

# MANAGING COVID-19 ON SITE

## SUMMARY GUIDELINES FOR THE BUILDING AND CONSTRUCTION INDUSTRY

This is a summary of the best practices guidelines designed to ensure that our industry can remain safe and open.

### 1. PHYSICAL DISTANCING

- Maintain physical distancing of 1.5 metres between workers
- Where not possible, limit the amount of time workers are in close proximity and use PPE equipment such as gloves and face masks where workers are required to be in close proximity for prolonged periods
- Apply the 1 person per 4 square metre rule for work indoors or in enclosed spaces
- Maintain the 1 person per 4 square metre rule in site offices and amenities, allocate specific areas to each work group to eat at every day, have alternate breaks or breaks outside if possible
- Spread out furniture, limit time spent in common areas and mark safe distances in work, transit and break areas (eg on floors and walls)
- Stagger start times, breaks and finish times to avoid congestion in high traffic areas
- For travelling in vehicles ensure that there is only the driver and 1 passenger (suitably distanced) for a single cab vehicle. For dual cab vehicles only the driver, 1 passenger in the front and 1 passenger in the back (suitably distanced)
- Where practical, reasonable action should be taken to minimize vulnerable workers (older workers and those with compromised immune systems) from conducting higher risk roles
- Movement between sites, or areas within large sites, should be minimised as much as possible

### 2. PERSONNEL HOISTS

- Implement control measures to reduce the risk in personnel hoists, including systems of work, physical distancing, personal hygiene, PPE and cleaning
- Limit worker movement between levels and floors on site, where it is possible and safe to do so
- Mark out hoist floor and waiting area and develop a schedule for use of the hoist
- Where possible, change hoist operator every two hours and provide PPE and hand sanitiser
- Determine how many workers can use a hoist at any time (including hoist operator) taking into consideration the limited duration and additional control measures in the Guidelines

### 3. SCREENING WORKERS COMING TO SITE

- Implement a two phase screening process, the first phase to screen workers and visitors before they enter the site to obtain their declaration they have not been diagnosed with COVID-19 or been in close contact with anyone with COVID-19 and the second phase to implement ongoing daily screening of workers prior to starting their shift to continually monitor their potential exposure
- Ensure the 14-day quarantine rule is applied for anyone who returns from overseas travel
- Ensure anyone with flu like symptoms does not attend work until cleared by a medical practitioner
- Apply the 14-day self-quarantine rule for anyone who has had close contact with someone who has been diagnosed with COVID-19

### 4. PROMOTE EFFECTIVE HYGIENE PRACTICES AMONGST WORKERS

- Washing of hands regularly for 20 seconds
- Use of hand sanitiser where washing of hands is not possible
- Etiquette of sneezing or coughing into your arm or tissues
- Use of bins for used tissues and cigarettes
- Practice of not touching eyes, nose and mouth
- Use of any PPE provided, such as gloves and face masks

### 5. PROVIDE A SAFE, CLEAN AND HEALTHY SITE

- Employers should implement processes to record the schedule and work locations to enable tracing of those who have come into contact with a confirmed case of COVID-19
- Avoid the use of shared tools where possible and provide cleaning products to wipe down tools, plant and equipment before and after use
- Provide hand washing facilities with soap and/or hand sanitiser in all site entrances and exits, hoists, amenities and all levels of the site
- Clean and disinfect common areas, hoists and amenities and meal areas between work group breaks and shifts
- Increase frequency of industrial grade cleaning/disinfecting on sites, particularly in common areas
- Implement twice daily cleaning to 'frequently touched surfaces' such as door handles, fridges, taps, microwave handles
- Provide rubbish bins for tissues and discarded PPE equipment that are regularly removed off-site
- Regularly clean vehicles that are shared to ensure adequate hygiene and protection

### 6. KEEP COMMUNICATION REGULAR, OPEN AND UP-TO-DATE

- Use toolbox meetings to reinforce the severity of the pandemic, the importance of the on-site controls and self-reporting, to minimise the risk of infection
- Display health and physical distancing information in prominent locations on site and in common areas
- Display signs regarding requirement for screening before entering sites

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- Establish an effective employer and union communication and consultation structure
- Modify site inductions to identify potential risks, such as recent travel or health issues, and to educate new starters on-site controls and practices

### 7. STEPS TO TAKE IF A WORKER IS DIAGNOSED WITH COVID-19 OR EXPERIENCING SYMPTOMS

- Where a worker experiences any flu like symptoms, they must leave work immediately, call the COVID-19 hotline on 1800 675 398, seek medical assistance and not attend work until medically cleared to return
- Where a worker becomes a confirmed case of COVID-19 they must not attend work until medically cleared
- The employer will be notified by DHHS where a worker becomes a confirmed case and has been deemed to be infectious while on-site
- The employer will be required to follow DHHS required actions, such as partial or complete closure of the site for cleaning and disinfection and any contact tracing activities
- The employer must immediately implement an appropriate cleaning and disinfection regime and make a record of the cleaning undertaken available to workers and their representatives
- Unions and other workers are to be notified ensuring appropriate privacy considerations are complied with
- Anyone who had close contact with a confirmed case of COVID-19 must also self-quarantine at home for 14 days
- Anyone who only had casual contact with a confirmed case of COVID-19 can continue to work providing they have no symptoms

Please note that this is only a summary of the Guidelines. The comprehensive Guidelines for the Building and Construction Industry can be found on the various participants web sites or you can contact your union or association listed in section 7.0 of the Guidelines.

#### CONSTRUCTION SITE DETAILS

Company name: .....	Company Details: .....
Site Supervisor: .....	No. ....
OHS Manager: .....	No. ....
Site Address: .....	Membership Number: .....