

COVID Safe Plan

Construction



This Construction COVIDSafe Plan template has been developed by the Master Builders Association of the ACT. It is designed to assist and support small-scale construction businesses operate safely, maintain COVIDSafe and free workplaces, and prepare for the possibility of a suspected or confirmed case of COVID19 in the workplace or on a construction site.

In order to operate in the ACT and comply with the current Public Health directions, all sites must have a COVIDSafe Plan. This should be completed by the principal contractor. It is also recommended that subcontractors and suppliers have their own COVIDSafe Plan for their individual businesses.

This template has been developed based on the Victorian State Government COVIDSafe Plan: Construction template. The existing [ACT Building and Construction Industry COVID-19 Requirements](#) (commonly referred to as the **Construction Requirements**) implemented by the ACT (also based on the Victorian counterpart), requires all sites to have a COVIDSafe Plan.

Master Builders ACT have developed FAQs on the Construction Requirements which are available on our [COVID19 Resources Hub](#).

Developing your COVIDSafe Plan

1. Understand your responsibilities

This includes your obligations under the current public health orders, as well as the Construction Requirements. Nothing in this document or the public health orders change your obligations under the *Work Health and Safety Act 2011* (ACT).

You must read and understand the Construction Requirements.

2. Prepare your plan

A template plan is included in this document.

You will need to complete the template, based on the circumstances of your business, as well as the site-specific requirements. Organisations with multiple worksites will need to complete multiple COVIDSafe Plans.

The information in this COVIDSafe Plan Construction template is general information only in relation to the Construction Requirements and may not deal with all your circumstances or individual site requirements. Master Builders Association of the ACT does not accept any responsibility or legal liability arising from or connected to the accuracy, reliability, currency, or completeness of the information in this template. If you have queries regarding your specific circumstances, please contact Master Builders ACT on (02) 6175 5900 or via canberra@mba.org.au.

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There are six COVIDSafe principles. For each of these, you must outline the actions that you are going to take. This is required to satisfy the Construction Requirements. They are:

1. Ensure physical distancing
2. Wear a face covering
3. Practise good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

There are also sections on **COVID Marshals** and **Vaccinations**.

When you are completing your COVIDSafe Plan, you need to outline the actions you are going to take to meet the requirements listed above.

Key requirements under the current public health orders are highlighted. This includes the Construction Requirements.

3. Keep your plan up to date

You must regularly review your COVIDSafe Plan, as well as when there are changes to the public health orders or the Construction Requirements.

There is no requirement to lodge your COVIDSafe Plan with the ACT Government or WorkSafe ACT. However, you are required to provide it to ACT Police or WorkSafe in the event they request it.

Members should expect an increased policing and WorkSafe presence during the lockdown, to ensure that all operators are following the rules.

4. Share your plan

Whilst it is good practice to discuss the plan with your workers, the terms of the Construction Requirements mean that you need to **induct** all your workers into the COVIDSafe Plan. They are also required to sign their Construction Industry Worker Permit.

COVID Safe Plan Construction



5. Allocate a COVID Marshal

Every construction site that is permitted to operate under the public health orders must have a COVID Marshal appointed. A COVID Marshal is responsible for supporting the compliance and providing advice on appropriate physical distancing, hygiene and record requirements. The COVID Marshal should be the person onsite responsible for safety on the building site.

You can contact Master Builders ACT on 6175 5900 or via canberra@mba.org.au for further assistance on how to prepare your COVIDSafe Plan.

A template for your COVIDSafe Plan is on the following pages. Examples have been provided for some of the requirements, however the intention is that you must complete the Actions relevant to your site.

A COVIDSafe Plan is required for every site.

[INSERT COMPANY LOGO HERE]

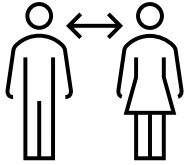
COVIDSAFE PLAN

BUSINESS NAME:

SITE NAME AND/OR ADDRESS:

PLAN COMPLETED BY:

DATE REVIEWED:



Physical Distancing and Worker Limits

You must ensure workers are 1.5 metres apart. You must limit the workers to 1 per 4m².



