

## COVIDSafe Plan

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Key:

**VH** = **Very High**

**H** = **High**

**M** = **Medium**

**L** = **Low**

Risk Description:	Likelihood	Impact	Risk	Preventative Action	Contingency Plans
Site operations	L	H	M	<ul style="list-style-type: none"> <li>• Isolation of site supervisors and estimators from the general office</li> <li>• Social isolation of supervisors, contractors, and estimators from clients wherever possible</li> <li>• Maintain hygiene using soap/water at clients premises, use of hand sanitiser, carry water container for use with soap</li> <li>• Complete works wherever possible that do not have customers present.</li> <li>• Maintain social distancing between workers. Consider face coverings were it is not possible to maintain social distancing. Follow state health guidelines for use of face coverings.</li> <li>• Stager work breaks to minimise numbers in lunch rooms</li> </ul>	<ul style="list-style-type: none"> <li>• Key staff have laptops and ability to work outside of offices.</li> <li>• Focus on jobs where there are no clients present</li> <li>• Focus on jobs close to completion</li> </ul>

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				<ul style="list-style-type: none"> <li>• Limit the number of workers on site at anyone time with an aim of 6 people. In Victoria restricted areas the minimum number on site is limited to 5.</li> <li>• For Victorian restricted areas where major infrastructure and commercial projects are occurring a CovidSafe risk plan is to be prepared. Minimise the number of workers from normal levels (maximum of 25% of normal levels).</li> <li>• For Victorian restricted areas unless an exemption applies, ensure that workers do not work across multiple sites i.e. workers can work only on one site per day. Exemptions include supervisors and specialist trades</li> <li>• In accordance with state legislation, health directives, and guidance employee's and contractors are to have the necessary permit for travel both interstate and intrastate where required</li> <li>• Workers who are permitted to work across multiple sites in line with health guidance and state directives are to maintain diary's of sites attended.</li> <li>• Where ever possible workers who are attending sites are to avoid attending sites where others maybe working e.g. if undertaken inspection of works completed undertake such an inspection when trades</li> </ul>	

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				<p>have left site, or, use of facetime with trade at distance to inspect work.</p> <ul style="list-style-type: none"> <li>• Undertake works outside wherever possible</li> <li>• Face coverings are to be worn in line with government health guidelines.</li> <li>• Limit enclosed space to 1 person per 4sq metres. Consider the use of face coverings where this cannot maintained in line with state health guidelines.</li> <li>• Follow SWMS and SOP's covering Covid-19 site management.</li> <li>• Screen site occupants of Covid-19 diagnosis or of having flu like symptoms. Reschedule and update BBG database with client response.</li> </ul>	
Health monitoring to reduce risk of spread of pathogens	L	M	M	<ul style="list-style-type: none"> <li>• Team leaders to monitor health of workers and employee's directed to inform management if not feeling well.</li> <li>• Signage advising entry is not permitted into offices and sites if workers suffering flu like symptoms</li> <li>• Direction to workers and contractors to remain away from offices and site if unwell</li> <li>• Monitor non-workers entering office via declaration. Prevent access into the office unless screened. Sign-in process and prevent non business essential people entering off ice e.g. insured, sales people, site contractors, visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Training of staff to monitor their health and what they are required to report</li> <li>• Process for return to work following illness or following person affected by COVID-19</li> <li>• Plan for work from home for worker in isolation or awaiting medical clearance.</li> <li>• Responsibility of team leaders to ensure teams are healthy</li> <li>•</li> </ul>

