

COVID–19 Management Plan

Site:.....

Date:.....

Site Manager:.....

COVID Controller:.....

1) Purpose

The purpose of this plan is to protect the health and safety of everyone on site from the spread of COVID-19.

2) Scope

This plan will apply to everyone on site including employees, contractors and their employees, visitors, suppliers and customers.

3) Responsibilities

This plan has been developed by the Site Manager and will be implemented by the COVID controller. The COVID Controller will be responsible for site detection (e.g. temperature detection), ventilation and disinfection, distribution of personal protective equipment, communication and training.

Workers, visitors, contractors and anyone on site must comply with the requirements of this plan at all times. You should stay home if you feel unwell. If you feel unwell at work, let your Site Manager know so you can go home.

Get the vaccine when you are offered one.

Any breaches of the requirements of this plan must be reported immediately to the COVID controller.

4) Return to work procedures

- Workers will be rostered to return to work at different times to avoid congregation of people and to help manage physical distancing. Physical distancing, sometimes known as “social distancing”, is about keeping a safe distance from others. Physical distancing means remaining 2 metres away from other people.
- Wherever possible workers must travel to site alone using their own transport.

- Workers, contractors and visitors will be required to complete the health status questionnaire (Appendix 1) prior to them starting work on each shift. The company may at their discretion conduct body temperature tests and deny access to site to anyone who they suspect to be vulnerable or present flu like symptoms. "Vulnerable" people with medical conditions; people undergoing treatment for cancer & blood conditions, pregnant woman, people without easy access to healthcare, residents of age care facilities.
- Access to site will be restricted to those necessary for the level of business required.
- Workers that can work remotely should do so.
- All workers and contractors will be re-inducted to site prior to starting work including training in this plan.

5) Managing physical interaction

- If your work involves interacting with customers or members of the public, you legally must wear a face covering.
- Avoid congregation of workers in offices and lunchrooms. Breaks should be held alone or if involving more than one worker ensure physical separation.
- All work will be planned to minimise contact between workers.
- Toolbox meetings will be limited to "when necessary" and will be held in a well-ventilated area, with physical separation of all those present.
- Site meetings will not be held face-to-face. Meetings will utilise videoconferencing or telephone.
- There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres. In such cases, face masks and appropriate PPE must be worn.
- Visitors and customers will not be allowed in offices or the weighbridge. Delivered items will be left outside for workers to collect. Sales dockets will be emailed to customers or passed through the window to truck drivers if required. Physical contact is to be avoided at all times.

6) Operation of plant and mobile equipment

- Workers should avoid contact with other workers, contractors, customers etc. Always practice physical separation (at least 2 metres).
- Operators of mobile equipment must disinfect their cabin at the start of the shift and at the end of the shift or when exiting the machine for a break.
- Where possible the principle of "one person, one machine" should be adopted.
- For equipment operated by multiple workers, surfaces or components with high contact frequency, such as buttons and handles, should be disinfected

regularly. Where possible gloves should be worn by operators of mobile equipment.

- Workers are to avoid sharing tools. If required, tools are to be cleaned thoroughly between shifts and before being used.

7) Workplace ventilation, cleaning and disinfection

- Keep the working environment clean and tidy, and disinfected regularly.
- Buildings need to be kept well ventilated with fresh air where possible.
- Air conditioning units will be regularly cleaned, and the air conditioning return air filter checked and replaced regularly.

8) Personal health and hygiene

- All workers must follow the Personal Health Guidelines (Appendix 2).
- Each worker must sanitise their hands with hot soapy water or hand sanitiser before entry onto site.
- Any personal items brought to site by workers must be segregated (kept separate from other workers items).
- Any work specific PPE, other than base clothing should be kept at site and donned on site – individual PPE for workers must be kept separate from other workers PPE.
- No sharing of dishes, drinking vessels or cutlery.
- All eating and drinking utensils need to be cleaned by the user.

9) Training

- All workers will be trained in this COVID Management Plan.
- Site inductions will include in this Management Plan.

10) Review and inspections

- Regular workplace inspections will be conducted to ensure this plan is being followed and is effective.
- This plan will be reviewed weekly in line with Health Authorities advice on the spread of COVID-19.

APPENDIX 1.

DAILY HEALTH QUESTIONNAIRE

Site: _____

Date: _____

NAME: _____

1. Do you have a medical condition associated with your respiratory system (e.g. asthma)?	YES	NO
2. Are you receiving treatment for cancer or a blood condition?	YES	NO
3. Are you pregnant?	YES	NO
4. Are you experiencing any flu like symptoms	YES	NO
<p>Have you been at a place of interest and/or had recent contact with anyone tested positive for COVID-19?</p> <p>Who: _____ Date: of contact: _____</p> <p>Where was contact or place of interest: _____</p>	YES	NO
<p>Have you been tested for COVID-19?</p> <p>If yes, was the test positive?</p>	YES	NO
Are you feeling tired or fatigued?	YES	NO
Any reason why you would not be fit to commence work?	YES	NO
<p>Are you currently taking medication that could impact on your work?</p> <p>Please list: _____</p>	YES	NO

Reviewed By:

Personal Health Guidelines

