

COVID-19 Safety Plan

Construction and tradespeople

Effective 6 September 2021

Business details

Business name

Grid Locks Locksmiths Pty Ltd

Business location (town, suburb or postcode)

11 Aurora Avenue Queanbeyan NSW 2620

Completed by

Full name

Tania Donohue

Email address

admin@gridlocks.com.au

We will send a copy of the plan to your email.

Guidance for business

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the site.

All staff, visitors, contractors and customers who are unwell are not permitted to enter the premises. Appropriate signs have been placed on all entry points.

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.

Managers have the responsibility of ensuring that all workers are aware of the latest COVID-19 health advice. This includes following health orders when travelling from restricted LGAs. All unwell workers are not permitted to visit client's homes or construction sites.

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.

The Manager has the responsibility of contacting the client to check that no one at home has cold or flu symptoms or is in home isolation before attending the client's premises.

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.

This COVID Safety Plan will be provided to all workers and regular toolbox talks will be conducted to remind all workers of their responsibilities.

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.

Regular toolbox talks will be conducted to remind all workers of sanitising, maintaining safe distancing and the wearing of masks. Soap and sanitisers are provided in toilets, lunch areas and at entry points to the premises.

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

Staff are entitled to use their accumulated sick leave if they are sick or required to isolate. If they do not have unused sick leave, staff can take annual leave or leave without pay.

Encourage staff to access COVID-19 vaccination.

All staff are encouraged to follow NSW Health advice and get vaccinated.

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.

Carpooling in private vehicles are not permitted when travelling to and from work. All staff always keep in their own vehicles. No carpooling permitted.

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.

During the lock down period, visitors, customers and non-essential workers are not permitted to attend the premises. Where practicable, workers will be required to work from home.

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.

Entry and exit points are sufficient to maintain social distancing and workers are encouraged to avoid over-crowding at all times.

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.

Workers are to maintain 1.5 metres physical distancing at all times in offices, meeting rooms, lunch areas and masks are worn at all times at the worksites.

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

All equipment is set up to avoid crowding and working close to each other.

Use telephone or video for essential meetings where practical.

All managers and workers are encouraged to limit face-to-face meetings where practicable.

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

Break times are staggered to avoid crowding.

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

Masks are required to be worn at all times in the premises.

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.

Contactless delivery has been implemented. Workers have face masks and sanitisers in their work vehicles.

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

All workers are encouraged to avoid congregating when arriving or departing the premises.

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

This does not apply to the premises.

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.

This does not apply to the premises.

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.

Toolbox talks are conducted in a well-ventilated area and masks are worn 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.

The risk of spreading COVID-19 is reduced by the compulsory wearing of face masks at all times.

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

All work that can be done away from the premises has been scheduled.

Hygiene and cleaning

Adopt good hand hygiene practices.

All workers are encouraged to sanitise their hands regularly. Hand sanitisers and soap are available in toilets, lunch areas and entry points.

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.

Implemented.

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.

Implemented.

Ensure rubbish collection is performed regularly to avoid rubbish overflow.

Implemented.

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.

Regular cleaning practices have been implemented.

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

Implemented.

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

Implemented.

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

All workers on client premises have access to hand sanitisers and encouraged to sanitise often and avoid contact with non-work related surfaces and areas.

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

Implemented.

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

Implemented.

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.

There is adequate supply of cleaners to keep vehicles and tools sanitised.

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).

Implemented.

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.

Implemented.

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.

Implemented.

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.

Implemented.

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.

Agreed.

A copy of this COVID-19 Safety Plan is kept at the business premises.