



# COVID-19 SAFE WORK PLAN

APRIL 2020

FOR STAFF OR CONTRACTORS WORKING ON-SITE

Company Name: G&M Nodding Ltd (T/A : Browning Auto Repairs)

Date completed: 22.04.20

RISK POINT	ACTIONS TO KEEP YOU SAFE
Staff travelling to work	<ul style="list-style-type: none"><li>• Maintaining a safe mode of transport</li><li>• Limiting contact with others (2m), no car pooling</li><li>• Hygiene considerations, hands sneezing / cough while on route to work</li><li>• If staff are sick (immune compromised-stay home don't come to work)</li></ul>
People entering workplace	<ul style="list-style-type: none"><li>• Separate personal belongings, coats, lunchboxes etc</li><li>• Sign in using contact tracing registration form</li><li>• Contractors / suppliers advised of any specific Covid-19 inductions- supplies /parts courier drop off area established.</li><li>• Clean work clothes to be worn (washed daily)</li></ul>
At work	<ul style="list-style-type: none"><li>• Creating and maintaining safe systems of work to maintain 2 meters distancing, or if between 1 and 2 m use applicable PPE, other physical barriers, gloves, glasses, masks, tissues</li><li>• Manage customer interaction ; sing prepay system, operate night pay process, one in one out customer flow etc.</li><li>• Vehicle drop off and collection areas well marked</li><li>• If less than 1 m consider stopping that work</li><li>• If another worker is known and or is symptom-free then 1m is acceptable</li><li>• Training and re induction re PPE, Hygiene, Hand washing</li><li>• Workplace wipe downs, disinfectants high touch areas, tools, equipment, vehicles ....</li><li>• Waste disposal of tissues, masks etc.</li><li>• Split shifts, flexible shifts, work group bubbles, contractor bubbles</li><li>• Limiting movement between departments</li><li>• Is working from home still a viable option for some staff in the business?</li><li>• Stagger smokos, meal breaks and other work gatherings</li><li>• Staff working off site at another worksite</li><li>• Employee tracing of movements</li><li>• Meeting registers of attendees.</li><li>• Toolbox or similar meetings how to maintain 2 m gap</li><li>• Those entering other businesses e.g. trades to do site repairs maintain safe distancing and no contact.</li></ul>



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<b>Emergency management</b>	<ul style="list-style-type: none"><li>• What to do in a COVID 19 case or suspected case</li><li>• HR policies re staff not coming to work</li><li>• Where emergency response actions would bring staff into contact, apply more stringent controls to further reduce risk of emergency event occurring.</li><li>• Staff must report any instance of sickness within their domestic bubble. Situation needs to be assessed as to whether employee can still come to work place</li></ul>
<b>Leaving work</b>	<ul style="list-style-type: none"><li>• Hygiene wash down work surfaces</li><li>• Clean clothes/shoes-ideally have work shoes-home shoes etc</li><li>• Transport home, hygiene</li></ul>
<b>Management oversight</b>	<ul style="list-style-type: none"><li>• Identifying vulnerable workers and management of</li><li>• Wellbeing and mental health</li><li>• Systems to follow re unwell workers</li><li>• Prepare an emergency/ advice call list</li><li>• Information being made available to staff, posters, signs</li><li>• Contractor management checking their systems</li><li>• Deliveries/couriers contactless if possible</li><li>• Supply chains in and out of the business.</li><li>• Privacy issues around personal information</li><li>• Managing staff apathy</li><li>• Develop a Risk register of all jobs/tasks where 2 m gap is or could be compromised - normal work and maintenance work</li><li>• Information to staff re out of work considerations. MoH</li><li>• Staff (H&amp;S) representatives and union involvement where present</li></ul>

