

Murray Wearne Builders	Coronavirus: COVID-19 Risk Management Plan	Issue 1.0: 4 th August 2020	Page 1 of 34
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Coronavirus: COVID-19 Risk Management Plan

Version	Date
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Document Change Control

Version	4th August 2020	Author	Summary of Changes	Approved by
1.0	4 th August 2020	Murray & Jessica Wearne	Issued Plan	Director
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Table of Contents

1.0	Introduction and Scope	4
1.1	Introduction	4
1.2	Purpose and Scope	4
2.0	Responsibilities	4
3.0	COVID-19 Policy	6
4.0	Action Plan	7
5.0	Infection Control Plan	11
6.0	Risk Controls	16
6.1	Engineering Controls	16
6.2	Administrative Controls	16
6.3	Safe Work Practices	16
6.4	Personal Protective Equipment (PPE)	17
7.0	Appendix A - Forms	18
Form 7.1	Record of Training Attendance	19
Form 7.2	Poster – Signs of COVID-19	20
Form 7.3	Poster – Hand Hygiene	21
Form 7.4	Pre-work COVID-19 Questionnaire (Client)	22
Form 7.5	Pre-work COVID-19 Questionnaire (Subcontractor/ Supplier)	23
Form 7.6	Risk Assessment for Coronavirus (COVID-19)	24

Murray Wearne Builders	Coronavirus: COVID-19 Risk Management Plan	Issue 1.0: 4 th August 2020	Page 4 of 34
---------------------------	---	---	--------------

1.0 Introduction and Scope

1.1 Introduction

As an employer, we have a legal responsibility to protect the health, safety and welfare of our employees.

This plan will:

- help ensure that the risks to all persons with possible exposure to Coronavirus are minimised.
- outline our method to ensure the safety of our employees and clients.

1.2 Purpose and Scope

The purpose of this plan is to outline how Murray Wearne Builders will decrease the spread of COVID-19 and lower the impact in our workplace.

This includes activities in the following areas:

- reducing transmission among employees,
- maintaining healthy business operations, and
- maintaining a healthy work environment.

2.0 Responsibilities

Management

- Ensure a Safe and Healthy Workplace for employees, visitors and clients.
- Have procedures in place to help prevent the spread of the virus.
- Keep up to date with the latest COVID-19 information and advice to ensure that any action taken is measured and appropriate.
- Ensure full compliance with all Government restrictions.
- Provide information, advice and training to employees in relation to the virus, isolation/quarantine and when staff should not attend work.
- Develop a contingency plan to manage staff absences
- Employees returning from travel must isolate for 14 days.
- If an employee is confirmed to have COVID-19, call Coronavirus Health Information Line 1800 020 080 for advice. Inform co-workers about possible exposure to COVID-19 but maintain confidentiality. Advise employees to seek immediate medical advice if they develop symptoms or are concerned about their health.
- Ensure all confirmed cases of COVID-19 that are work related are notified in accordance with Comcare requirements.

Employees

- Take reasonable care for their own health and safety and to not adversely affect the health and safety of others.
- Follow company procedures and advice in relation to COVID-19.
- Attend any training and information sessions provided by Murray Wearne Builders.

Murray Wearne Builders	Coronavirus: COVID-19 Risk Management Plan	Issue 1.0: 4 th August 2020	Page 5 of 34
---------------------------	---	---	--------------

- Wash hands often, with soap and water, or carry hand sanitiser and using it as needed.
- Cover nose and mouth with a tissue or flexed elbow when coughing or sneezing, dispose of tissues immediately after use and wash hands or apply hand sanitiser.
- Avoid close contact with anyone who has cold or flu-like symptoms.
- See a health care professional if feeling unwell.
- If unwell, avoid contact with others (including shaking hands or other touching, such as hugging).

Murray Wearne Builders	Coronavirus: COVID-19 Risk Management Plan	Issue 1.0: 4 th August 2020	Page 6 of 34
------------------------	--	--	--------------

3.0 COVID-19 Policy

Commitment

Murray Wearne Builders is committed to ensuring the health and wellbeing of our employees and clients. We will take all reasonable steps to prevent and manage the spread of Coronavirus through the implementation of procedures that are consistent with guidelines of Health Authorities.

Scope

This policy covers all activities undertaken by Murray Wearne Builders employees, subcontractors, clients and other stakeholders both on our own premises, client sites and third-party sites.

Objective

This policy aims to eliminate the spread of Coronavirus, both within our organisation and our community at large by maintaining a clean, safe and healthy environment for employees, their families, our clients and members of the community.

Policy

Murray Wearne Builders is committed to ensuring the health and wellbeing of our employees, stakeholders and clients.

Murray Wearne Builders will:

- Monitor Government and Health Department updates on Coronavirus (COVID-19);
- Identify the hazards from COVID-19;
- Undertake a suitable and sufficient risk assessment of the risks from COVID-19;
- Consult staff or their representatives in the risk assessment process. We acknowledge they will have useful information about how work is done which will help us understand the actual risks;
- From the risk assessment, be able to show that a proper check was made, all people who might be affected were considered, all significant risks have been assessed, the precautions are reasonable, and the remaining risk is low;
- Reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority (hierarchy of control);
- Review the risk assessment when there is a reason to suspect it is no longer valid or there has been a significant change in the matters to which it relates;
- Follow good practice and retain the risk assessment(s) while they remain relevant and in adherence to the organisations retention policy;
- Review and revise this policy at least annually.