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				<ul style="list-style-type: none"> <li>Requirement to report to HR/Team Leader if workers is affected by COVID-19, if they have come into contact with someone suspected of having COVID-19 (casual &amp; direct)</li> <li>Notify management if planning to undertake travel or have travelled either interstate or overseas</li> <li>Identify vulnerable workers who may need to continue to work from home (immune compromised, co-morbidities, older workers, carers, aboriginal torrens st islanders over 50yrs)</li> </ul>	
Enhanced air flow	L	M	M	<ul style="list-style-type: none"> <li>If you're working inside the home, please open windows and/or doors to allow for fresh air flow.</li> <li>Undertake works were ever possible outdoors and transport in doors e.g. cutting of timbers, mixing of materials etc.</li> <li>Leased premises to request landlord to implement fresh air cycling through air conditioning units.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Hygiene	L	M	M	<ul style="list-style-type: none"> <li>Sanitiser available at entry and exit points in offices</li> <li>Provision of sanitisers, soap, and wash facilities. Each teams are to have access to sanitiser in work group.</li> <li>Regular cleaning of amenities daily clean recommended.</li> </ul>	<ul style="list-style-type: none"> <li>Training of staff to include hygiene measures.</li> <li>Secure supply of sanitisers and other cleaning agents.</li> <li>Plan in place for cleaning following a COVID-19 suspected case</li> <li></li> </ul>

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				<ul style="list-style-type: none"> <li>• Site workers are to have access to hand wash and/or sanitiser within vehicles. Contractors are to provide their own in addition to any that maybe at site</li> <li>• Daily cleaning is recommended of frequently touch surfaces (e.g. door handles, light switches).</li> <li>• High touch frequency surfaces used repeatedly by people throughout the day should be cleaned more frequently (several times each day) – photocopiers, fridges, food prep (kettles, microwaves, food dispensers). Clean visibly soiled items immediately</li> <li>• Identify wherever possible high-touch items and if they can be removed: <ul style="list-style-type: none"> <li>○ Replace food jars with packaged food e.g. biscuits, tea, coffee</li> <li>○ Water fountain instead of water from fridge</li> <li>○ Keep doors open rather than closed</li> <li>○ Self opening bins</li> <li>○ No contact sanitisers</li> <li>○ Workers bringing own cutlery</li> <li>○ No communal foods</li> </ul> </li> <li>• Use of PPE when undertaking the cleaning tasks (gloves) or other recommendation for the chemical</li> </ul>	

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				<ul style="list-style-type: none"> <li>• Posters outlining how to wash hands located near to wash facilities.</li> </ul>	
Social Distancing	L	M	M	<ul style="list-style-type: none"> <li>• Maintain 1 person per 4sqm in an enclosed area. Posters for each enclosed space outlining max number allowed (offices and meeting rooms).</li> <li>• Maintain social distancing of 1.5m between people. <ul style="list-style-type: none"> <li>○ Work Stations positioned to ensure 1.5m distancing</li> <li>○ Facilitate work from home to assist with social distancing</li> <li>○ Erect barriers between people if 1.5m can not be maintained (Vic reception)</li> <li>○ Designate number of people that can be in an enclosed space</li> <li>○ Designate number of people within lunch room at anyone time (States to identify – Vic – 4/4/5 people)</li> <li>○ Markings on floor denoting 1.5m distance e.g. kitchen area, reception</li> <li>○ Visitor facing areas – floor markings, barriers, minimise contact</li> </ul> </li> </ul>	Work from home excess people to enable 1.5m social distancing within the office

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				<ul style="list-style-type: none"> <li>○ Limit non-essential visitors – meetings via skype, training via skype,</li> <li>○ Identify common use items e.g. staplers, cutters, scissors etc</li> <li>● Tasks that cannot comply with social distancing of 1.5m are to be less than 15min over the course of a week e.g. lifting of heavy object. Otherwise consider PPE such as face coverings when not mandated by state health directives</li> <li>● Use of face coverings are to be in line with state health guidelines.</li> <li>● Social distancing at sites in line with SWMS for COVID-19</li> <li>● Staff gatherings <ul style="list-style-type: none"> <li>○ face to face time is limited (no longer than it needs to),</li> <li>○ hold in space that facilitates the number in a room</li> <li>○ hold in space that allows 1.5m distancing</li> </ul> </li> <li>● Facilities <ul style="list-style-type: none"> <li>○ Reduce workers utilising common areas at any one time (BBG lunch seating area 8 people)</li> <li>○ Toilet cleaned recommended daily and access to sanitiser/hand soaps</li> </ul> </li> </ul>	