Requirements	Action
<p>You must ensure workers are 1.5 metres apart as much as possible. This can be done by:</p> <ul style="list-style-type: none"> • Displaying signs to show limits at the entrance of enclosed areas where limits apply • Informing workers to work from home whenever possible <p>You may also consider:</p> <ul style="list-style-type: none"> • Minimising the build-up of people waiting to enter and exit the workplace • Using floor markings to provide minimum physical distancing guides • Reviewing delivery protocols to limit contact between delivery drivers and workers 	<p><u>Examples</u></p> <ul style="list-style-type: none"> • <i>Identify areas that require floor marking, such as lifts, kitchen areas, printer collection areas</i> • <i>Allocate different doors for entry and exit</i> • <i>Use an entry and exit system to the site that is as contactless as possible and quick to enter and exit</i> • <i>Use floor markings and establish clear arrangements to provide minimum physical distancing guides at entrances and exits, as well as stairways, lifts, hoists, evacuation routes and muster points.</i> • <i>Establish contactless delivery or invoicing</i> • <i>Display signage for delivery drivers</i> • <i>Identify designated drop off areas</i> • <i>Outline the maximum occupancy of areas that are open to the general public, and information about signage</i> • <i>Reduce the number of people on site by staggering shift start and finish times</i> • <i>Segregate work crews where possible</i> • <i>Install temporary physical barriers between work areas where practicable and appropriate</i>

<p>You must apply <u>density limits</u> to configure enclosed areas to ensure that:</p> <ul style="list-style-type: none"> • There is no more than one worker per four square metres of enclosed workspace <p>The density limit does not apply when using hoists or lifts, provided all other control measures are in place, or if a task cannot be carried out safely if the density limit were to apply.</p>	<p><u>Examples</u></p> <ul style="list-style-type: none"> • <i>Comply with relevant density quotient and instal signage setting out the maximum number of people that can be in enclosed areas, and on the site in total</i>
<p>Site inductions and SWMS reviews/toolboxes should utilise on-line and videoconferencing where possible and be conducted during paid work hours</p> <ul style="list-style-type: none"> • Inductions should incorporate any updates to the COVID19 requirements • Inductions should provide information on vaccinations including how to book, where to go, and specifically encourage all workers to get vaccinated 	<p><u>Examples</u></p> <ul style="list-style-type: none"> • <i>Record inductions into the COVIDSafe Plan using the template provided at the end of this guide</i>
<p>Carpooling to and from the worksite should be discouraged for people who do not live within the same household.</p> <p>Work vehicles that are shared should be regularly cleaned to ensure adequate hygiene and protection.</p>	
<p>Occupied Premises</p> <p>Where possible, residential construction activities should not occur with residents present. If this is not possible, you must ensure that you have physically segregated from the residents at all time, and require residents to wear masks while workers are on site</p>	<p><u>Examples</u></p> <ul style="list-style-type: none"> • <i>A physical barrier may include a separate room, a temporary wall or other barrier that controls access of occupants to the work site.</i> • <i>Require residents to wear masks while workers are on site.</i>

You should provide training to workers on physical distancing expectations while working and socialising.

Examples

- *Develop and educate workers on strategies and work practice changes to maintain physical distancing*
- *Reinforce messaging to workers that physical distancing needs to be maintained during work and during social interactions*
- *Educate workers on hand and cough hygiene, including how to wash and sanitise their hands correctly*
- *Reinforce the importance of not attending work if unwell*
- *Ensure appropriate information on the use of face coverings and personal protective equipment (PPE)*
- *Ensure compliance with current restrictions about Authorised Worker Permits*
- *Identify the roles that are required to be performed from home or can be adapted to be performed from home*
- *Adapt working arrangements to enable working from home*
- *Regularly assess workers in attendance at the workplace to determine whether they are required to be there*
- *Encourage workers to complete infection control training (mandatory for COVID Marshals).*

All non-essential personnel and workers should be restricted from entering site unless they cannot conduct their business via electronic means.



COVID Marshal

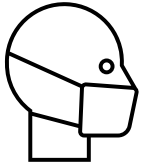
Every site must have a COVID Marshal.

