

COVIDSafe Plan Construction



Murray Wearne Builders Construction COVIDSafe Plan

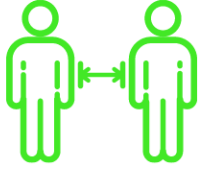
Business name: Murray Wearne Builders Pty Ltd

Plan completed by: Murray Wearne

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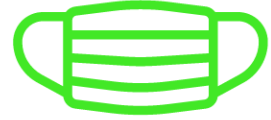


Our COVIDSafe Plan - What you really need to know!



Maintain Social Distance, at least 1.5m

Wear your mask at all times on site! (Spare masks provided on site)



Wash hands regularly with soap provided!

Sanitise on entry! Located in site toilets.



Clean tools regularly (Covid Cleaning Kits are located in the site toilets). If you need to share tools, be sure to clean between each use.

When possible, DO NOT CARPOOL! If you absolutely must, keep a record of who you travelled with and when.



Check in with the Service Victoria app using the QR codes provided

you MUST declare your vaccination status and provide evidence prior to entering any site





1. Ensure physical distancing

Requirements

Action



You must ensure workers and visitors are 1.5 metres apart as much as possible. This can be done by:

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible

You may also consider:

- Minimising the build-up of people waiting to enter and exit the workplace
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and workers

- Display signage for delivery drivers
- Carpenters to work in allocated small teams to reduce number of workers on site and limit contact to a smaller group of people
- Site Safety Induction – dedicated mention of covid safe practices



You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:

- There is no more than one worker per four square meters of enclosed workspace
- There is no more than one member of the public per four square meters of publicly available space indoors

- Comply with relevant density quotient and signage requirements in the Workplace Directions



You must ensure that vehicles used for work have a COVIDSafe Plan.

- Employers who operate transport services (e.g. dual cabs and utes) need to have a COVIDSafe Plan but not an individual plan for every vehicle in their fleet

NOTE: ALL employees to use their own vehicles. Employees must avoid carpooling. If they MUST carpool then records of who has travelled with who and when must be kept and provided with employee timesheet.

You must ensure that you have a physical barrier for works undertaken in occupied premise

- A physical barrier should control unauthorised entry to the work site and reduce air circulation between the work site and an occupied premises
- Where possible the occupant of the premise should vacate for the duration of the works

- For 87 Gingell Street, we will ensure a physical barrier is kept between the existing house and the new extension. When the barrier is required to be removed, we will be asking our clients to stay off site until such a time when this work is complete.



1. Ensure physical distancing (continued)

Requirements



You should provide training to workers on physical distancing expectations while working and socialising. This should include:

- Informing workers to follow current public health directions when carpooling. This can be found at coronavirus.vic.gov.au

Action

- Develop and educate workers on strategies and work practice changes to maintain physical distancing
- Reinforce messaging to workers that physical distancing needs to be maintained during work and during social interactions
- Educate workers on hand and cough hygiene, including how to wash and sanitise their hands correctly
- Reinforce the importance of not attending work if unwell
- Ensure appropriate information on the use of face coverings and personal protective equipment (PPE)
- Ensure compliance with current restrictions if in metropolitan Melbourne about industry closure and Permitted Worker Permits
- Encourage workers to complete [infection control training](#), which is offered for free through Victorian TAFEs and Registered Training Organisations



2. Wear a face mask

Requirements



You must ensure all workers and visitors entering the worksite wear a face mask as per public health advice. This includes:

- Providing adequate face masks and Personal Protective Equipment (PPE) to workers that do not have their own
- A face mask includes a fitted face mask, of at least two plies, that covers the nose and mouth to provide the wearer protection against infection. Face shields on their own do not meet these requirements



An employer in relation to an Additional Obligation Industry Work Premises (except for retail facilities) must:

- Have a personal protective equipment training plan in place as soon as reasonably practicable after 11 August 2020
- Be consistent with best practice training plans and provide this to workers in multiple formats such as infographics and text
- Be able to provide translated health and safety guidance for employees that speak English as a second language

You should install screens or barriers in the workspace for additional protection where relevant

You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE

You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately

Action

- Identify face masks and PPE required for the workplace and describe when and how they need to be worn. **TO BE WORN AT ALL TIMES**
- Monitor the use of face masks in all workers, unless a lawful exception applies



3. Practise good hygiene

Requirements



You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.

You should:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Clean between shifts

Action

- Provide information about workplace cleaning and how to use cleaning products
- Identify which products are required for thorough cleaning
- Monitor supplies of cleaning products and regularly restock, stocked bags in each site toilet
- Avoid sharing equipment such as phones, desks, headsets, offices, tools or other equipment. If tools do need to be shared, they are to be cleaned in between use. Regular toolbox discussions about this.