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Record keeping of customers, clients, and visitors.	M	M	M	<ul style="list-style-type: none"> <li>Workers who are permitted to work across multiple sites in line with health guidance and state directives are to maintain diary's of sites attended. This can be both electronically and via a written diary/report.</li> <li>Estimators have an appointment diary as to sites visited.</li> <li>Reception to maintain a sign-in document for deliveries and contractors at the office.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Lucidity can be used to keep records of site visits. Purchase orders for sites can be used to identify allocation to trades.</li> </ul>
Reporting of employee's diagnosed with Covid-19	L	M	M	<ul style="list-style-type: none"> <li>Incident reporting is via lucidity and covered in staff inductions</li> <li>Reporting of occupants diagnosed or isolating due to covid-19 occurs via BBG and as part of triaging</li> <li>Reporting of employee's diagnosed with Covid-19 to regulatory safety authority to be in line with state regulations.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Emergency Response	L	H	M	<ul style="list-style-type: none"> <li>Screening of visitors and contractors to sites. Purchase orders advising contractors to not attend site if suffering flu like symptoms</li> <li>Reporting requirements to team leaders of suffering flu like symptoms and diagnosis.</li> <li>Worker identified as having virus and present at work is to immediately wear a face mask, isolate to an enclosed room, and contact a close family member to be picked up and/or ambulance service.</li> </ul>	<ul style="list-style-type: none"> <li>Deep clean of office within 24hrs of confirmed case</li> <li>Work from home arrangements (hardware and VPN)</li> </ul>



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				<ul style="list-style-type: none"> <li>• The worker is to be removed to an outside environment for transfer to transport. If a close family member is to pick up the employee this family member is not to enter the office.</li> <li>• Worker following health guidance to self-isolate will require medical evidence prior to return</li> <li>• Identify work area of affected person including accessed communal areas.</li> <li>• Identify close contact and self-isolate working from home isolating for 14 days.</li> <li>• Assess closure work area and offices following advice from health authorities and/or closure pending their advice if employee a confirmed case</li> <li>• Remove all workers and undertake deep cleaning of identified work areas including communal areas.</li> <li>• Employee or close family member of employee coming into contact with someone affected by pathogen (including suspected) to self-isolate for 14 days (monitoring symptoms) unless cleared</li> <li>• Worker following health guidance to self-isolate will require medical evidence prior to return</li> <li>• Where an employee has been confirmed as having COVID-19 reporting to Worksafe is required if attended work in the 14 days prior to diagnosis.</li> </ul>	

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Identify close contacts	M	M	M	<ul style="list-style-type: none"> <li>• Seek guidance from the health authorities as to contact tracing</li> <li>• Obtain details of site visited in the past 14 days via lucidity and diaries</li> <li>• Obtain sign-in sheets if in an office environment.</li> <li>• Seek guidance from health authorities as to method of contacting site visitors or others</li> <li>• Communicate with workers as to the existence of a confirmed Covid-19 employee as soon as possible seeking guidance from health authorities.</li> <li>• Refer employees to the relevant health authorities and offer counselling to all employees</li> </ul>	
Methods of reporting incidents and cases				<ul style="list-style-type: none"> <li>• Incident reporting is via lucidity and covered in staff inductions</li> <li>• Reporting of occupants diagnosed or isolating due to covid-19 occurs via BBG and as part of triaging questions when work commences</li> <li>• Reporting of employee's diagnosed with Covid-19 to regulatory safety authority to be in line with state regulations.</li> <li>• Screening of visitors and contractors to sites. Purchase orders advising contractors to not attend site if suffering flu like symptoms</li> </ul>	