Signed by Murray William Wearne (Owner/Director of Murray Wearne Builders)

Dated

Murray Wearne Builders	Coronavirus: COVID-19 Risk Management Plan	Issue 1.0: 4 th August 2020	Page 7 of 34
---------------------------	---	---	--------------

4.0 Action Plan

Reduce transmission among employees

Murray Wearne Builders will actively encourage sick employees to stay home:

- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Sick employees should follow the Health Department-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and national health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow recommended precautions.

Identify where and how employees might be exposed to COVID-19 at work:

Some employees may be at higher risk for serious illness, such as older adults and those with chronic medical conditions.

Murray Wearne Builders will (where possible) minimise face-to-face contact between these employees and/or assign work tasks that allow them to maintain a two-meter exclusion zone from other employees, customers and visitors, or to work from home if possible.

A documented Risk Assessment will be undertaken to identify where and how employees might be exposed at work and ensure there are adequate controls.

Separate sick employees:

Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day will immediately be separated from other employees, customers, and visitors and sent home.

If an employee is confirmed to have COVID-19 infection, we will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality. The fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).

Educate employees about how they can reduce the spread of COVID-19:

Employees can take steps to protect themselves at work and at home. Older people and people with serious chronic medical conditions are at higher risk for complications.

- Follow Murray Wearne Builders policies and procedures related to illness, cleaning and disinfecting, and work meetings and travel.
- Stay home if you are sick, except to get medical care. Learn what to do if you are sick.
- Inform your supervisor if you have a sick family member at home with COVID-19. Learn what to do if someone in your house is sick.
- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.

Murray Wearne Builders	Coronavirus: COVID-19 Risk Management Plan	Issue 1.0: 4 th August 2020	Page 8 of 34
------------------------	--	--	--------------

- Clean AND disinfect frequently touched objects and surfaces.
- Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2 external icon, the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Practice social distancing by avoiding large gatherings and maintaining distance (approximately 2 meters) from others when possible.

Maintain healthy business operations

Murray Wearne Builders will identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.

Implement flexible sick leave and supportive policies and practices.

- Murray Wearne Builders will ensure that sick leave policies are flexible and consistent with guidance and that employees are aware of and understand these policies.
- Murray Wearne Builders will maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school and childcare closures.
- Murray Wearne Builders does not require a positive COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work. All leave will be paid in accordance with the FairWork Australia Requirements and guidelines.

Assess essential functions and the reliance that others and the community have on services or products.

- Murray Wearne Builders is prepared to change our business practices if needed to maintain critical operations (e.g., we will identify alternative suppliers, prioritise existing customers, or temporarily suspend some of our operations if needed).
- Murray Wearne Builders will identify alternate supply chains for critical goods and services.
- Murray Wearne Builders will talk with companies that provide our business with contract or temporary workers about the importance of sick employees staying home.
- We will determine how to operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children.

Murray Wearne Builders has implemented social distancing (avoiding large gatherings and maintaining distance of 2 meters) from others when possible

Strategies that Murray Wearne Builders uses include:

- Implementing flexible worksites (working from home – Lakarra and Jess)
- Implementing flexible work hours if requested by staff
- Increasing physical space between employees at the worksite where it is safe to do so
- Increasing physical space between employees and customers (limited site visits)
- Implementing flexible travel options (employees are not to share cars travelling to site)
- Delivering services remotely (e.g. phone, video, or web), some frame inspection meetings may occur via facetime for the safety of our employees and clients
- Delivering products through curbside pick-up or delivery as much as reasonably practical

Murray Wearne Builders	Coronavirus: COVID-19 Risk Management Plan	Issue 1.0: 4 th August 2020	Page 9 of 34
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Maintain a healthy work environment

Murray Wearne Builders will support respiratory etiquette and hand hygiene for employees, customers, and worksite visitors:

- Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure that adequate supplies are maintained.
- Place hand sanitizers in multiple locations to encourage hand hygiene. The most logical place for us is in all our site toilets.
- Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- Employees and visitors/clients must use noncontact methods of greeting.

Murray Wearne Builders will perform routine environmental cleaning:

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknob (relevant to admin staff)
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- Employees are not to use other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Disposable wipes will be provided so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use.

Protecting employees from infection whilst accessing work and fuel supplies.

Employees are at risk of contracting the virus if working out in the community. Where jobs require vehicles to be refuelled, or equipment and/or materials to be purchased from retail premises, Murray Wearne Builders has implemented the following:

- Employees must comply with social distancing guidelines while at retail premises.
- Paper towel or disinfectant wipes are to be used when handling petrol pumps or touching surfaces within retail premises if provided by the premises
- Employees must avoid unnecessarily touching items and surfaces in retail premises.
- Employees must wash their hands or hand sanitise as soon as leaving the premises.
- Employees must avoid touching their face and hair until they have washed their hands or used hand sanitiser.

Handling of Cash

There is absolutely no reason for which Murray Wearne Builders employees need to be handling cash. If you are required to purchase materials for work they can be ordered over the phone, placed on our account and delivered.

Notification of COVID-19 incidents

All confirmed COVID-19 cases that are work related – that is, arising from the business or

Murray Wearne Builders	Coronavirus: COVID-19 Risk Management Plan	Issue 1.0: 4 th August 2020	Page 10 of 34
------------------------	--	--	---------------

undertaking of the employer will be notified to the regulator in accordance with Comcare recommendations.

Comcare will be notified of a notifiable incident under the Commonwealth Work Health and Safety Act 2011 by:

- telephone 1300 366 979, or
- complete and submit the on-line [incident notification form](#), or
- download and complete the incident notification form and email it to notify@comcare.gov.au.

