

# > HELPING BUSINESS GET BACK TO WORK



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## COVID-19 Safety Plan

### Construction and tradespeople

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your customers that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to [nsw.gov.au](http://nsw.gov.au)

BUSINESS DETAILS	
Business name:	Ministry of Tech
Plan completed by:	David Wilson
Approved by:	David Wilson

### > GUIDANCE FOR BUSINESS

Guidance for your workplace and the actions you will put in place to keep your customers and workers safe

GUIDANCE	ACTIONS
<b>Wellbeing of staff and visitors</b>	
Exclude staff and customers who are unwell from the site.	Staff who are unwell will be directed to stay home from work and will not be permitted to attend customer sites or homes. Staff will adhere to the covid safety plans at all sites that they attend.
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.	Staff who are unwell will be directed to stay home from work and will not be permitted to attend customer sites, or homes. Staff will adhere to the covid safety plans at all sites that they attend.
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.	Before attending a home or a residence that forms part of a customer site, we will email, text or call the customer to confirm that there is not anyone with any cold or flu symptoms or anyone who is in home-isolation.
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.	We do not manage sites ourselves and so this is not relevant.

<b>Wellbeing of staff and visitors</b>	
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.	We provide staff with hand sanitiser, and face masks and instructions to use both appropriately.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Staff and contractors are aware of their leave entitlements and are encouraged to use them if they are sick or required to self-isolate.

<b>GUIDANCE</b>	<b>ACTIONS</b>
<b>Physical distancing</b>	
Develop a Travel Action Plan and provide information to staff and visitors about how to travel to your workplace in a COVID Safe way.	Not Applicable
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.	Not Applicable
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.	Not Applicable
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.	Admin staff will monitor conditions within the Ministry of Tech premises. Field technicians have been advised of government guidelines and will be in charge of monitoring their distance whilst out on site
Ensure storage points are frequently reviewed to ensure equipment is not crowded, where practical.	Not applicable
Use telephone or video for essential meetings where practical.	Most staff meetings are via phone, teleconference or on a one-on-one basis maintaining social distancing.
Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.	Not applicable
For essential work activities where social distancing is problematic, there should be clearly documented processes of control and approval.	In the event that you can not adhere to 1.5m social distancing, you must wear a mask and sanitise
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.	All deliveries are received using the Couriers Covid-safe practices. Staff will minimise contact with the courier drivers and can sanitise after each delivery.
Have strategies in place to manage gatherings that may occur immediately outside the premises.	Not applicable

<b>Physical distancing</b>	
Display signage near lifts or site elevators directing workers to maintain physical distancing wherever practical.	Not applicable
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.	Not applicable
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.	Staffing levels are low enough to not result in crowding, however most of these actions are carried out one-on-one or via teleconferencing.
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.	In the event that you can not adhere to 1.5m social distancing, you must wear a mask and sanitise
Consider what work can be done offsite, such as prefabrication work, or administration work from home.	We utilise Remote Access Technologies to carry out as much work as possible off-site.

<b>GUIDANCE</b>	<b>ACTIONS</b>
<b>Hygiene and cleaning</b>	
Adopt good hand hygiene practices.	Staff to have gloves, face masks and hand sanitiser readily available to them at all times.
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.	Staff have hand sanitiser in their vehicles
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.	Staff have hand sanitiser in their vehicles
Ensure rubbish collection is performed regularly to avoid rubbish overflow.	Staff to remove all rubbish at the end of each job and dispose of at Ministry of Tech.
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.	Sanitiser to be used before and after touching equipment or surfaces.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturer's instructions.	Disinfectant solutions to be controlled, Checking expiry dates before use.
Wear the required personal protective equipment when cleaning, including gloves, and wash hands thoroughly before and after with soap and water.	Staff are equipped with gloves and sanitiser

<b>Hygiene and cleaning</b>	
Minimise contact with household items and fittings not related to your work.	Staff to only touch areas of the site that is required to carry out task.
Display signs about physical distancing, hygiene and hand washing practices around the workplace where practical.	Signs are posted around the Ministry of Tech building.
If sharing tools and equipment is unavoidable ensure cleaning with a detergent solution or disinfectant wipes in between use.	Staff to use their own tools or wipe down between use in the event that you are required to share equipment
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.	Staff and contractors will use their own vehicles

GUIDANCE	ACTIONS
<b>Record keeping</b>	
Keep a record of name and a mobile number or email address for all staff, site visitors and contractors for a period of at least 28 days. Where possible, use gates and swipe cards to identify when individual workers enter and exit the site to aid in tracing their attendance; or use toolbox talks or other methods of recording individual worker attendance at a site. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	We do not manage any sites, however staff will be required to log their details into the register at any other site that we attend. If no such register is offered we will record our attendance ourselves.
Maintain a record of all customer home visits to assist with contact tracing.	A record is kept within the job calendar and in our time keeping app to record details of who attended what locations on what days and for how long.
Make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	Staff have been made aware that the COVIDSafe app is available for download on their device
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.	Notify SafeWork NSW if a staff member is exposed to COVID-19