

COVID Safe Management Plan Bay Building Services

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Addendums to this plan for specific sites

Key:

VH = Very High
H = High
M = Medium
L = Low

Risk Description:	Likelihood	Impact	Risk	Preventative Action
Site operations	L	H	M	<ul style="list-style-type: none"> • Isolation of site supervisors and estimators from the general office • Social isolation of supervisors, contractors, and estimators from clients wherever possible • Maintain hygiene using soap/water at clients premises, use of hand sanitiser, carry water container for use with soap if water is not accessible • Complete works wherever possible that do not have customers present. • 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. • Stager work breaks to minimise numbers in lunch rooms. Creating a bubble for different work groups. Wear state guidelines prohibit the use of crib rooms for lunch breaks these are to be followed until such restrictions are lifted (such rooms should only be used to prepare food and density and social distancing should be maintained) • Limit the number of workers on site at anyone time with an aim of 6 people or in line with relevant state guidelines (during the re-opening of construction this is 5 people). • In accordance with state legislation, health directives, and guidance employees and contractors are to have the necessary permit for travel both interstate and intrastate where required

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				<ul style="list-style-type: none"> • Workers who are permitted to work across multiple sites in line with health guidance and state directives are to maintain diaries of sites attended. • Workers where required to undertake Covid-19 testing when working across multiple job sites or in regional areas are to comply with the relevant health guidelines of the state in which they reside. • 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 have left site, or, use of face time with trade at distance to inspect work. • Wherever possible have one trade type from one contractor working at the one time e.g. plasters and no painters. Consider if singular trade types from the same company can work in area separate from other trade types within the density restrictions specified by the state government authorities. • Undertake works outside wherever possible • Face coverings are to be worn in line with government health guidelines. • 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. • For major project job sites where ever possible have a sign-in sheet that includes a response confirming worker is symptom free. • Follow SWMS and SOP's covering Covid-19 site management. • The state government Covid-19 QR code is to be signed into by all workers • Travel exempt workers are to provide where required by state guidelines are to have evidence of negative Covid-19 test, vaccination, and/or maintain ongoing testing every three to seven days whilst on the construction project where required. Records will be provided to the Covid Marshall. • Where required under state legislation workers are to have evidence of vaccination or covid-19 testing in order to leave a designated area of concern (or state) to undertake construction work on site. Where they maybe exempt from these requirements evidence of the exemption is to be provided. <p>Sites with Occupants</p> <ul style="list-style-type: none"> • For some projects (such as CSV, government project, or other defined project) entry to an occupants property is not permitted unless in an emergency situation, or following direction from the relevant

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				<p>authority who is administering the work (such as a government authority or insurer) that access is possible following lifting of restriction or some other requirement.</p> <ul style="list-style-type: none"> • When accessing an occupied site is required screen site occupants of Covid-19 diagnosis or of having flu like symptoms. • Prior to attending an occupied where it is necessary to do so for works employees and contractors are to make contact with occupants to determine if they wish works to still occur and if they are in isolation and as per the above update BBG. • Where access is required the occupant should, if they cannot be removed, be located to another room and zero contact made with the occupant. If communication is to occur with the occupant this is to occur via phone, or other means eg. outside maintaining social distancing.
Health monitoring to reduce risk of spread of pathogens	L	M	M	<ul style="list-style-type: none"> • Team leaders to monitor health of workers and employee's directed to inform management if not feeling well. • Signage advising entry is not permitted into offices and sites if workers suffering flu like symptoms, or via a sign-in sheet • Direction to workers and contractors to remain away from offices and site if unwell • Monitor non-workers entering office via declaration. Prevent access into the work site unless screened. Sign-in process and prevent non business essential people entering e.g. insured, sales people, visitors • 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 & direct) • Identify vulnerable workers who may need to continue to work from home (immune compromised, co-morbidities, older workers, carers, aboriginal torrens straight islanders over 50yrs)
Enhanced air flow	L	M	M	<ul style="list-style-type: none"> • If you're working inside the home, please open windows and/or doors to allow for fresh air flow. • Undertake works were ever possible outdoors and transport in doors e.g. cutting of timbers, mixing of materials etc. • Leased premises to request landlord to implement fresh air cycling through air conditioning units.

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Hygiene	L	M	M	<ul style="list-style-type: none"> • Sanitiser available at entry and exit points in offices • Provision of sanitisers, soap, and wash facilities. Each teams are to have access to sanitiser in work group. • Regular cleaning of amenities daily clean recommended. • 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 • Daily cleaning is recommended of frequently touch surfaces (e.g. door handles, light switches). • 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 • Identify wherever possible high-touch items and if they can be removed: <ul style="list-style-type: none"> ○ Replace food jars with packaged food e.g. biscuits, tea, coffee ○ Water fountain instead of water from fridge ○ Keep doors open rather than closed ○ Self-opening bins ○ No contact sanitisers ○ Workers bringing own cutlery ○ No communal foods • Use of PPE when undertaking the cleaning tasks (gloves) or other recommendation for the chemical • Posters outlining how to wash hands located near to wash facilities.
Social Distancing	L	M	M	<ul style="list-style-type: none"> • Maintain 1 person per 4sqm in an enclosed area. Posters for each enclosed space outlining max number allowed (offices and meeting rooms). • Maintain social distancing of 1.5m between people. <ul style="list-style-type: none"> ○ Work Stations positioned to ensure 1.5m distancing ○ Facilitate work from home to assist with social distancing ○ Designate number of people that can be in an enclosed space

