

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



Your COVID-19 Safety Plan

Construction and tradespeople

Business details

Business name	Wallace Concrete Pumping Pty Ltd
Business location (town, suburb or postcode)	2750
Completed by	Stephen Wallace
Email address	info@wallacepumping.com.au
Effective date	20 November 2020
Date completed	2 August 2021

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the site.

Staff to advise management if they have any symptoms or if they are feeling unwell.

Make sure all workers comply with COVID-19 health advice so far as reasonably practicable. Most importantly, do not visit clients' homes or construction sites even if you have mild symptoms.

Staff to advise management if they have any symptoms or if they are feeling unwell.

Before attending a job in someone's home, ask if there is anyone in the house with

any cold or flu symptoms or anyone who is in home-isolation. If there is, reschedule your visit until the home isolation period has finished or for several days after symptoms have resolved.

N/A - Wallace Concrete do not perform work in residential households.

When inducting staff and visitors on site, provide information on how to stay COVID Safe and provide advice on what to do in the event they come in close contact with a confirmed case of COVID-19.

Sanitising, wearing mask and signing in NSW Government QR code prior to entering premises.

Provide staff with training and advice to in relation to personal hygiene, updated infection control practices and the adherence to COVID-19 control requirements. Review the existing levels of supervision to provide and monitor this advice.

Training to be monitored as NSW Government guidelines change.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Employees can choose to use their Sick Leave in the event that they are required to self isolate.

If no Sick Leave is available, they can choose to use Annual Leave, RDO or Unpaid.

Encourage staff to access COVID-19 vaccination.

Staff to follow NSW Government Health Guidelines in regards to vaccination.

Physical distancing

Develop a Travel Action Plan and provide information to staff and visitors about how to travel to your workplace in a COVID Safe way.

Staff to use their assigned work vehicles to travel to site.

Restrict non-essential personnel and visitors from entering the site or reschedule

visits to a time when there are minimal personnel on site, wherever possible.

Non-essential personnel and visitors to follow NSW Government Safety Guideline if entering premises.

Monitor entry and exit points to maintain social distancing and prevent over-crowding, including provision of supervision, line marking, clear signage, video communications/doorbell. Ensure similar arrangements are in place for general access and exit including stairways, lifts, hoists, evacuation routes and muster points.

Designated Covid Marshal to monitor conditions within the workplace.

Employees have been advised of Government guidelines and will be in charge of monitoring their distance whilst out on site.

Where reasonably practical, ensure workers and essential visitors (e.g. engineers) maintain 1.5 metres physical distancing at all times including at meal breaks, in offices, meeting rooms and site sheds.

Designated covid marshal will monitor conditions within the workplace.

Employees have been advised of Government guidelines and will be in charge of monitoring their distance whilst out on site.

Ensure storage points are frequently reviewed to ensure equipment is not crowded, where practical.

One person to enter specific storage area at a time.

Use telephone or video for essential meetings where practical.

Meetings to be assessed on individual basis.

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

Staff to maintain safe social distancing requirements.

For essential work activities where social distancing is problematic, there should be clearly documented processes of control and approval.

In the event that you can not adhere to 1.5m social distancing, you must wear a mask and sanitise.

Request contactless delivery and invoicing, where practical. Otherwise, drivers should

remain in their vehicles while staff unload the delivery, where possible. If not possible, drivers should sanitise their hands before unloading the delivery.

Sanitiser is available at the point of entry to the office. Visitors must sign in using the NSW Government QR code located at the entrance of the premises and sanitise before entering.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

No gatherings are to be permitted inside or outside the building without prior arrangement with Management.

Display signage near lifts or site elevators directing workers to maintain physical distancing wherever practical.

N/A

Decommission or limit the numbers of workers in crib rooms to support physical distancing where possible. Consider providing workers with extra buildings for crib rooms and remove excess seating to discourage overcrowding.

N/A

Consider strategies to avoid crowding, such as holding inductions and toolbox talks in smaller groups and in open, well-ventilated spaces within the construction site.

Inductions and toolbox talks to be assessed on individual basis and ability to adhere to social distancing standards.

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.

In the event that you can not adhere to 1.5m social distancing, you must wear a mask and sanitise.

Consider what work can be done offsite, such as prefabrication work, or administration work from home.

We are an essential service, business not equipped to work from home.

Hygiene and cleaning

Adopt good hand hygiene practices.

Staff to have gloves, face masks and hand sanitiser readily available to them at all times.

Have hand sanitiser or wash stations at key points around the site, such as entry and exit points and meal areas. Hand sanitiser may not work well if hands are visibly dirty.

Staff to have hand sanitiser on their persons whilst on site and in their vehicles and to wash hands regularly.

Ensure bathrooms are well stocked with hand soap and paper towels. Trades services should make sure hand sanitiser is available in work vehicles for mobile tradespeople.

Staff to have hand sanitiser on their persons whilst on site and in their vehicles.

Ensure rubbish collection is performed regularly to avoid rubbish overflow.

Staff to remove all rubbish at the end of each day.

Clean indoor hard surface areas frequented by staff or customers at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces, including in reception, 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.

Sanitiser to be used before and after touching equipment or surfaces.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturer's instructions.

Disinfectant solutions to be controlled, checking expiry dates before use.

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

Staff equipped with gloves and sanitiser.

Minimise contact with household items and fittings not related to your work.

Staff to only touch areas of the site that is required to carry out task.

Display signs about physical distancing, hygiene and hand washing practices around the workplace where practical.

Signs are posted around the building.

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

Staff to use their own tools or wipe down between use in the event that you are required to share equipment.

Where practical, site vehicles and plant should be operated by a single designated operator and regularly cleaned. Where shared use is unavoidable, regularly clean the inside of vehicle cabs and between use.

Staff to adhere to cleaning requirements of vehicles at all times.

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Optimise ventilation by opening windows and doors where possible.

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.

NSW Government QR Code required to be used by all staff and visitors.

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 (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

N/A

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, keep a record of the name, contact number and entry time for all staff, customers and contractors 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.

All records kept are secure as per 'Customer Record Keeping' NSW Government.

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.

Notify SafeWork NSW if a staff member is exposed to COVID-19.

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

Yes