Requirements	Action
<p>Appoint a person to be the COVID Marshal. The contact details of this person should be displayed and clearly visible at the site entrance or property boundary.</p>	
<p>Ensure the COVID Marshal is familiar with their obligations:</p> <ul style="list-style-type: none">• Ensuring workers practice appropriate physical distancing measures• Ensuring workers practice minimum level hygiene measures (as per Infection Control Awareness training)• Ensuring adequate ventilation• Maintaining accurate and robust record keeping (subject to audit)• Informing required updates• Ensuring all attending the site have checked in using the Check In CBR App• Ensuring workers do not attend the site if they are unwell	
<p>COVID Marshal must have (at a minimum) certifications and training for:</p> <ul style="list-style-type: none">• Infection Control Awareness Training (mandatory)• First Aid (Level 2 – Senior First Aid (recommended only)	<p><u>Examples</u></p> <ul style="list-style-type: none">• <i>Ensure COVID Marshal has undertaken infection control awareness training:</i>• <i>See: tps://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training</i>



Vaccinations

Requirements	Action
<p>Employers and Site Managers must actively encourage all workers to get vaccinated as soon as possible and provide information on how to book and where vaccinations are available.</p>	
<p>Employers must support workers to get vaccinated by allowing flexible work arrangements, allowing paid leave or paid time off work to get vaccinated, and use of personal leave if suffering side-effects.</p>	



Wear a face mask

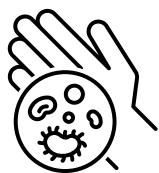
Wearing face masks is mandatory in the ACT.

Requirements	Action
<p>You must ensure all workers and visitors entering the worksite wear a face mask as per the public health orders. This includes:</p> <ul style="list-style-type: none">• Providing adequate face masks and personal protective equipment (PPE) to workers that do not have their own• A face mask includes a fitted face mask, of at least two plies, that covers the nose and mouth to provide the wearer protection against infection. Face shields on their own do not meet these requirements.	<p><u>Examples</u></p> <ul style="list-style-type: none">• <i>Identify face masks and PPE required for the workplace and describe when and how they need to be worn.</i>• <i>Monitor the use of face masks in all workers, unless a lawful exception applies.</i>• <i>Have an adequate supply of face masks available, and there are facilities for the appropriate disposal of disposable face masks</i>
<p>An employer must:</p> <ul style="list-style-type: none">• Have a personal protective equipment training plan in place as soon as reasonably practicable• Be consistent with best practice training plans and provide this to workers in multiple formats such as infographics and text• Be able to provide translated health and safety guidance for employees that speak English as a second language	

You should install screens or barriers in the workspaces for additional protection where relevant

You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.

You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.



Practise good hygiene

Requirements	Action
<p>You must frequently and regularly clean and disinfect shared spaces, including high-touch communal areas such as doorknobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none">• Clean surfaces with appropriate cleaning products, including detergent and disinfectant• Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so• Clean between shifts	<p><u>Examples</u></p> <ul style="list-style-type: none">• Identify high touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment)• Provide information about workplace cleaning schedule and how to use cleaning products• Identify which products are required for thorough cleaning• Monitor supplies of cleaning products and regularly restock• Swap shared coffee and condiments for single serve sachets• Install 'no-touch' amenities such as contactless taps, rubbish bins and soap dispensers• Avoid sharing equipment such as phones, desks, headsets, offices, tools or other equipment• Provide workers with their own personal equipment, labelled with their name
<p>Review the amenities provided on site, which need to include:</p> <ul style="list-style-type: none">• Hand washing facilities (whether permanent or temporary), such as a wash basin, clean running water, soap and paper towels, placed in strategic locations to ensure employees can access them in a timely manner• Access to hand sanitiser• Rubbish bins with touch-free lids (for example, foot pedal bins)• Thorough and regular cleaning of amenities• Appropriate waste management systems.	

You should maintain a cleaning log which sets out the dates, times, and frequency of the cleaning of amenities. This is required to be kept in all shared spaces

You should increase the regularity of comprehensive cleaning by requiring cleaning of all areas where workers are working on a daily basis

You should provide hand sanitiser at site entrances and exits, in all hoists, amenities and other high traffic areas of the site. Communicate with workers about hand sanitiser locations and encourage regular use

Examples

- Locate hand sanitiser stations throughout the worksite, and require workers to wash or sanitise their hands before entering or leaving
- Ensure rubbish bins are available to dispose of paper towels
- Ensure adequate supplies of soap and sanitiser, and facilities for hand washing
- Ensure workers have information on how to wash and sanitise their hands correctly and promote regular hand washing

You should display hygiene information in prominent locations on the construction site such as tea rooms, site offices, toilets, foyers, lifts and site entrances

Be able to provide translated health and safety guidance for employees that speak English as a second language



Keep records and act quickly if workers become unwell



Requirements

You must install and take reasonable steps to ensure anyone entering a site, checks in using the **Check in CBR App**

Action



You must require any person coming on site to make a Declaration that:

- You are free of COVID19 symptoms?
- You have not, in the preceding 14 days been in contact with a confirmed case of COVID19?
- You have not been identified as a close or casual contact and have not been directed to self-isolate or self-quarantine by ACT Health or any other jurisdiction?
- Can provide evidence of their address in the ACT or exempt Canberra region (for example, Drivers Licence or other form of ID showing a residential address).

