

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



Your COVID-19 Safety Plan

Construction and tradespeople

Business details

Business name	Bronxx
Business location (town, suburb or postcode)	Caringbah
Completed by	Richard Cridland
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Effective date	20 November 2020
Date completed	6 January 2021

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the site.

Staff, customers, clients, consultants and subcontractor and the alike must not attend site or the office if you have any COVID 19 symptoms

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.

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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.

Not applicable

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.

As part of the site induction discuss COVID safe practices and advise what measures have been setup on-site

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.

Advise staff of the business requirements regarding COVID such as physical distancing and regularly cleaning of desk areas

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

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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.

Not applicable

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.

Not applicable

Monitor entry and exit points to maintain social distancing and prevent overcrowding, 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.

Monitor labour numbers on-site to ensure physical distancing is achieved.

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.

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

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Use telephone or video for essential meetings where practical.

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

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

Not applicable

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.

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

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

Display signage around site directing workers to maintain physical distancing wherever practical

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.

Provide alternative lunchroom areas to ensure social distancing is achieved

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.

Hold tool box talks and inductions in well ventilated space preferably outside weather pending.

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.

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

Not applicable

Hygiene and cleaning

Adopt good hand hygiene practices.

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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.

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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.

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Ensure rubbish collection is performed regularly to avoid rubbish overflow.

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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.

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

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

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

Not applicable

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

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

Not applicable

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.

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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).

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Record keeping

Keep a record of name, contact number and entry time for all staff, site visitors and contractors for a period of at least 28 days. Where possible, use gates and swipe cards to identify when individual workers enter and exit the site to aid in tracing their attendance; or use toolbox talks or other methods of recording individual worker attendance at a site. Electronic collection (such as QR code) of contact details for each person is strongly encouraged.

Keep a record of name, contact number and entry time for all staff, site visitors and contractors for a period of at least 28 days - completed as part of the site induction

process (record by Bronxx) and then via QR code registration (record by Health NSW)

Maintain a record of all customer home visits to assist with contact tracing.

Not applicable

Ensure records are used only for the purposes of tracing COVID-19 infections and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://www.nsw.gov.au)

Records kept on-site as part of the induction records

Make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

Make staff aware of the COVIDSafe app, allow QR users to register via website registration process

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.

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

Yes