Murray Wearne Builders will include as much information as possible about the notifiable incident. Key information will include, but not limited to:

- Sequence of events leading up to incident.
- What activity was being performed at the time of incident.
- Remedial action taken to ensure the immediate health and safety of employees and other persons.
- Is the activity that resulted in this incident undertaken at any other workplace or location? If so, what has been done to prevent a similar incident at those workplaces.

Monitoring the implementation of controls

Murray Wearne Builders will in consultation with employees, regularly review the effectiveness of controls in place and update if necessary.

Murray Wearne Builders will consider employees who may need to be reassigned to priority tasks that are unfamiliar to them. These employees may be particularly susceptible to injury while adjusting to the new work, particularly psychological injury and body stressing injury (e.g.: fatigue; anxiety; sprain/strains; occupational overuse injury; etc). Control measures for these risks could include:

- close supervision and support, monitoring workloads and job demands
- specific training
- adapting work arrangements (eg: work from home; staggered work shifts, etc)
- clear (adapted) performance expectations.

Recovery

Murray Wearne Builders will plan a recovery process to ensure work activities return to normal in a managed way:

- to progressively suspend local risk control measures as the pandemic subsides, to be on a schedule that is compatible with advice from the Health Department,
- to consider the need for training for employees re-tasked to priority areas while business activities are transitioning back to normal,
- ensure employees are consulted about skills, training needs and workloads before they are moved to new work,
- to ensure effective communication and consultation with employees both in the workplace and those at home waiting to recommence normal work arrangements,
- to ensure access to work-based support as it is likely some employees will suffer psychological consequences. Employees who are affected by the death of colleagues, friends or family will need extra support.

Murray Wearne Builders	Coronavirus: COVID-19 Risk Management Plan	Issue 1.0: 4 th August 2020	Page 11 of 34
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Monitoring and Improvement

Murray Wearne Builders will keep informed with up-to-date disease advice, information and any directives issued by the Health Department – it will assist with good WHS planning as the virus spreads.

Murray Wearne Builders, in consultation with employees and/or their HSRs, will review and update controls in place in line with updated and new information.

5.0 Infection Control Plan

Purpose

This procedure has been developed to protect employees, volunteers and contractors that may be at risk from infection as part of their work.

Definitions

Hand hygiene A general term applying to processes aiming to reduce the number of microorganisms on hands. This includes application of a waterless antimicrobial agent (e.g. alcohol-based hand rub) to the surface of the hands; and use of soap/solution (plain or antimicrobial) and water (if hands are visibly soiled), followed by patting dry with single-use towels.

Responsibility

Managers/Supervisors

- prevent occupational exposure to infection hazards;
- prevent occupational risks from chemicals or processes used for recommended infection prevention and control activities

Employees

- Must take care to ensure their own safety and to not adversely affect the health and safety of other persons
- always follow specific established infection prevention and control policies and reasonable instructions
- use only equipment that is in good condition.

Procedure

Standard Precautions

Murray Wearne Builders will ensure that the following standard precautions are always applied:

- hand hygiene;
- the use of personal protective equipment;
- the safe use and disposal of sharps;
- routine environmental cleaning;
- reprocessing of reusable medical equipment and instruments
- protective actions during veterinary procedures
- waste management.

Murray Wearne Builders	Coronavirus: COVID-19 Risk Management Plan	Issue 1.0: 4 th August 2020	Page 12 of 34
---------------------------	---	---	---------------

Routine hand hygiene

Hand hygiene must be performed using the correct procedure (below) in the following situations as a minimum:

1. contact with any person
2. cleaning equipment
3. visiting a client premises
4. handling equipment or instruments that have been in contact with another person
5. handling laundry, equipment waste
6. any other contact or exposure to objects or client property, door handles etc.

Hand hygiene must also be performed after the removal of gloves. All personnel should perform hand hygiene between clients. Murray Wearne Builders will ensure employees have access to a liquid soap dispenser, and paper towels. Alcohol-based hand rubs will also be provided for use in conjunction with handwashing.

In addition to the above, hand hygiene will be performed in other situations, before and after:

- Starting/leaving work
- Eating/handling of food/drinks
- Using computer keyboard
- Hands becoming visibly soiled
- Visiting the toilet
- Being in client areas or areas accessible to the public
- Removing gloves
- Handling laundry/equipment/waste
- Blowing/wiping/touching nose and mouth

Additional requirements:

- Dry hands with a disposable towel after washing.

Correct handwashing procedure:

- Wet hands with running water
- Place soap on palms
- Rub hands together to make a lather
- Scrub hands vigorously for 20 seconds
- Dry hands with a disposable towel
- Turn off tap using the disposable towel

Correct use of hand rubs:

- Place alcohol-based hand rub on palms
- Apply to all surfaces of hands
- Rub hands together until dry