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				<ul style="list-style-type: none"> ○ Markings on floor denoting 1.5m distance e.g. kitchen area, reception ○ Limit non-essential visitors – meetings via skype, training via skype, ● 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 ● Use of face coverings are to be in line with state health guidelines and masks will be required for both indoor and out door work ● Staff and contractor gatherings <ul style="list-style-type: none"> ○ face to face time is limited (no longer than it needs to), ○ hold in space that facilitates the number in a room ○ hold in space that allows 1.5m distancing ● Facilities <ul style="list-style-type: none"> ○ Reduce workers utilising common areas at any one time (BBG lunch seating area 8 people) ○ Toilet cleaned recommended daily and access to sanitiser/hand soaps
Record keeping of customers, clients, and visitors.	M	M	M	<ul style="list-style-type: none"> ● Workers who are permitted to work across multiple sites in line with health guidance and state directives are to maintain diaries of sites attended. This can be both electronically and via a written diary/report. ● Estimators have an appointment diary as to sites visited. ● Reception to maintain a sign-in document for deliveries and contractors at the office. ● In line with state regulations where state QR codes are installed at workplaces workers are to check-in via these codes using the App's applicable for their state. ● Covid-19 Marshall in states which require evidence of vaccination or covid-19 testing to access a site are to keep these records and monitor the frequency of testing in line with the state requirements. ● In line with state guidelines records of an employee's vaccination status maybe recorded.
Covid-19 Marshall	L	M	M	<ul style="list-style-type: none"> ● In line with state guidelines a Covid-19 marshal maybe required. The marshal can be the supervisor on smaller projects (five workers or less or in line with government guidelines) and a designated individual on

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				<p>larger projects (50 or more people and/or sites in excess of 1500sqm or 3 storey's). The marshal is to undertake the following duties:</p> <ul style="list-style-type: none"> ○ Screen workers for flu like symptoms ○ Ensure workers sign-in to both the declaration and state covid-19 QR code ○ Ask for evidence of vaccination or covid-19 testing as required by state guidelines ○ Monitor workers compliance with social distancing and mask wearing ○ Maintain hygiene levels within the site verifying regular cleaning has occurred. ○ The covid marshal in line with government guidelines may need to be qualified in infection control and first aid
Reporting of employee's diagnosed with Covid-19	L	M	M	<ul style="list-style-type: none"> ● Incident reporting is via lucidity and covered in staff inductions ● Reporting of occupants diagnosed or isolating due to covid-19 occurs via BBG and as part of triaging ● Reporting of employee's diagnosed with Covid-19 to regulatory safety authority to be in line with state regulations.
Covid Vaccination	L	M	M	<ul style="list-style-type: none"> ● As per state government guidelines covid vaccination maybe required in order to under take works. Where required workers are to have the following: <ul style="list-style-type: none"> ○ Meet the government guidelines regarding vaccination within the state the works are being undertaken or the LGA in which they reside. In Victoria all construction workers are to have obtained a covid vaccine to access a construction site (unless exempt). In NSW travel outside of affected LGA's require authorised workers to have received a covid vaccination unless an exemption applies. ○ Meet the vaccination requirements for any intra-state or inter-state travel as specified by the government. ○ Carry the necessary evidence of vaccination when attending site for viewing by Supervisors or designated personnel such as a Covid Marshal
Emergency Response	L	H	M	<ul style="list-style-type: none"> ● Screening of visitors and contractors to sites. Purchase orders advising contractors to not attend site if suffering flu like symptoms ● Reporting requirements to team leaders of suffering flu like symptoms and diagnosis. ● 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. ● 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.

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				<ul style="list-style-type: none"> • Worker following health guidance to self-isolate will require medical evidence prior to return • Identify work area of affected person including accessed communal areas. • Identify close contact and self-isolate working from home isolating for 14 days. • Assess closure work area and offices following advice from health authorities and/or closure pending their advice if employee a confirmed case • Remove all workers and undertake deep cleaning of identified work areas including communal areas. • 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 • Worker following health guidance to self-isolate will require medical evidence prior to return • 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.
Identify close contacts	M	M	M	<ul style="list-style-type: none"> • Seek guidance from the health authorities as to contact tracing • Obtain details of site visited in the past 14 days via lucidity and diaries • Obtain sign-in sheets if in an office environment. • Seek guidance from health authorities as to method of contacting site visitors or others • Communicate with workers as to the existence of a confirmed Covid-19 employee as soon as possible seeking guidance from health authorities. • Refer employees to the relevant health authorities and offer counselling to all employees
Methods of reporting incidents and cases				<ul style="list-style-type: none"> • Incident reporting is via lucidity and covered in staff inductions • Reporting of occupants diagnosed or isolating due to covid-19 occurs via BBG and as part of triaging questions when work commences • Reporting of employee's diagnosed with Covid-19 to regulatory safety authority to be in line with state regulations. • Screening of visitors and contractors to sites vis signed declaration