

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



Your COVID-19 Safety Plan

Hospitality

Business details

Business name	Wollongong City Council
Business location (town, suburb or postcode)	41 Burelli St, Wollongong NSW 2500
Project name	Wongawilli Road construction
Project address (number, street, suburb and postcode)	Wongawilli Rd Wongawilli NSW 2530
Completed by	Alan Davis
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Effective date	26 July 2021
Date completed	29 July 2021

Wellbeing of workers

Perform symptom check and exposure assessment on all workers upon entry to site in a manner that avoids congregation at entrances or close contact with screeners, where practicable.

Leading hand to enquire with each staff member individually at the start of each shift
(a) have they been to an exposure site
(b) are they experiencing any Covid symptoms including headaches, sore throat, cough

and temperature

(c) If a staff member has been to an exposure site, at the times specified, they will be directed to follow the NSW Health advice, relevant to the site, and notify the WHS hotline.

Exclude workers who are unwell from the site.

Any workers who report feeling unwell are to be sent home immediately and requested to get a Covid test. Report to WHS hotline.

If a staff member has been to an exposure site, at the times specified, they will be directed to follow the NSW Health advice, relevant to the site, and notify the WHS hotline.

Have protocols in place to manage sites where a person becomes unwell at work and to identify contacts in the event a worker tests positive for COVID-19. Request workers notify site owner as soon as they become aware of having tested positive to COVID-19 or have been notified they are a close contact.

Individual crews have a daily log who is on site through the leading hand diary. Any worker who reports feeling unwell at work is sent home immediately and WHS hotline notified. Any individual who tests positive is to report it immediately to WHS hotline and their supervisor. Service NSW QR code login WHS Hotline are tracking covid testing results and tracking.

Provide staff with training and advice in relation to personal hygiene, updated infection control practices and adherence to COVID-19 control requirements. Display signage about COVID-19 control measures such as physical distancing, face masks and hand hygiene around the workplace where practicable.

Standard signage and instruction to be displayed on all sites regarding:

- (a) physical distancing
- (b) face mask use at all times
- (c) hand hygiene

This is to be incorporated in the leading hands daily toolbox talk at the start of each shift.

Safety Officers are going to prepare how to video on:

- * physical distancing,
- *mask donning, removal and replacement
- * hand hygiene

and induct crews into it and check compliance via Teams

Coordinator to check compliance while undertaking site inspection. Checklist to be updated to include covid controls.

Ensure first aid personnel are provided adequate training and access to PPE (to manage COVID-19 exposure), where practicable. Note: this may not be applicable for small sites.

Each crew has a first aid officer who is trained and qualified. Refresher Induction by Safety Officers for covid symptoms for First Aiders.

Encourage workers to access COVID-19 vaccination when eligible, including by:

- **communicating COVID-19 vaccine eligibility criteria as outlined by the Australian Government**
- **informing workers about how to make a COVID-19 vaccination booking through the COVID-19 Vaccine Eligibility Checker**
- **sharing resources and information about COVID-19 vaccines from trusted sources (e.g. Australian Government Department of Health, NSW Health)**
- **identifying locations near work sites where COVID-19 vaccinations are available**
- **allowing workers to get vaccinated during working hours in a manner consistent with site arrangements and ongoing site operations.**

General manager message has already gone out to all staff encouraging vaccination when eligible. Advising support provided by Council in relation to Special Leave provisions for vaccination appointments.

Have at least one nominated person and/or COVID Marshal (one per 50 workers) who is responsible for ensuring compliance with all COVID-19 safety measures, including site checks-ins, face masks and physical distancing. The nominated person may

ensure compliance across multiple sites for smaller projects.

Civil coordinators are the nominated person for their crews who are in contact daily via MS Teams and 2 times per week for each on site to check compliance with safety measures including face masks and physical distancing

Ensure workers comply with mandatory surveillance COVID-19 testing requirements, where applicable.

Any worker displaying symptoms will be required to leave the worksite and get tested. WCC Pandemic team are monitoring areas requiring mandatory testing. Branch managers are checking the addresses of their employees and contractors to determine who needs testing.

Mandatory testing compliance will be included in the Coordinators checklist and checked:

- * Daily via MS teams
- * 2 times per week per crew on site

Physical distancing

Provide parking at or near sites to reduce use of public transport, where practicable. Communicate and promote compliance with rules relating to carpooling.

Parking is provided for each worker at the worksite. No worker is to car pool with others on their way to/from work. To cover team members in truck / vehicle. Team members will wear masks when travelling together in Council vehicles.

Restrict inductions to site to the minimum practicable, to reduce movement of workers between different sites.

No movement of workers between depots is permitted, without approval from the Divisional Manager. Any new staff on sites is restricted to minimum practicable.

On sites for construction, renovation and additions on unoccupied residential buildings two storeys and under:

- **limit the trades on-site to one at any time**
- **cap the number of sites visited by trades person in any week to five sites.**

Note: These restrictions do not apply to roles that involve inherently short and contactless visits to sites, such as supervisors, certifiers and professional services such as engineers and surveyors, delivery drivers and specialist installers working on their own.

No more than one tradesperson is to be on site at any one time.

Wherever practicable, create separation of people and teams on site:

- **Establish separate zones and limit movement of people and teams between zones.**
- **Create separated shifts or staggered shift start/finish times, as permitted by conditions of consent for working hours and related planning orders.**

Note: this may not be applicable for small sites.

Physical distance on site at all times. Lunch breaks to be staggered where possible and staff are not to congregate in the caravan at once.