Environmental infection control

Isolation area

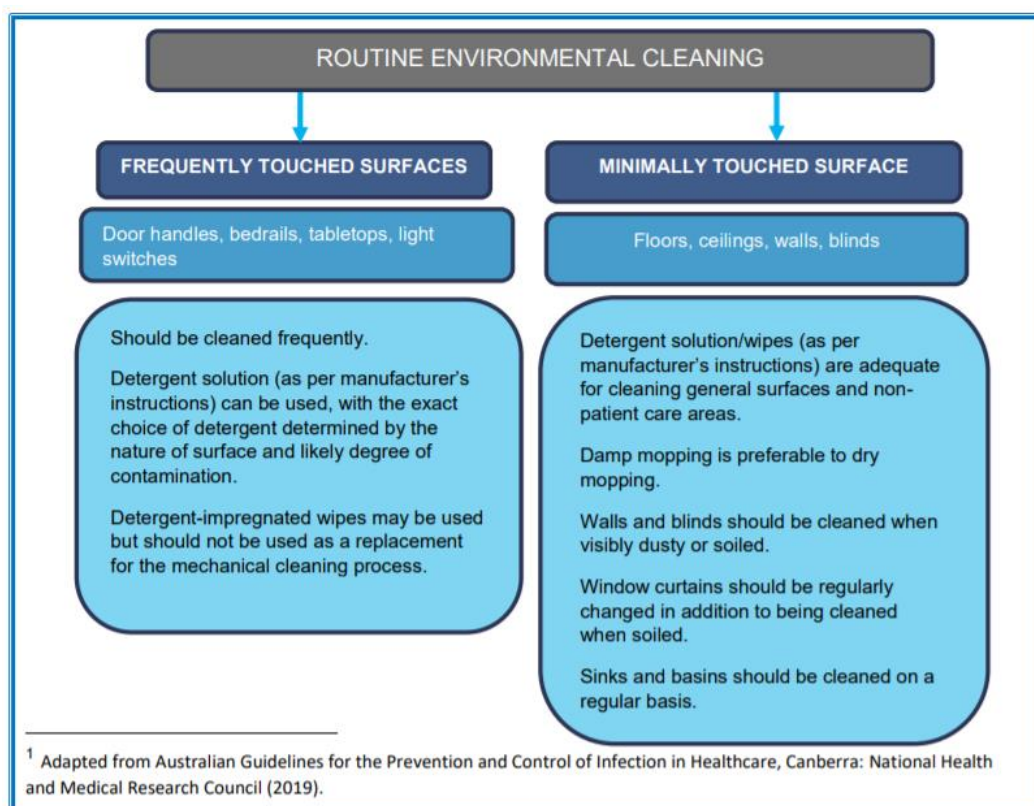
Murray Wearne Builders will immediately isolate people who have signs and/or symptoms of COVID-19. We will undertake the following measures:

- Move potentially infectious people to a location away from employees, customers, and other visitors.

- If there is no specific isolation room, designated areas with closable doors may serve as isolation rooms until potentially sick people can be removed from the worksite.
- Limit spread of the respiratory secretions of a person who may have COVID-19. Provide a face mask, if feasible and available, and ask the person to wear it, if tolerated. Note: A face mask (also called a surgical mask, procedure mask, or other similar terms) on a patient or other sick person should not be confused with PPE for an employee; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth).
- Arrangements will be made for their transport either to a doctor or to their home, preferably not using public transport.
- A record will be kept of those who become ill and leave the workplace and the people they have had close or casual contact with.
- When a person with suspected infection has left the workplace, we will ensure that their workstation, work area and communal areas they have been in are thoroughly cleaned and disinfected.

Cleaning and disinfection of equipment and environmental surfaces

- Wear gloves when cleaning and disinfecting.
- Wash hands afterwards.
- First, clean surfaces and equipment and then use an approved cleaner known to kill Coronavirus, applied according to manufacturer's instructions.
- Clean and disinfect all equipment, door handles, surfaces, computers, shared areas and client areas.



Cleaning when sick employee is suspected or confirmed to have COVID-19

Perform enhanced cleaning and disinfection after persons suspected/confirmed to have

Murray Wearne Builders	Coronavirus: COVID-19 Risk Management Plan	Issue 1.0: 4 th August 2020	Page 14 of 34
---------------------------	---	---	---------------

COVID-19 have been in the area as follows:

Recommended cleaning process

Gather the items needed for cleaning before entering the area and cleaning begins. This may include the following:

- personal protective equipment (PPE)
- cleaning equipment and solutions
- rubbish waste bag
- alcohol-based hand rub.

Personal protective equipment recommendations

People entering the room and the person with suspected or confirmed COVID-19 should wear a surgical mask if the person with COVID-19 remains in the room while the cleaning is done.

People should use the following process to safely put on the recommended personal protective equipment before entering the area:

- Clean your hands. This can be done with either liquid soap and running water or alcohol-based hand rub.
- Put on a disposable apron. Fasten the back of the apron at the neck and waist.
- If the person with suspected or confirmed COVID-19 is in the area to be cleaned put on a surgical mask. Secure the ties of the mask at the middle of the head and neck. Fit the flexible band to nose bridge and ensure mask is fitted snug to face and below the chin. Do not touch or adjust the mask until you are ready to remove the mask.
- Put on protective eyewear to protect your eyes from the cleaning fluids.
- Put on disposable latex or vinyl gloves.
- The purpose of personal protective equipment is to reduce the risk of direct contact with contaminated surfaces.

Once cleaning is completed, place all disposable cleaning items in the rubbish waste bag. Waste does not need any additional handling or treatment measures. Reusable cleaning items, such as mop heads, should be cleaned as per the cleaning recommendations below.

People should use the following process to safely remove personal protective equipment:

- Remove and dispose of gloves. The outside of gloves is contaminated. Remove gloves being careful not to contaminate bare hands during glove removal.
- Clean your hands. This can be done with either liquid soap and running water or alcohol-based hand rub.
- Remove and dispose of apron. The apron front maybe contaminated. Untie or break fasteners and pull apron away from body, touching the inside of the apron only.
- Clean your hands. This can be done with either liquid soap and running water or alcohol-based hand rub.
- Remove protective eyewear/face shield. The outside of protective eyewear/face shields maybe contaminated. Remove eyewear/face shield by tilting the head forward and lifting the head band or ear pieces. Avoid touching the front surface of the eyewear/face shield. Reusable protective eyewear should be placed into a container and washed in detergent and water and allowed to completely air dry.
- Clean your hands. This can be done with either liquid soap and running water or alcohol-based hand rub.

