfaces.</li> <li>• Other works to be undertaken by the occupant or others are to be discouraged in order to minimise workers on site and assist with scheduling arrangements.</li> </ul>
Maintain hygiene and provide access to hygiene facility's	Exposure to infectious environment	<ul style="list-style-type: none"> <li>• Providing adequate cleaning products and facilities for all people on site. Amenities are to be accessible to workers and if possible separate from others.</li> <li>• Recommended products include soap/water and hand sanitiser with minimum 60% alcohol content.</li> <li>• Allow for regular handwashing for workers with the use of soap/water or alcohol based sensitiser.</li> <li>• Recommended that handwashing/sanitiser occurs before works commence and once works have completed. Regularly hand washing throughout work.</li> <li>• Minimise eyes, face, nose, and mouth contact during work.</li> <li>• Regularly cleaning and disinfecting of amenities and common work zone areas i.e. door handles, taps, etc.</li> <li>• Increasing ventilation where internal work is being undertaken</li> <li>• Minimise dust, waste build up and removal of waste to maintain a safe and comfortable environment for homeowners while work is carried out</li> </ul>
Worker becomes affected by COVID-19 virus during works	Exposure to infectious environment	<p>If a workers reports being affected by COVID-19 or is in isolation due to COVID-19 undertake the following:</p> <ol style="list-style-type: none"> <li>1. If worker presents for work flu like symptoms request to seek medical advice before commencing work.</li> <li>2. If worker reports affected by COVID-19 report this to BBG management: <ol style="list-style-type: none"> <li>a. Determine those workers who may have come into close contact with the affected worker in the 24hrs prior to symptoms presenting. Close contact includes people who may have been in enclosed area for &gt;2hrs with the <b>confirmed case</b>, or, people who may have had greater than 15 minutes face-to-face contact in any setting with a <b>confirmed case</b>. Seek medical advice as to when these workers are able to return.</li> <li>b. Remove other workers from work area of the <b>confirmed case</b> until an assessment can occur.</li> </ol> </li> </ol>

		<ul style="list-style-type: none"><li data-bbox="898 196 1927 282">c. Undertake an assessment for when work can resume in consultation with a suitably qualified occupational hygienist. Following hygienist recommendations which may include a clean of the work area prior to works recommencing.</li><li data-bbox="804 289 1986 402">3. If a worker is instructed by a relevant health authority to isolate due to having coming into close contact with a <b>confirmed case</b> of COVID-19 the worker is not able to return to work until cleared by the relevant health authority. Other workers are able to continue to work and should monitor their health for flu like symptoms.</li></ul>
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