Use contactless deliveries and invoicing where practicable.

Any external deliveries are to be contactless where possible. Check location of driver, check mandatory testing results if required, physical distancing and masks

Where practicable, delivery drivers and other occupants must remain in their vehicles if not required to unload. If they wind down their windows (e.g. to engage with people onsite) they must be wearing a face mask.

Delivery drivers must remain in their vehicles where practical and must wear masks if they are required to wind down their windows

Where a driver is required to unload and it is practicable to do so, no other person should touch the vehicle and other workers should maintain at least 3 metres physical distance from the driver.

Minimum 3 metre distance from the driver is to be maintained at all times and no touching of the vehicle is to happen

Drivers must use dedicated visitor amenities if available (not amenities used by workers). Note: this may not be applicable for small sites.

No worker amenities will be made available to external drivers. Drivers will be directed to nearby Public Amenities.

Establish physical distancing for meetings, break periods, meals site sheds, crib rooms, general access and exit including stairways, lifts, evacuation routes and muster points where practicable.

Physical distancing and masks to be maintained for all meetings, breaks, meals, caravans, access, and muster points. Inclusion of staggered start and finish times and meal breaks.

Wherever practicable, create additional meal facilities and amenities in outdoor, open fresh air environments within the confines of the site. This may include covered areas on ground level, or on floors of buildings that are structurally complete and otherwise safe, but have no facade restricting flow of fresh air.

Lunches are to be taken individually within the site compound, preferably in open air environments.

Limit the number of people in any indoor areas, including indoor meal areas, to one person per 4 square metres of space where it is safe to do so (unless other legislated WHS requirements apply, e.g. working in confined spaces).

Site caravans to always maintain 1 person per 4sq metre rule at all times

Limit hoist movements to teams who are working together and, where practicable, have teams work only on specified floors for their whole shift to avoid the need to move around the site.

N/A

Monitor entry and exit points to maintain physical distancing and prevent over-crowding, including but not limited to provision of supervision, line marking, clear signage, video communications/doorbell.

Entry exit points to be monitored by Leading Hand and physical distancing to be maintained at all times.

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. For essential work activities where physical distancing is problematic, establish clearly documented processes of control and approval.

Site risk assessments and toolbox talks to incorporate physical distancing as a requirement

Implement a strategy suitable to the circumstances of the site to avoid crowding and contact, such as using telephone or video for essential meetings, considering what work can be done offsite (such as prefabrication or administration), holding inductions and toolbox talks in smaller groups and in open, well-ventilated spaces within the construction site and discouraging congregation outside sites before/after shifts and on meal breaks.

Telephone and Teams to be the primary means of meeting communication rather than face to face. Any group discussion is to be held in well ventilated spaces with distancing requirements in place

Hygiene and cleaning

Face masks must be worn by workers, unless exempt.

Face masks are mandatory at all times. Leading hands and co-ordinators to monitor this 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 is to be made available at all times at key points around the site

Bathrooms must be well stocked with hand soap and paper towels.

All portaloos to be stocked with requirements, available from Council stores

Clean indoor hard surface areas frequented by workers at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces, including 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, where practicable. Note: this may not be applicable for small sites.

First Aid officer to undertake daily cleaning of frequently touched hard surfaces within the site compound using detergent or disinfectant. Plant Operator or Truck Driver. Person uses wipes provided and cleans before and after use. Induction to be undertaken by Safety Officers.

Caravan needs to be cleaned more frequently. Each staff member cleans prior and after use.

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

All cleaning activities are required to be undertaken with all the appropriate PPE listed above

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

If sharing tools and equipment is unavoidable, disinfectant wipes to be used in between use at all times

Site vehicles and plant must be operated by a single designated operator and regularly cleaned where practicable. Where shared use is unavoidable, regularly clean the inside of vehicle cabs and between use where practicable. Note: this may not be applicable for small sites.

Truck drivers and Plant operators are the only ones allowed to operate their plant

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.

QR code to be used for all access to the depot. L/Hand to record staff attendance in diaries. Coordinator to confirm check in during inspections.

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. QR codes should be clearly visible and accessible including at entrances

to the premises.

Worker must show the green tick on their phone to the stores officer at the depot to verify they have checked in

Wherever practicable, establish unique NSW Government QR codes for different zones and locations on site, including meal rooms, toilet facilities and delivery points to assist NSW Health contact tracing if a positive COVID-19 case is identified. Note: this may not be applicable for small sites.

Not practical or available at this stage

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 via a Service NSW QR code, keep a record of the name, contact number and entry time for all workers and visitors 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 construction workers details are recorded in Councils HR system. WHS Hotline needs to be called to log people who can't check in or no one else can check in for them.

Issue NSW Government QR codes electronically to delivery drivers prior to site entry, where practicable. Note: this may not be applicable for small sites.

Not applicable as small site <10 people.

Consider implementing use of tracing cards to track contacts between employees, drivers and visitors on site.

N/A

Cross check delivery crew induction details to ensure address details are registered and compliant with public health order restrictions.

Address list checked by Divisional Manager

Employers must maintain records on their staff, including but not limited to:

- records of other sites visited
- place of residence to determine whether staff are required to undertake surveillance COVID-19 testing

- mandatory surveillance COVID-19 testing results
- age and vaccination status – if a person declines to provide vaccination information, it is sufficient to record that fact.

Human Resources record all details that are required and relevant and legal , including staff timesheets and rostering.

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.

HR Hotline to be used if a positive case is found

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

Yes