Murray Wearne Builders	Coronavirus: COVID-19 Risk Management Plan	Issue 1.0: 4 th August 2020	Page 15 of 34
---------------------------	---	---	---------------

- Remove and dispose of surgical mask if worn. Do not touch the front of the surgical mask. Remove the surgical mask by holding the elastic straps or ties and remove without touching the front.
- Clean your hands. This can be done with either liquid soap and running water or alcohol-based hand rub.

Personal protective equipment can be disposed into general waste.

Once you enter the area, avoid touching your face and don't touch or adjust your face mask if one is worn.

If wearing a mask, it should be either on or off – ensure it always covers both the nose and mouth and don't let it dangle from the neck.

Cleaning recommendations

- Once the person with suspected or confirmed COVID-19 vacates a room, cleaning can commence immediately. The room and all hard surfaces in the room should be physically cleaned. All furniture, equipment, horizontal surfaces and all frequently touched surfaces (e.g. door handles) should be thoroughly cleaned.

Cleaning of hard surfaces (e.g. bench tops) should be done using either:

- a physical clean using a combined detergent and 1,000ppm bleach solution (2-in-1 clean) made up daily from a concentrated solution. Follow manufacturer's directions for dilution.
- a physical clean using detergent and water followed by a clean with 1,000ppm bleach solution (2-step clean), for example, household bleach or hospital-grade bleach solutions that are readily available from retail stores. Follow manufacturer's directions for use.
- Bleach solutions should be made fresh daily and gloves should be worn when handling and preparing bleach solutions. Protective eyewear should be worn in case of splashing.

Cleaning equipment including mop heads and cloths should be laundered using hot water and completely dried before re-use. Cleaning equipment, such as buckets, should be emptied and cleaned with a new batch of chlorine bleach solution and allowed to dry completely before re-use.

Staff training and education

Infection control training and education will be documented in the employee training record.

Murray Wearne Builders	Coronavirus: COVID-19 Risk Management Plan	Issue 1.0: 4 th August 2020	Page 16 of 34
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6.0 Risk Controls

6.1 Engineering Controls

Engineering controls involve isolating employees from work related hazards. In workplaces where they are appropriate, where practicable, Murray Wearne Builders will implement the following:

- Increasing ventilation rates in the work environment.
- Worksite windows to be opened in homes that are at lock up stage

6.2 Administrative Controls

To reduce or minimise exposure to Coronavirus Murray Wearne Builders has implemented the following Administrative controls:

- Requiring sick employees to stay at home.
- Minimising contact among employees, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- Providing employees with up-to-date education and training on COVID-19 risk factors and protective behaviours (e.g., cough etiquette and care of PPE).
- Training employees who need to use protecting clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties. Training material should be easy to understand and available in the appropriate language and literacy level for all employees.
- Monitoring public health communications about COVID-19 recommendations and ensure that employees have access to that information. Frequently check the Health Australia COVID-19 website: <https://www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources>
- Collaboration with employees to designate effective means of communicating important COVID-19 information.
- Keeping customers informed about symptoms of COVID-19 and asking sick customers to minimise contact with employees until healthy again.
- Limiting customers' and the public's access to the worksite or restrict access to only certain workplace areas.
- Minimising face-to-face contact where possible.
- Clients to complete a Pre-work COVID-19 Questionnaire where work is undertaken in a client's home.
- Subcontractors or Suppliers on site to complete a Pre-work COVID-19 Questionnaire.

6.3 Safe Work Practices

Murray Wearne Builders has implemented the following Safe Work Practices:

- Providing resources and a work environment that promotes personal hygiene. Providing hand soap and at least 60 percent alcohol sanitiser for employees to use on hands and to clean surfaces
- Requiring regular hand washing or using of alcohol-based hand rubs. Employees should always wash hands when they are visibly soiled and after removing any PPE.

Murray Wearne Builders	Coronavirus: COVID-19 Risk Management Plan	Issue 1.0: 4 th August 2020	Page 17 of 34
---------------------------	---	---	---------------

- Employees who need to attend site are to take individual vehicles where reasonably practicable. Where this is not reasonably practicable, PPE will be worn as outlined in the PPE Section.

6.4 Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimising exposure, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Examples of PPE include gloves, goggles, face shields, face masks, and respiratory protection, when appropriate.

Murray Wearne Builders will check the Government websites regularly for updates about recommended PPE. All types of PPE will be:

- Selected based upon the hazard to the employee.
- Properly fitted and periodically refitted, as applicable
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Employees are required to wear the following PPE

- Where it is not reasonably practicable for employees to take separate vehicles to job sites, they must wear masks in the vehicle unless social distancing can be maintained (e.g. in a van with back seats). The vehicle is to be cleaned with all items sanitised and cleaned daily.
- When cleaning, staff should minimise the risk of being infected with coronavirus by wearing gloves and using alcohol-based hand sanitiser before and after wearing gloves. If cleaning rooms or areas of the workplace that have been frequented by a person with a confirmed case of coronavirus or a person in isolation, staff may want to wear a surgical mask as an added precaution.
- If a confirmed case of coronavirus or a person in isolation is in a room that cleaning staff need to enter, staff may ask them to put on a surgical mask if they have one available.

The types of PPE required during a COVID-19 outbreak will be based on the risk of being infected while working and job tasks that may lead to exposure.