You should display a cleaning log in shared spaces

You should increase the regularity of comprehensive cleaning by requiring cleaning of all areas where workers are working on a daily basis

Communicate with workers about hand sanitiser locations and encourage regular use

- Locate hand sanitiser stations throughout the worksite
- Ensure rubbish bins are available to dispose of paper towels
- Ensure adequate supplies of soap and sanitiser
- Ensure workers have information on how to wash and sanitise their hands correctly

Be able to provide translated health and safety guidance for employees that speak English as a second language

You should display hygiene information in prominent locations on the construction site such as tea rooms, site offices, toilets, foyers, lifts and site entrances



3. Practise good hygiene (continued)

The following restrictions also apply for large-scale construction sites:



You must ensure adequate PPE for workers moving between sites

You must have translated resources for culturally and linguistically diverse workers.



It is recommended that you have a COVIDSafe Marshal onsite

Restrict the of sharing tools, plants and equipment



4. Keep records and act quickly if workers become unwell

Requirements

You must support workers to get tested and stay home even if they only have mild symptoms

You must develop a business contingency plan to manage any outbreaks. This includes:

- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
- Having a plan in place to clean the worksite (or part) in the event of a positive case
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

Action

Communicate to workers the financial support available to them if they cannot work while they are waiting for test results or are confirmed as a positive case

- Establish a process for notifying workers and close contacts about a positive case in the workplace

If there is a positive case with one of our employees, Murray Wearne will communicate this to ALL employees and relevant subcontractors. Based on check ins and timesheets, close contacts will follow the health advice at the time around quarantine and testing procedures.

- Establish a cleaning process in the event of a positive case

In the event of a positive case, our commercial cleaner Donna Muller will complete a full day deep clean of all shared facilities. Individual employees will be required to thoroughly clean their own tools with provided equipment.

- Establish a process and responsibility or notifying DHHS, WorkSafe and your health and safety representative

Jessica Whatley will be responsible for the following:

1. NOTIFY ALL EMPLOYEES, any employees who came in contact with the positive case within the past week to test and isolate for the period of time required by health advice at the time
2. NOTIFY ALL SUBCONTRACTORS WHO CAME IN CONTACT WITH THAT EMPLOYEE, ask them to follow current advice around testing and isolation
3. Contact DHHS and inform them of what has happened to date with contact tracing
4. Inform Worksafe Victoria
5. If we are instructed to close we must leave each worksite in a SAFE state
6. Before reopening a deep clean is to take place

- Establish a process for confirming a worker (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to physical worksite

- Day 13 testing results confirmed

- Establish a process for notifying Worksafe that the site is reopening



4. Keep records and act quickly if workers become unwell

For contact tracing, you must keep records of all people who enter the workplace



- Ask workers to complete a health questionnaire before starting their shift
- Establish a process to collect records from workers attendance including labour hire, external contractors, cleaners, delivery drivers and workplace areas that are accessed during each shift. Where possible, consider implementing a contactless system

As the Service Victoria QR code is now well underway and regularly practiced. We believe the most effective method is to ask all contractors to check their Service Victoria app history to see if they were on site the same days as potential positive case. Attendance can be monitored in this way as well as with our usual job scheduling as with scheduling and invoicing we are aware of who is on site each day.

- Review processes to maintain up-to-date contact details for all workers

3 monthly review on contact details to occur by Jessica Whatley.

You should proactively share notice of positive cases to suppliers and sub-contractors who have been in contact





4. Keep records and act quickly if workers become unwell (continued)



Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate



Ask workers to declare in writing or electronically before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate



5. Avoid interactions in enclosed spaces

Requirements

Action

You should reduce the amount of time workers are spending in enclosed spaces. This could include:

Meal times and breaks to occur outside of residential constructions as much as possible (weather permitting).



- Enabling working in outdoor environments
- Moving activity outside as much as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

You should conduct all site inductions outside where practicable

All site inductions to be conducted remotely online. Already in place.

You should conduct all toolbox inspections outside where practicable

All toolbox talks conducted outside the work shed at 78 High St, with appropriate PPE and socially distancing practices.



6. Create workforce bubbles

Requirements

Action

You must maintain records of all workers who have disclosed that they live with another worker and ensure that there is no cross-over between shifts

You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes



- Murray Wearne Builders employees have been placed into small working teams of approximately 3 people. This is to reduce the number of staff they come into contact with on a daily basis and to ensure that if we do have a positive case, it does not affect our entire team.

You should establish a process to keep business records and calculations to determine the restricted workforce levels (e.g. including roster, time and attendance, payroll and other site attendance records)

- Outline your process for developing and storing your business records and the calculations you've used to establish your restricted workforce levels. This might include rosters, time and attendance, payroll and other site attendance records
- Keep records to demonstrate compliance with these directions, including (without limitation):
 - the Construction COVIDSafe Plan
 - all logs created during the time these directions are in place
 - Work Premises rosters
 - time and attendance records
 - payroll data; and
 - records of all workers and all visitors who attend the Work Premises in accordance with the records requirement

Each employee has physical timesheet booklets kept in their utes. This is converted to an electronic copy which is stored by Murray Wearne Builders administration team. This data is also placed into our bookkeeping program so we have three areas where we are able to cross check who was where and when.

You should consider having workers operating in consistent teams/bubbles where possible:

- Teams/Buddy system currently in place as much as possible. In the event that a job requires more staff to complete safety, safety is our priority however all possible covid safe measures will be taken in this instance.