

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



## Your COVID-19 Safety Plan

### Construction sites in Greater Sydney

#### Business details

Business name	PROTEK AUSTRALIA PTY LTD
Business location (town, suburb or postcode)	8/24 GARLING ROAD KINGS PARK NSW 2148
Project name	EST06750 - HABERFIELD CIVIL WORKS
Project address (number, street, suburb and postcode)	O'CONNOR STREET & DEAKIN AVENUE, HABERFIELD 2045
Completed by	DAMIAN JACKSON
Email address	<a href="mailto:DAMIAN@PROTEKAUSTRALIA.COM.AU">DAMIAN@PROTEKAUSTRALIA.COM.AU</a>
Effective date	26 July 2021
Date completed	20 September 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.

All Trade personnel/Contractors/Employees/Visitors will be assessed prior to entry onto site in an outdoors environment with social distancing maintained.

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

No one should be attending work if feeling unwell with any cold or flu symptoms. workers who are unwell or showing any symptoms of illness will be sent home.

**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.**

QR check in codes are in place and used by all persons entering the site.

All workers are required to notify Proteks site manager if they have had a covid test, including the date of test and result. If a positive test/ confirmed case arises, NSW Government protocols for Confirmed Case, Close Contact, Casual Contact must be adhered to by all personnel.

**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.**

Protek have implemented 'Covid-19 Plans & Strategies/Policies' to notify, educate and inform all employees and workers of current Covid situations, outbreaks, requirements, safety measure, and advice. These plans are updated and sent to all employee when the covid19 situation changes. Covid-19 safety signs are on display throughout the worksite and communicated regularly

**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.**

All Protek personnel have current up to date First Aid certifications. Our many first Aid boxes are checked bi-annually with contents restocked within a week of use. All employees are equipped with all relevant PPE.

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.**

All Protek employees have been encouraged to get their Covid-19 vaccination. Vaccination information including vaccine advice and locations have been sent to all staff.

Currently all Protek staff are double vaccinated.

**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.**

Protek Covid Marshall are our Site Managers - Jay Galloway and John Saba

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

Any employee or worker that is sick with any covid-19 symptoms is unable to attend Site. They must get tested and isolate until they receive a negative result. All testing information needs to be communicated to Protek's Site Manager for recording; including name, test date and result, before the worker is able to return to work.

Additionally all personnel traveling from LGA hot spots require travel permits.

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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.**

Appropriate signage is displayed enforcing social distancing.

In small areas with less than 4 square metres of space only one person will be allowed to

work in that space.

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

There is ample parking on site (enough for all trades). Parking locations will be within the gated site area.

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

All inductions completed onsite will be completed with social distancing in mind.

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.

Trades will be organized in such a way that they will not be working in the same space and another trade.

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

where possible deliveries will be contactless, with invoices sent via email.

**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.**

All deliveries to site will be required to follow the NSW Covid guide lines. delivery drives and other occupants will remain in the vehicle unless deemed necessary to to unload.

**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.**

All personnel will maintain proper social distancing during a delivery.

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

NA - Portaloos will be assigned on site.

**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.**

Physical distancing will be practiced at all times and all meals are to be eaten outside of the site shed .

**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.**

All breaks are to be taken outside and NOT in the sited shed

**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).**

Physical Distancing will be practiced in all situations with appropriate signage displayed throughout site.

**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.**

Trades will be organised in such a way that there will either be no more than one trade on site or they will be given their own specified area to work in.

**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.**

Trades will be supervised by the site manager.

Trades will also be told to maintain physical distance from other personnel on site. Clear signage for access and egress will be displayed around site.

**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.**

Where physical distancing cannot be adhered to appropriate safety measures will be in place, including ppe and distancing as much as possible.

**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.**

All toolbox talks will be held outside in small groups with physical distancing, if possible site inductions will also be held outside.

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## **Hygiene and cleaning**

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

all trades have been notified that face masks are mandatory at all times.

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

Handsanitizer pump bottles are located on in the site shed and around site.

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

Hand washing soap is well stocked and refilled in the bathrooms and kitchen sinks.

**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.**

All surfaces frequently touched by more than one worker (handrails, door knobs, etc) are to be wiped down frequently with disinfectant solutions.

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

During daily disinfectant cleans or any additional spot cleans, workers must wear gloves if using any chemicals or sprays and wash their hands with warm water and soap immediately after using any cleaning products.

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

All personnel should have their own tools and equipment eliminating the need for sharing.

If this is not the case then the items must be disinfected between uses.

**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.**

Site vehicles are to be cleaned and disinfected by the operator after use.

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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.**

QR check in code is displayed on the front door of Protek's Site Shed and around the site. Use of this is required before entering the premises. For those who do not have a smart phone we have a hard copy register they will need to complete.

**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.**

Protek's Site Manager requests to see correct QR check in, including the green tick and correct location, immediately when entering site.

**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.**

QR Codes will be utilised at each construction area.

**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.**

For those who do not have a smart phone we have a hard copy register they will need to complete. This is stored electronically.

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

Delivery drivers will be given a QR code to scan prior to site entry.

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

NA

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

Cross checks will be completed during inductions.

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.**

Protek tracks all employee movements and vaccination statuses;

- QR codes and Site check in register
- Induction Folders include personal information such as place of residence
- Covid-19 Vaccination recorded in register

**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.**

Protek has, is, and will, cooperate and work with NSW Health if a positive covid-19 case appears within our workforce. We will also notify SafeWork NSW asap of any covid-19 positive cases within our workplace.

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

Yes