

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



## Your COVID-19 Safety Plan

### Construction and tradespeople

#### Business details

Business name	Done & Dusted Sydney
Business location (town, suburb or postcode)	Baulkham Hills NSW 2153
Completed by	Justine Proctor
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Date completed	2 May 2021

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#### Wellbeing of staff and customers

##### **Exclude staff and customers who are unwell from the site.**

All staff must complete the COVID-19 Acknowledgement Digital form prior to commencing duty for the day. If yes is answered to any question that staff member must automatically cease work until a negative test has come back. All staff of Done & Dusted Sydney to maintain and provide evidence of having the Flu Injection on a yearly basis.

**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.**

As above. All staff to undertake the Governments Infection Control Procedures course as part of the Induction process.

**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.**

Clients will be contacted prior to commencement and asked Covid-19 relevant safe questions to ensure the safety of both the Resident and the Staff member. If any questions are answered as a Yes - the job to be rescheduled to another time.

**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.**

All staff of Done & Dusted to complete the Government Infection Control course as part of the Induction Process and to attend further mandatory toolbox meetings as part of ongoing training and keeping abreast of current legislation and principles.

**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.**

All staff to complete Infection Control Procedures prior to commencement and will be monitored by site visits and "Drop ins".

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

Staff will be advised of their entitlements as part of the induction process.

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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.**

Staff to travel between sites using their own vehicle. Vehicle to be maintained with the

principles of hygiene in mind.

**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.**

Residents to be contacted to ensure no other Trades are on site at the time the clean is to be undertaken. If another Trade present at that time - the job is to be rescheduled.

**Monitor entry and exit points to maintain social distancing and prevent overcrowding, 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.**

On site signage advising Cleaner is on site.

**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.**

Staff to adhere to Government guidelines where practicable within the confines of the Residence. No meal breaks to be undertaken at any Residence.

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

Staff to take Business owned chemicals and equipment which is to be kept in specially equipped containers to prevent overcrowding.

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

Training will be provided one on one (Manager and Cleaner) on site prior to entry into the Residence. Video conferences will be undertaken for all other non site essential meetings.

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

Negotiation with Client as to times to prevent several trades on site at any one time.

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

Staff to be trained in Infection Control Procedures and wear appropriate PPE ( gloves

and masks) to prevent transmission.

**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.**

Not applicable as in home cleaning. Staff to adhere to Social Distancing Guidelines and wear appropriate PPE as detailed above.

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

Only one on one meetings to occur outside a Residence and only for the purpose of on site training.

**Display signage near lifts or site elevators directing workers to maintain physical distancing wherever practical.**

Not applicable as only maximum of 2 staff will be in duty in a residence at any one time.

**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.**

Staff to take their Breaks away from any residence. Given the nature of the Role - no crib room to be provided.

**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.**

Apart from the necessary on site training all other meetings to be held away from and Residence.

**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.**

Residents & Staff will be required to adhere to social distancing standards for the safety of both parties.

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

Administration work and other non site essential work to be performed at the Office of

## **Hygiene and cleaning**

### **Adopt good hand hygiene practices.**

All staff to carry hand sanitiser on their person and to ensure hand are washed as per correct Hand washing protocols prior to and at the conclusion of each job.

**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.**

As above. Disposable gloves are to be worn and changed for each room of the house.

**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.**

Staff to carry hand sanitiser on their person as supplied by Done & Dusted Sydney.

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

Staff to be trained and sign off on the Rubbish Removal SWMS as part of the Induction process.

**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.**

Only Ecologically friendly chemicals including disinfectant and sanitising chemicals supplied by Done & Dusted Sydney are to be used in Residences.

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

Staff to sign off on Handling Chemicals SWMS as part of their Induction and to adhere to Manufacturers instructions.

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

Disposable gloves and disposable face masks to be worn at each residence and disposed off at the conclusion of each job. New gloves are to be worn in each room that is cleaned. Removal of PPE and disposal of same to be undertaken as per Govt. Guidelines.

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

Only those areas contracted to be cleaned will be touched. Touch point cleaning with approved chemical to be undertaken at the conclusion of each job.

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

Not applicable as in home cleaning.

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

No tools or equipment to be shared. Each residence will have their own designated cloths and mops which will be laundered as per Government regulations prior to reuse.

**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.**

Staff to maintain their vehicles as per hygiene and infection control procedures.

**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).**

In consultation with the Resident taking into account any health conditions and the current climate. No harsh chemicals to be used.

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## **Record keeping**

**Keep a record of name, contact number and entry time for all staff, site visitors and contractors for a period of at least 28 days. Where possible, use gates and swipe cards to identify when individual workers enter and exit the site to aid in tracing their attendance; or use toolbox talks or other methods of recording individual worker attendance at a site. Electronic collection (such as QR code) of contact details for each person is strongly encouraged.**

This will be kept electronically and given to the Client. This information will be stored and protected as per Government Record Keeping legislation.

**Maintain a record of all customer home visits to assist with contact tracing.**

As per above using technology to maintain client records.

**Ensure records are used only for the purposes of tracing COVID-19 infections and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](http://nsw.gov.au)**

All Client records will be maintained and protected as per Government Legislation.

**Make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.**

This will form part of the Induction process. Software utilised will allow contract tracing.

**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.**

All staff and management are to cooperate fully with the NSW Health Dept and will lead to disciplinary action if cooperation is withheld.

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

Yes