

Construction and tradespeople | COVID-19 Safety Plan



How to complete the COVID-19 Safety Plan

Fill in your business details and select your business type.

You may need to review current NSW Health guidance on the following areas before completing your plan:

- **keeping workers safe** (<https://www.nsw.gov.au/covid-19/business/covid-safe-business/keeping-workers-safe>).
- **physical distancing** (<https://www.nsw.gov.au/covid-19/stay-safe/physical-distancing>).
- **record-keeping** (<https://www.nsw.gov.au/covid-19/covid-safe/customer-record-keeping/qr-codes#get-the-nsw-government-qr-code-for-your-business#get-the-nsw-government-qr-code-for-your-business#get-the-nsw-government-qr-code-for-your-business#get-the-nsw-government-qr-code-for-your-business>).
- **guidance on ventilation** (<https://www.nsw.gov.au/covid-19/business/covid-safe-business/ventilation>).
- **self-isolation and quarantine** (<https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules/self-isolation>).

Following your risk assessment, outline the actions you will take in each section to manage the risk of COVID-19 in your workplace.

Once you complete the COVID-19 Safety Plan, select the print button to print the plan or save as a portable document format (PDF).

Remember to keep a copy of your COVID-19 Safety Plan on your premises.

Effective 24 December 2021

Business details

Business name

Wollongong City Council Maintenance Team

Business location (town, suburb or postcode)

If your business has multiple premises, complete a Safety Plan for each location. Provide contact details for the person responsible for the COVID-19 Safety Plan at each location.

Wallabah Way Koonawarra

Guidance for business

Wellbeing of staff and customers



Exclude staff and customers who are unwell from the site.

Any worker/s 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.

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

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.

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

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

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.

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

- * 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

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.

COVID-19 control requirements. Review the existing levels of supervision to provide and monitor this advice.
 Make staff aware of their leave entitlements if they are sick or required to self-isolate.
 Encourage staff to access COVID-19 vaccination.
 Provide information to staff and visitors about how to travel to your workplace in a COVID Safe way.
 Standard signage and instruction to be displayed on all sites regarding:

- (a) physical distancing

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

General advice is provided regularly to all Council staff from the General manager, regarding leave entitlements, who to contact within the organisation if testing positive and requirements regarding isolation.

Encourage staff to access COVID-19 vaccination.

The General Manager regularly provides updates to all staff regarding access to vaccinations.

Physical distancing ^

Provide information to staff and visitors about how to travel to your workplace in a COVID Safe way.

Construction/site supervisor to provide information in toolbox talks.

Top

[Skip to navigation](#)

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.

Construction/site supervisors to manage capacity numbers allowed on each site. Diary notes must be kept on visitors to the site is there isn't a register. Entry exit points to be monitored by Leading Hand and physical distancing to be maintained at all times.

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.

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

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.

Signage is in place as a reminder to maintain the 1.5 metres physical distancing. Site risk assessments and toolbox talks to incorporate physical distancing as a requirement.

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

Not applicable

Use telephone or video for essential meetings where practical.

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.

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.

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. Construction/site supervisors to manage capacity numbers allowed on each site. Diary notes must be kept on visitors to the site is there isn't a register. Entry exit points to be monitored by Leading Hand and physical distancing to be maintained at all times.

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.

Any external deliveries are to be contact less where possible. Check location of driver, check mandatory testing results if required, physical distancing and masks. Delivery drivers must remain in their vehicles where practical and must wear masks if they are required to wind down their windows.

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

Staff have staggered start and finish times so that there are not large groups of people congregating at the end of shifts. Site risk assessments and toolbox talks to incorporate physical distancing as a requirement.

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

Site signage is in place at each site as a reminder.

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.

Excess seating has been removed, staff stagger all breaks and are in an outdoor environment.

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.

All inductions are in the outdoors well ventilated area and undertaken in smaller group sizing.

Conduct a task risk assessment to identify control measures necessary to mitigate the spread of COVID-19.

Staff are provided with information in toolbox discussions

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

The site supervisor will undertake a review of what work can undertaken offsite where possible.

Hygiene and cleaning



Comply with Public Health Order requirements relating to face masks, where applicable.

Businesses can require workers and visitors to wear face masks in line with their face mask policy.

Note: face masks are mandatory in indoor areas, on public transport and at airports. A person may remove a mask the person is otherwise required to wear if the person is engaging in work and wearing the mask is a risk to the person's, or another person's, health and safety.

All staff and visitors must comply with Public Health Order and the wearing of face masks where this is mandatory. Leading hands and coordinators to monitor this at all times.

Adopt good hand hygiene practices.

Hand sanitiser is to be made available at all times at key points around the site.

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.

All portaloos, bathrooms etc are stocked with requirements, available from Council stores.

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.

All portaloos, bathrooms etc are stocked with requirements, available from Council stores.

Ensure rubbish collection is performed regularly to avoid rubbish overflow.

Rubbish removal is undertaken on a regular basis to ensure that there is no rubbish overflow.

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.

If sharing tools and equipment is unavoidable, disinfectant wipes to be used in between use at all times. Truck drivers and Plant operators are the only ones allowed to operate their plant.

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

All cleaning activities are required to be undertaken with all the appropriate PPE. All cleaning products are received from the WCC Stores Department.

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.

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

Staff are only able to utilise their own household items and are not to be shared with members of the crew.

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

Covid signage is displayed at each worksite.

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

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

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.

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

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).

The work scheduled to be undertaken is outdoors.

Record keeping

[Skip to navigation](#)

Top 

Employers should endeavour to maintain records of staff movement including who attended the workplace and the duration of visit. For example, employers may consider:

- **having a NSW Government QR code available so that workers and visitors can check in using the Service NSW app, to support contact tracing if a person with COVID-19 visits the premises.**

Explain how you will do this

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

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify [SafeWork NSW](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.safework.nsw.gov.au%2Fforms%2F9377&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov) (<https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.safework.nsw.gov.au%2Fresource-library/COVID-19-Coronavirus>) ([https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.safework.nsw.gov.au%2Fresource-library%2FCOVID-19-Coronavirus&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov.au%7C130ba982353a4d53008608d9e1f8c236%7C1ef9)) (<https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.safework.nsw.gov.au%2Fresource-library%2FCOVID-19-Coronavirus&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov.au%7C130ba982353a4d53008608d9e1f8c236%7C1ef9>) more information.

Explain how you will do this

WCC Pandemic Team manage all notifications of testing results, vaccination status and staff identification of exposure. Human Resources record all details that are required and relevant and legal, including staff timesheets and rostering.

Now that you have finished, select the print button to print the plan or save as a PDF.

Last updated: 28 January 2022