

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



Your COVID-19 Safety Plan

Construction and tradespeople

Business details

Business name	AJJ Electrical Services
Business location (town, suburb or postcode)	Thornleigh NSW 2120
Completed by	Arthur Jang
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Effective date	2 August 2021
Date completed	23 August 2021

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the site.

Staff & customers are required to advise site management if they have any symptoms or if they are feeling unwell.

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.

Staff & customers are required to advise site management if they have any symptoms or if they are feeling unwell.

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.

Customers to confirm that all household members are symptom free and are not in home-isolation prior to entering the premises or commencing any work on site.

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.

Follow correct mask wearing procedures hand sanitising practices.

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.

Training & advice to be provided as per the NSW government health advice & guidelines. This is to be updated as soon as practical after any amendments are made.

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

Staff will be required to use their sick leave if they are required to self isolate. If there is no sick leave available, staff will be required to use annual leave or leave without pay.

Encourage staff to access COVID-19 vaccination.

Staff are encouraged to have a full course of Covid-19 vaccine as soon as practical.

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.

All staff are to use their assigned work vehicles to travel to & from site.

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.

Only staff required to complete the task are to be allowed on site.

As soon as staff have completed their assigned task, they must leave the site as soon as practical.

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.

Staff have been advised of the NSW government guidelines and are responsible for monitoring their own social distancing whilst 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 have been advised of the NSW government guidelines and are responsible for monitoring their own social distancing whilst on site.

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

No site storage areas are required.

Use telephone or video for essential meetings where practical.

All meetings will be conducted via telephone or video conferencing where practical. Should on-site or face-to-face meetings be required, all NSW government guidelines MUST be adhered to and social distancing requirements observed at ALL TIMES.

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

Staff are to work alone where possible.

Where tasks require more than one person, social distancing requirements MUST be observed.

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

In the event that social distancing requirements are not able to be observed, you must wear a mask and sanitise regularly.

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.

All stock collections & deliveries are to be contactless where possible.

If contactless transactions are not possible, you should wear a mask and use hand sanitiser before & after the transaction.

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

NO gatherings are permitted outside any work sites without management approval.

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

N/A.

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.

N/A

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.

For any on-site inductions, toolbox talks or meetings, all NSW government guidelines MUST be adhered to and social distancing requirements observed at ALL TIMES.

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.

In the event that social distancing requirements are not able to be observed, you must wear a mask and sanitise regularly.

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

As a essential service provider, work is permitted to be carried out on-site, following all NSW government guidelines.

Hygiene and cleaning

Adopt good hand hygiene practices.

All staff have access to disposable gloves, face masks and hand sanitiser. These items must be kept readily available at all times whilst on-site.

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.

All staff must have hand sanitiser on their person whilst on site and in their vehicles.

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.

All staff must have hand sanitiser on their person whilst on site and in their vehicles.

Ensure rubbish collection is performed regularly to avoid rubbish overflow.

Staff are to remove all rubbish at the end of each job as per AJJ Electrical Services requirements.

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.

Hand sanitiser is to be used before AND after touching equipment or surfaces.

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

Any disinfectant is to be used according to manufacturers recommendations.
Expiry date must be checked before use.

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

All staff have access to disposable gloves, face masks and hand sanitiser.
These items must be kept readily available at all times whilst on-site.

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

Staff are to restrict any contact to areas of the site required to carry out the work only.

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

Signs are posted where practical.

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

Staff are to use their own tools where practical.
If tools are to be shared, they must be wiped down between each use.

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 are to use their own company assigned vehicles only.

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).

Staff are to ensure maximum ventilation of all work areas.
If practical, work is to be carried out in outdoor areas.

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.

These details are recorded by management and kept on file for the required time period.

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.

These details are recorded by management and kept on file for the required time period.

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.

These details are recorded by management and kept on file for the required time period.

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.

SafeWork NSW is to be notified if a staff member or customer has been exposed to Covid-19.

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

Yes