

# Managing COVID-19 on site

## AN ACTION PLAN FOR THE BUILDING AND CONSTRUCTION INDUSTRY

The following COVID-19 Action Plan is designed to assist builders to ensure the Industry best practice guidelines are being implemented effectively on all building sites to control the spread of COVID-19 and to maintain a safe, healthy environment for your workers, visitors and the community overall. This action plan should be completed with close consideration of the Building and Construction Industry Guidelines version 6. You should also complete this plan in consultation with your workers and share it with them so they understand what is required of them. You should regularly monitor and review the plan to ensure it responds to changes in Government and Industry announcements and directives.

We all need to work together to keep our industry open and safe for all. Please use the plan to identify and keep a record of how you have addressed each of the best practice guidelines identified for the industry.

INDUSTRY GUIDELINE	ACTIONS IMPLEMENTED
<b>SCREEN WORKERS AND VISITORS</b>	
Screen workers and visitors before they enter the site to obtain their declaration they have not: <ul style="list-style-type: none"><li>• been diagnosed with COVID-19, or are not being tested for COVID-19</li><li>• been in close contact with anyone with COVID-19</li><li>• got any symptoms consistent with COVID-19 (fever, sore throat, shortness of breath)</li></ul>	<i>For example, signs installed at entries to the site, QR code implemented for screening of visitors, etc</i>
Implement ongoing daily screening of workers prior to starting their shift to continually monitor their health and potential exposure to COVID-19	
Implement temperature screening procedures before anyone enters the site (if identified as a control measure through risk assessment)	
<b>MAINTAIN PHYSICAL DISTANCING</b>	
Maintain physical distancing of 1.5 metres between workers	<i>For example, signs installed throughout site regarding physical distancing, all workers informed of this requirement and regular monitoring of adherence on site</i>

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Where not possible, limit the amount of time workers are in close proximity and use PPE equipment such as gloves and face masks	
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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 and have alternate breaks or breaks outside if possible	
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 and masked) 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 and masked)	
Where practical, take reasonable action to minimize vulnerable workers (older workers and those with compromised immune systems) from conducting higher risk roles	
Implement systems to minimise movement between sites, or areas within large sites, as much as possible	
<b>FACE MASKS</b>	
In Victoria, all workers must wear a face mask on site unless there is a valid reason for them not to	
Provide information, instruction and training on the safe use and maintenance of masks	
<b>PERSONNEL HOISTS</b>	
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	

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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 ensure masks are worn and hand sanitiser provided	
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	
<b>PROMOTE EFFECTIVE HYGIENE PRACTICES</b>	
<p>Ensure all personnel:</p> <ul style="list-style-type: none"> <li>• Wash hands regularly for 20 seconds</li> <li>• Use hand sanitiser where washing of hands is not possible</li> <li>• Follow the etiquette of sneezing or coughing into your arm or tissues</li> <li>• Discard used tissues and cigarettes into the bins provided</li> <li>• Practice not touching eyes, nose and mouth</li> </ul>	
<b>PROVIDE A SAFE, CLEAN AND HEALTHY SITE</b>	
Implement processes to record the schedule and work locations of all employees and subcontractors to enable workplace mapping in the case of a suspected or 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	

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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	
<b>MAINTAIN OPEN, REGULAR COMMUNICATION</b>	
Conduct regular toolbox meetings to reinforce the severity of the pandemic, the importance of the on-site controls and self-reporting to minimise the risk of spreading the virus	
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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<p>Conduct site inductions to educate new starters on-site controls and required practices</p>	
<p><b>DOCUMENTED PROCEDURES FOR RESPONDING TO A COVID-19 CASE ON SITE</b></p>	
<p>Ensure there is an established, well communicated and well understood procedure for any situation where there is a confirmed or suspected COVID-19 case on site that includes as a minimum the following:</p> <ul style="list-style-type: none"><li>• Where a worker experiences any symptoms consistent with COVID-19, they must leave work immediately, get tested, seek medical assistance and not attend work until medically cleared to return</li><li>• Where a worker becomes a confirmed case of COVID-19 they must not attend work until medically cleared</li><li>• Employers (and self-employed persons) are required to notify WorkSafe immediately on becoming aware that an employee or an independent contractor or a contractor's employee has received a confirmed COVID-19 diagnosis and has attended the workplace during the infectious period</li><li>• The employer will follow all DHHS directives if they are contacted to advise of a confirmed case on-site, including partial or complete closure of the site and any contact tracing activities</li><li>• The employer will immediately implement an appropriate cleaning and disinfection regime and make a record of the cleaning undertaken available to workers and their representatives</li></ul>	

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- The employer will immediately implement workplace mapping activities to identify all others who may have had close contact with the confirmed case
- Unions and other workers will be notified, ensuring appropriate privacy considerations are complied with
- Anyone who had close contact with a confirmed case of COVID-19 will be required to get tested and self-isolate at home for 14 days
- Anyone who had casual contact with a confirmed case of COVID-19 may also be asked to get tested but will be allowed to continue to work providing they have no symptoms
- Anyone who is being tested for COVID-19 must not attend work until they receive a negative test result

These guidelines are taken from the Building and Construction Industry Guidelines version 6.0. It is recommended that the full Industry Guidelines are utilised to fully understand the actions and controls that need to be put in place. For further information please contact the Master Builders Victoria OHS Team on (03) 9411 4555.

Business Details	
Business Name:	
Plan developed by:	
Plan approved by:	