

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



Your COVID-19 Safety Plan

Construction sites in Greater Sydney

Business details

Business name	Cook Constructions Pty
Business location (town, suburb or postcode)	Mulgrave
Project name	Cook Constructions Work Site
Project address (number, street, suburb and postcode)	Multiple
Completed by	Ben Willmott
Email address	ben@cookconstructions.com.au
Effective date	26 July 2021
Date completed	4 August 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.

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.

Exclude workers who are unwell from the site.

Exclude workers who are unwell from the site.

suppliers to refer to before they attend one of our construction site such as:

Have displayed flu like symptoms such as:

Fever

Shortness of breath

Cough

Loss of taste

Sore throat

Loss of smell

Exclude workers who are unwell from the site.

If in the last 14 days:

Have tested positive for COVID -19 or

Have been exposed to a person that has tested positive to COVID-19

have been placed in quarantine or self-isolation

Have visited a COVID -19 hotspot/ location – please refer to the NSW

<https://www.nsw.gov.au/COVID-19/latest-news-and-updates>.

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.

Cook Constructions will regularly communicate with contractors and suppliers via HSE Safety Alerts, emails , phone calls , text messaging and face to face meetings to provide safety information and requirements to minimise the risk of exposure to COVID-19 to workers on our sites:

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.

Ensure NSW Gov QR code and COVID-19 Safety Plan / Signage is displayed on site

Ensure all contractors and suppliers are accurately scheduled and regularly updated.

Coordinate contractors and suppliers so far as reasonably practicable to ensure that this adherence to the 1 person per 4 square metre requirements.

Schedule trades and suppliers' activities on site to ensure that there is no overlapping or doubling up. i.e., one trade group on site at any one time.

Undertake fortnightly HSE Inspections and implement controls necessary to ensure compliance with the COVID-19 Safety Plan.

Communicate and consult with contractors and suppliers regarding any WHS or COVID-19 related information or issues.

Monitor Site and contractor activities to ensure compliance with WHSMP or COVID-19 Safety Plan.

Stop work if any non-conformances are identified in relation to the WHSMP or COVID-19 Construction Safety Plan.

Immediately report cases of COVID-19 that have occurred on site.

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.

Ensure that there is adequate supply of soap and hand sanitiser with a minimum of 70% alcohol.

Reminding employees to cough into their elbows or a tissue and to place the tissue immediately into the rubbish bin.

Reduce the number of physical objects that staff are required to touch, such as:

Ensure that employees wipe down their tools, equipment, lunch area and meeting room after use with the sanitising equipment provided.

Ensure that there is adequate supply of PPE such as a disposable surgical mask.

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.**

Information on COVID -vaccine

<https://www.health.nsw.gov.au/Infectious/covid-19/vaccine/Pages/default.aspx>

Information on COVID-19 Vaccine and

<https://www.nsw.gov.au/covid-19/health-and-wellbeing/covid-19-vaccination-nsw/get-your-covid-19-vaccination-nsw>

NSW Government – COVID -19

<https://www.nsw.gov.au/covid-19>

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.

The COVID-19 related responsibilities for Site Manager include:

Ensure NSW Gov QR code and COVID-19 Safety Plan / Signage is displayed on site
Ensure all contractors and suppliers are accurately scheduled and regularly updated
Coordinate contractors and suppliers so far as reasonably practicable to ensure that this adherence to the 1 person per 4 square metre requirements.

Schedule trades and suppliers' activities on site to ensure that there is no overlapping or doubling up. i.e., one trade group on site at any one time.

Undertake fortnightly HSE Inspections and implement controls necessary to ensure compliance with the COVID-19 Safety Plan.

Communicate and consult with contractors and suppliers regarding any WHS or COVID-19 related information or issues.

Monitor Site and contractor activities to ensure compliance with COVID-19 Safety Plan.

Stop work if any non-conformances are identified in relation to the WHSMP or COVID-19 Construction Safety Plan.

Immediately report cases of COVID-19 that have occurred on site.

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

Who should get tested?

<https://www.nsw.gov.au/covid-19/health-and-wellbeing/clinics#who-should-get-tested>

How to find a COVID-19 test clinic near you

<https://www.nsw.gov.au/covid-19/health-and-wellbeing/clinics>

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.

Cook will provide parking at sites to reduce use of public transport, where practicable. Communicate and promote compliance with rules relating to carpooling.

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

We will restrict inductions to site to the minimum practicable, to reduce movement of workers between different sites.

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.

We will 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.

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.

We will

- 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.

Use contactless deliveries and invoicing where practicable.

All deliveries must be contactless and left in a designated area on site. Delivery personnel must limit their interaction with site personnel. All invoicing must be electronically sent to the relevant Cook personal or accounts department; no physical invoices will be accepted.

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 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.

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.

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.

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

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

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.

We will 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.

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.

We will 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.

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).

Limit the number of people in any indoor areas

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.

Limit hoist movements to teams who are working together

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

Monitor entry and exit points to maintain physical distancing and prevent overcrowding, including but not limited to provision of supervision

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.

If we have reason to believe that someone at our workplace has contracted the virus, it's part of our duty of care to reduce the risk of it being transmitted to other workers. Whilst you cannot diagnose, if you believe a worker has come into contact with the virus, it's critical that you follow the advice and guidelines put in place by the government

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.

hold 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.

Hygiene and cleaning

Face masks must be worn by workers, unless exempt.

Face masks must be worn by workers, unless working outside or have clearance.

Have hand sanitiser or wash stations at key points around the site, such as entry and exit points and meal areas.

Hand sanitiser on site

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

N/A

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.

N/A

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

Disposable surgical gloves
Disposable surgical masks

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

Disinfectant Wipes (70% alcohol)

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.

Site vehicles and plant must be operated by a single designated operator and regularly cleaned

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.

Have a NSW Government QR code to collect an electronic record of the name, contact number and entry time for all staff, site visitors and contractors.

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.

Site Manager Inspections, HSE Site Audits and Contractor Audits will be undertaken on a regular basis to ensure that processes outlined in the COVID-19 Construction Safety plan are implemented and adhered to and any necessary controls measure are implemented to ensure compliance with the COVID-19 Safety Plan.

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.

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 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.

Have a sign in register on paper

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

We will Issue NSW Government QR codes electronically to delivery drivers prior to site entry

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.

N/A

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.**

We will keep 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.

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.

We will 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.

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

Yes