Murray Wearne Builders	Coronavirus: COVID-19 Risk Management Plan	Issue 1.0: 4 th August 2020	Page 18 of 34
---------------------------	---	---	---------------

7.0 Appendix A - Forms

Form 7.1 Record of Training Attendance

Date:			Type of Training:	☐ Internal ☐ External (attach certificate)
Course Name:				
Description of training:				
Conducted by				
Name	Signature	Competent - Trainer signoff		
To be signed once all attendees have received instruction and training on the above subject.				
Signature of Trainer				

Form 7.2 Poster – Signs of COVID-19



Form 7.3 Poster – Hand Hygiene



Form 7.4 Pre-work COVID-19 Questionnaire (Client)

Date:		Type of Work:	☐ Indoor ☐ Outdoor
Client Name and Address			
Description of work:		Work to be Conducted by:	
Have you (or anyone at the address or living with you) been overseas and returned to Australia within the last 14 days?	☐ YES ☐ NO		
Have you (or anyone at the address or living with you) been instructed to Self-Isolate.	☐ YES ☐ NO		
Have you (or anyone at the address or living with you) had contact with a confirmed case of COVID-19	☐ YES ☐ NO		
Do you have any of the following symptoms:	☐ FEVER ☐ COUGH ☐ FATIGUE ☐ SORE THROAT ☐ HEADACHES ☐ ACHES AND PAINS ☐ SHORTNESS OF BREATH		
It is a requirement that you always remain at least 4m from our employee whilst they are on site. Please confirm your understanding and agreement to this requirement.	☐ YES – I understand and agree to comply.		
DECLARATION			
I acknowledge that I understand the questions and have answered them honestly. If I develop any of the symptoms listed above, I will immediately contact Murray Wearne Builders and advise.			
Signature of Client (or name of client if completed via phone or email).			
Signature of Murray Wearne Builders representative			
Authorised to work? <i>No authorisation if client answers YES to any question. Work is to be postponed for 14 days and medical clearance obtained.</i>	☐ YES ☐ NO		

Form 7.5 Pre-work COVID-19 Questionnaire (Subcontractor/ Supplier)

Date:		Type of Work:	☐ Indoor ☐ Outdoor
Supplier/Sub contractor Name			
Site Address			
Description of work:		Work to be Conducted by:	
Have you (or anyone at the address or living with you) been overseas and returned to Australia within the last 14 days?	☐ YES ☐ NO		
Have you (or anyone at the address or living with you) been instructed to Self-Isolate.	☐ YES ☐ NO		
Have you (or anyone at the address or living with you) had contact with a confirmed case of COVID-19	☐ YES ☐ NO		
Do you have any of the following symptoms:	☐ FEVER ☐ COUGH ☐ FATIGUE ☐ SORE THROAT ☐ HEADACHES ☐ ACHES AND PAINS ☐ SHORTNESS OF BREATH		
It is a requirement that you always remain at least 4m from our employee whilst they are on site. Please confirm your understanding and agreement to this requirement.	☐ YES – I understand and agree to comply.		
DECLARATION			
I acknowledge that I understand the questions and have answered them honestly. If I develop any of the symptoms listed above, I will immediately leave the site and contact Murray Wearne Builders.			
Signature of Subcontractor or Supplier			
Signature of Murray Wearne Builders representative			
Authorised to work? <i>No authorisation if any question is answered YES – subcontractor/supplier is not permitted on site for 14 days and medical clearance must be obtained before returning to site.</i>		☐ YES ☐ NO	

Form 7.6 Risk Assessment for Coronavirus (COVID-19)

Description							
Prepared by (<i>print</i>)		Prepared by (<i>sign</i>)		Position		Date	
Authorised by (<i>print</i>)		Authorised by (<i>sign</i>)		Position		Date	

Hazard	Risk	Current Control Measures	Evaluate Current Controls – Do we need to implement additional controls?			Enter New control measures recommended	By Who	By When
			Yes	No	N/A			
Someone entering the workplace with CV19	A visitor or client enters the workplace with CV19 and passes the virus on to employees.	- An information poster/email is sent to regular visitors which highlights the risks of CV19 and states that symptomatic individuals will not be allowed entry or will be requested to leave. - An information poster highlighting the symptoms of CV19 is placed on the entry/sign in point. The poster will state that symptomatic individuals will not be allowed entry. - Hygiene requirements (handwashing etc.) and symptoms of CV19 will be included within Induction. - CV19 Information posters are placed in designated locations within the workplace (toilets, notice boards etc). - This information has been passed onto employees.						
Someone becomes ill within the workplace	Employees, visitors Contracted CV19 by any means.	- Person will be removed to a designated area which is at least 2 metres away from other people. - We have identified a designated room or area where they can be isolated behind a closed door, such as a staff office. If it is possible to open a window, we will do so for ventilation. - The individual will be sent home and advised to follow Health Department guidance online. If the person is a visitor, their organisation will also be contacted. - The workplace will be decontaminated following Governmental guidance: https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf - This information has been passed onto employees.						

