

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



## Your COVID-19 Safety Plan

### Construction sites in Greater Sydney

#### Business details

Business name	Norwest EnviroClean
Business location (town, suburb or postcode)	Norwest Enviroclean provide services to residential commercial customer all over Greater Sydney
Project name	Multiple projects that change daily
Project address (number, street, suburb and postcode)	Not Applicable
Completed by	David James
Email address	<a href="mailto:info@norwestenviroclean.com.au">info@norwestenviroclean.com.au</a>
Effective date	26 July 2021
Date completed	29 August 2021

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#### 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.

The business is owner-operated and the owner works alone.

**Exclude workers who are unwell from the site.**

The owner will not go to work if he has any symptoms of illness that could be as a result of any respiratory or COVID like infection

**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.**

Yes the owner will simply leave the site if illness develops whilst at work

**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.**

Not applicable

**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.**

The owner is first aid trained

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.**

Not applicable

**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.**

David James

**Ensure workers comply with COVID-19 vaccination, COVID-19 testing and Service NSW permit requirements, where applicable.**

Not applicable

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## **Physical distancing**

**Capacity at a construction site must not exceed the lesser of one person per 4 square metres of space on the construction site or, for a construction site with a resourcing plan, 50% of the maximum daily workforce of the construction site.**

Norwest EnviroClean mostly services the residential market. The owner-operator always works alone.

When interacting with customers, we ask that customers keep a physical distance of at least 1.5 meters.

The owner-operator will always keep a physical distance and wear a face a mask when interacting with customers

**Provide parking at or near sites to reduce use of public transport, where practicable. Communicate and promote compliance with rules relating to carpooling.**

Not applicable

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

Not applicable

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.

Not applicable

**Use contactless deliveries and invoicing where practicable.**

Not applicable

**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.**

Not applicable

**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.**

Not applicable

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

Not applicable

**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.**

Not applicable

**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.**

Not applicable

**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).**

Not applicable

**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.**

Not applicable

**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.**

Not applicable

**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.**

Customers are only at risk of transmission during the pre-quote inspection and on the day of cleaning and sanitation of the exterior of their home. During these times the owner-operator will be sure to maintain the minimum physical distance, wear a mask and wear gloves.

**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.**

Not applicable

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## **Hygiene and cleaning**

**Face masks must be worn by workers, unless exempt.**

A face mask will be worn by the operator at all times. The mask may be removed in the following instances: When eating and drinking, to cool down the face and when physical exertion is required.

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

Hand sanitizer will be used frequently and will always be available in either the work vehicle or trailer.

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

Not applicable

**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.**

The only indoor surfaces the operator may come into contact with are indoor surfaces related to the use of the customer's bathroom.

There are plans in place to ensure the owner-operator should not need to use the customer's bathroom. But if in the event this is needed, disinfectant wipes (also kept in the vehicle) will be used to clean down the toilet seat, door handles, taps, etc. To minimize the risk of indoor transmission through touching.

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

When working around the home the operator will wear gloves, facemask, and eye protection

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

Not applicable

**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.**

Individual use of the company vehicle by the owner

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## **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.**

Yes. QR code is registered

**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.**

NWEC QR Code will be kept in the vehicle for scanning by customers. They will be asked to scan at the beginning and the end of the job.

**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.**

Not applicable

**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.**

All customer names, addresses, and dates of contact will be maintained in electronic format.

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

Not applicable

**Consider implementing use of tracing cards to track contacts between employees, drivers and visitors on site.**

Not applicable

**Cross check delivery crew induction details to ensure address details are registered and compliant with public health order restrictions.**

Not applicable

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 COVID-19 testing and/or be vaccinated against COVID-19**
- **COVID-19 testing results**
- **vaccination status.**

Not applicable

**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.**

All information pertaining to business operation in relationship to COVID-19 will be made available on request

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

Yes