

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



## Your COVID-19 Safety Plan

### Construction and tradespeople

#### Business details

Business name	Regal Homes (Aust.) Pty Ltd
Business location (town, suburb or postcode)	Regional NSW
Completed by	Natasha Stoka
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Effective date	2 August 2021
Date completed	24 August 2021

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#### Wellbeing of staff and customers

Exclude staff and customers who are unwell from the site.

Agree

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.

Agree

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.

Agree

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.

Agree

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.

Agree

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Agree

Encourage staff to access COVID-19 vaccination.

Agree

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## **Physical distancing**

Develop a Travel Action Plan and provide information to staff and visitors about how to travel to your workplace in a COVID Safe way.

Agree

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.

Agree

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.**

Agree

**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.**

Agree

**Ensure storage points are frequently reviewed to ensure equipment is not crowded, where practical.**

Agree

**Use telephone or video for essential meetings where practical.**

Agree

**Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.**

Agree

**For essential work activities where social distancing is problematic, there should be clearly documented processes of control and approval.**

Agree

**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.**

Agree

**Have strategies in place to manage gatherings that may occur immediately outside the premises.**

Agree

**Display signage near lifts or site elevators directing workers to maintain physical**

**distancing wherever practical.**

Agree

**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.**

Agree

**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.**

Agree

**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.**

Agree

**Consider what work can be done offsite, such as prefabrication work, or administration work from home.**

Agree

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Agree

**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.**

Agree

**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.**

Agree

**Ensure rubbish collection is performed regularly to avoid rubbish overflow.**

Agree

**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.**

Agree

**Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturer's instructions.**

Agree

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

Agree

**Minimise contact with household items and fittings not related to your work.**

Agree

**Display signs about physical distancing, hygiene and hand washing practices around the workplace where practical.**

Agree

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

Agree

**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.**

Agree

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Agree

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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.

Agree

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 (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

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, keep a record of the name, contact number and entry time for all staff, customers and contractors 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.

Agree

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.

Agree

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

Yes