Hazard	Risk	Current Control Measures	Evaluate Current Controls – Do we need to implement additional controls?			Enter New control measures recommended	By Who	By When
			Yes	No	N/A			
Contaminated workplace	Employees, visitors A person catches CV19 due to contaminated surfaces.	- An increased formal cleaning regime is underway. Employees are cleaning equipment more often (keyboards, work surfaces, door handles etc.). - Hand sanitisers have been placed in the workplace. - Extra hygiene requirements (handwashing etc.) are enforced. - Multi-use handtowels are not used to dry hands. - This information has been passed onto employees.						
Proximity, workplace gatherings	Employees A person catches CV19 due to working closely with an infected person.	- A Social Distancing policy has been implemented. - All work areas and activities have been evaluated against the possibility to implement social distancing (no handshaking, deferring large meetings etc.) https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-on-social-distancing - This information has been passed onto employees						
Proximity, Sharing Vehicles	Employees A person catches CV19 due to working closely with an infected person.	- Employees are to take separate vehicles to work sites where possible. - If it is not possible to take separate vehicles due to company operational needs, employees not having a vehicle or licence, the following controls will be implemented: - Employees must wear masks in the vehicle unless social distancing can be maintained (e.g. in a van with back seats). - The vehicle is to be cleaned with all items sanitised and cleaned daily. - Employees to follow Hand Hygiene before and after travel.						
Refuelling Vehicles	Employees, service attendants, general public A person catches CV19 due to contaminated	- Employees must comply with social distancing guidelines while at retail premises. https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/social-distancing-for-coronavirus-covid-19 - Paper towel or disinfectant wipes are to be used when handling petrol pumps or touching surfaces within retail premises.						

Hazard	Risk	Current Control Measures	Evaluate Current Controls – Do we need to implement additional controls?			Enter New control measures recommended	By Who	By When
			Yes	No	N/A			
	surfaces or contact with any unknown infected persons.	- Employees must avoid unnecessarily touching items and surfaces in retail premises. - Employees must wash their hands or hand sanitise as immediately after leaving the premises. - Employees must avoid touching their face and hair until they have washed their hands or used hand sanitiser. https://www.health.gov.au/resources/publications/coronavirus-covid-19-print-ads-good-hygiene-is-in-your-hands						
Picking up materials from supplier premises	Employees, retail employees, general public. A person catches CV19 due to contaminated surfaces or contact with any unknown infected persons.	- Employees must comply with social distancing guidelines while at retail premises. https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/social-distancing-for-coronavirus-covid-19 - Paper towel or disinfectant wipes are to be used when handling materials or touching surfaces within retail premises. - Employees must avoid unnecessarily touching materials and surfaces in retail premises. - Employees must wash their hands or hand sanitise immediately after leaving the premises. - Employees must avoid touching their face and hair until they have washed their hands or used hand sanitiser. https://www.health.gov.au/resources/publications/coronavirus-covid-19-print-ads-good-hygiene-is-in-your-hands						
General	Employees (including those considered at increased risk) Employees are not aware of the risks from CV19 and become	- The Health Department provides advice on what COVID-19 is, what the risks are, the symptoms, how COVID-19 is spread, and how to avoid catching or spreading germs (simple Do's and Don'ts): https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert - The WHO (World Health Organisation) provides information and a free 5-minute video on which has been provided to our employees CV19: https://openwho.org/courses/introduction-to-ncov						

Hazard	Risk	Current Control Measures	Evaluate Current Controls – Do we need to implement additional controls?			Enter New control measures recommended	By Who	By When
			Yes	No	N/A			
	infected due to lack of awareness of control measures	- Government guidance on hand washing is provided in line with the 20 second rule: https://www.health.gov.au/resources/publications/coronavirus-covid-19-print-ads-good-hygiene-is-in-your-hands - Additional consideration will be given to those employees who may be deemed to be at increased risk. - Advice on risks, symptoms and control measures has been passed onto employees. A training program has been implemented. - Infection Control Training Online - https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training						
Self-isolation	Employees Employees are not aware of the need to self-isolate or how to self-isolate.	- Australian Health Department provides advice on when to self-isolate. https://www.health.gov.au/resources/publications/coronavirus-covid-19-isolation-guidance - Advice on how to self-isolate has been passed onto employees.						
Travel (Travelling abroad and interstate)	Employees Travelling abroad for work to an area with a higher risk of CV19.	- International Travel is no longer permitted. - Interstate travel is restricted - comply with govt restrictions.						
Travel (Returning from travelling abroad or interstate)	Employees Returning to the Australia or your own state after travelling abroad or interstate.	- Employees are required to Isolate for 14 days and will be stood down from work. - Where possible, a working from home arrangement may be entered dependant on operational and equipment requirements.						

Hazard	Risk	Current Control Measures	Evaluate Current Controls – Do we need to implement additional controls?			Enter New control measures recommended	By Who	By When
			Yes	No	N/A			
Symptomatic or exposed Employee(s) Presenteeism	Employees, general public, family members Employee(s) is/are symptomatic of CV19 or has been in close contact with someone with CV19. A person catches CV19 due to another employee continuing to work despite being unwell.	- Employee(s) is/are advised to follow Health Department Guidance. https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert?utm_source=health.gov.au&utm_medium=redirect&utm_campaign=digital_transformation&utm_content=health-topics/novel-coronavirus-2019-ncov - If it is determined the employee is symptomatic and they are unfit for work, they will be treated as off sick as per normal policy. - Symptomatic employees will be sent home. - Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact the Coronavirus Hotline for guidance. - Working from home will be considered. - A specific home working risk assessment will be conducted. - As a last resort, if we decide to suspend an employee as a precaution this will be done in line with FairWork Guidelines. - This advice or how to access it is passed onto employees						
Employee(s) who have contracted CV19	Employees, general public, family members Contracted CV19 by any means.	- If an employee has contracted CV19 they will be treated as off sick as per normal policy. - Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow Health Department guidance. - The workplace will be decontaminated following Governmental guidance: https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf - Personal Protective Equipment has been provided relative to activities. - This information has been passed onto employees.						

Hazard	Risk	Current Control Measures	Evaluate Current Controls – Do we need to implement additional controls?			Enter New control measures recommended	By Who	By When
			Yes	No	N/A			
Lack of accurate information / a failure to disseminate information	Employees (including those considered at increased risk) Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures.	- Monitoring. We have designated a CV19 Appointed Person. Responsibilities include: a) Checking the Online Health Alert: https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert b) Monitoring other relevant Websites and News outlets. - Reporting. The designated person is to report to management all updates for consultation with staff.						
Attendance to client homes to undertake work.	Exposure to COVID-19 at client home.	- Murray Wearne Builders will request any clients to maintain a minimum distance of 4m whilst working in their home. - Hand Hygiene to be performed with Soap and Water prior to entering client home and again upon leaving – Employee may use an outside tap for this, followed by a hand sanitiser. - All clients are screened prior to attending their premises for works to ensure they have not been exposed to COVID-19 (using Pre-Work COVID-19 Questionnaire). - Cash payments are no longer accepted. - Where possible, employee is not to enter client home (unless work area is within the home). - Shoes are to be removed. - If work is required for any client who has travelled overseas, is in isolation or has been in contact with a						

Hazard	Risk	Current Control Measures	Evaluate Current Controls – Do we need to implement additional controls?			Enter New control measures recommended	By Who	By When
			Yes	No	N/A			
		known case, the following additional precautions undertaken: - Work not to be undertaken unless an emergency. - For EMERGENCY Work Additional Guidance can be sought from the Coronavirus Hotline; however, as a minimum: - Disposable Gloves to be worn whilst in the client home at all times. - Hand Hygiene prior to and after client visit. - Mask may be worn by employee or client may be requested to wear a mask (guidance recommends masks are more efficient on the sick person). - Do not touch any surface unnecessarily. - Clean down any surface before touching with approved cleaner (e.g. bathroom taps, fixtures etc). - PPE to be worn in addition to standard PPE: - Bolle Safety Mask - P2 Mask - Protective coverall - Nitrile Gloves - Foot Booties						
Plumbers undertaking sewerage works	Exposure to COVID-19 in Sewer Pipe	• Hand Washing with soap and water as per procedure below, both before and after undertaking work. • No food is to be eaten near the work area, with appropriate hand hygiene before and after. • Correct handwashing procedure: - Wet hands with running water - Place soap on palms - Rub hands together to make a lather - Scrub hands vigorously for 20 seconds - Dry hands with a disposable towel - Turn off tap using the disposable towel • Correct use of hand rubs: - Place alcohol-based hand rub on palms - Apply to all surfaces of hands - Rub hands together until dry • Infection Control Training to be undertaken						

Hazard	Risk	Current Control Measures	Evaluate Current Controls – Do we need to implement additional controls?			Enter New control measures recommended	By Who	By When
			Yes	No	N/A			
		- Employees to be trained in risks of COVID-19 - Appropriate PPE to be worn to protect from potential infection including: - Bolle Safety Mask - P2 Mask - Protective coverall - Nitrile Gloves - Foot Booties						
Cutting Hair	Risk of infection due to client interaction	- All clients are screened prior to attending to ensure they have not been exposed to COVID-19 (using Pre-Work COVID-19 Questionnaire). - Request client to wash their hair before they attend, thoroughly wash their hands before and after attending, and wear a mask, - All surfaces and equipment must be cleaned between each client in accordance with the following guidance: https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf - Mask and Gloves to be worn, with hand hygiene before and after each client.						
Employees returning to work or their homes after being at client premises or working with a client.	Risk of infection to other Employees. Risk of infection to household members	- Employees are not to return to a centralised location – where possible. Employees should go straight home from their normal work. - Where a vehicle needs to be returned to the company depot, or there is another operational reason to return to the depot, the Employee must perform hand hygiene after arriving. They must clean inside vehicle in accordance with the guideline issued by the health department : https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf - When returning home, the following are to be implemented: - Do not touch anything inside the home - Remove shoes - Leave bag, wallet and keys near the entrance to						

Hazard	Risk	Current Control Measures	Evaluate Current Controls – Do we need to implement additional controls?			Enter New control measures recommended	By Who	By When
			Yes	No	N/A			
		the home Remove clothes and place in a bag for washing - Have a shower – if this is not possible, wash all exposed areas. - Wash Mobile Phone and Glasses with hot soapy water or alcohol (disinfectant). - Clean with bleach all the surfaces of whatever has been brought in from outside before storing it.						

Health & safety risk assessment - Briefing record

If the risk assessment is updated the briefing of the changes must be recorded.

By signing below, I acknowledge that I have received a health and safety briefing on the topic(s) covered by the above risk assessment										
First name	Surname	Signature	Time	Date		First name	Surname	Signature	Time	Date

Criteria and guidance applied as of 17/03/2020:

Incubation period = maximum 14 days

Day 1 is the first day of symptoms

The 14-day period starts from the day when the first person in the house became ill

If you live with others and you are the first in the household to have symptoms of coronavirus, then you must stay at home for 7 days

If anyone else in the household starts displaying symptoms, they stay at home for 7 days from when their symptoms appeared, regardless of what day they are on in the original 14-day isolation period.

Household members who remain well stay in self isolation for 14 days due to maximum incubation period, calculated from day 1 of first symptomatic person

Household members do not need to restart the clock if other members become symptomatic during the 14 days self-isolation

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Person in household																					
Example household 1	A	X						✓													
	B			X							✓										
	C														✓						
	D														✓						
Example household 2	A	X						✓													
	B			X							✓										
	C												X							✓	
	D														✓						

Key: X = when illness started - first day of symptoms
✓ = allowed to go out again