Examples

- *Display a Declaration prominently alongside the Check In CBR App, and an acknowledgment that by scanning in the person is confirming they are deemed to have appropriately answered the screening questions. A template is at the end of this COVIDSafe Plan template.*

Ensure all employees have been issued with an Authorised Worker Permit.

Ensure all subcontractors have issued their employees with an Authorised Worker Permit and that all workers have the documents (either in hardcopy or electronic format) when entering site

You must support and encourage workers to get tested and stay home if they are unwell, even if they only have mild symptoms

Examples

Communicate to workers the financial support available to them if they cannot work while they are waiting for test results or are confirmed as a positive case

You must develop a plan to manage any outbreaks. This includes:

- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
- Having a plan in place to clean the worksite (or part thereof) in the event of a positive case
- Having a plan to contact ACT Health and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe ACT if you have identified a person with COVID19 at your workplace
- Having a plan in the event that you have been instructed to close by ACT Health
- Having a plan to reopen your workplace once agreed by ACT Health and notify workers they can return to work

Examples

- *Establish a process for notifying workers and close contacts about a positive case in the workplace*
- *Establish a cleaning process in the event of a positive case*
- *Establish a process and responsibility of notifying ACT Health and WorkSafe ACT*
- *Establish a process for confirming a worker *with a suspected or confirmed case) does not have COVID19 before returning to the site*
- *Establish a process for notifying WorkSafe ACT that the site is reopening*

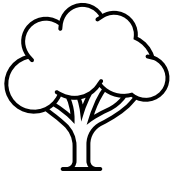
For contact tracing, you must keep records of all people who enter the workplace, and require them to use the CBR Check-in app

Examples:

- *Require workers to complete the Declaration before starting their shift*
- *Establish a process to collect records from workers attendance including labour hire, external contractors, cleaners, delivery drivers and workplace areas that are accessed during each shift*
- *Review processes to maintain up-to-date contact details for all workers*
- *Provide information on protocols for collecting and storing information*

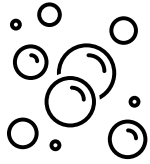
You should proactively share notice of positive cases to suppliers and subcontractors who have visited your site

You must have the records referred to in this COVIDSafe Plan readily available for inspection by WorkSafe ACT or ACT Government Compliance Teams as authorised under the public health orders.



Avoid interactions in enclosed spaces

Requirements	Action
<p>You should reduce the amount of time works are spending in enclosed spaces. This could include:</p> <ul style="list-style-type: none">• Enabling working in outdoor environments• Moving activity outside as much as possible• Enhancing airflow by opening windows and doors• Optimising fresh air flow in air conditioning systems	<p><u>Examples</u></p> <ul style="list-style-type: none">• <i>Ensure that windows and air conditioning are set for optimum air flow at the start of each workday or shift</i>• <i>Create outdoor spaces for meetings and break times</i>
<p>You should conduct all site inductions outside where practicable, or electronically</p>	
<p>You should conduct all toolbox inspections outside where practicable</p>	



Create workforce bubbles

Requirements

Action



Workplace Mapping

You must implement processes to record the schedule and work locations for workers that enables tracing. At a minimum, each employer must ensure the following records are kept (and immediately available):

- Day and time work was undertaken
- The person's first name and contact number
- Members of teams that worked together
- Any breaks taken, including time and location

Examples

- *This may include contactless or electronic means to obtain this information. If you are utilising geo-tracking technology, you must ensure compliance with workplace surveillance legislation and consultation obligations.*
- *Wherever possible, workers should only work on one construction site at a time and not attend any other worksite.*
- *Limit movement between sites and the office.*

You should maintain records of all workers who have disclosed that they live with another worker and ensure that there is no cross-over between shifts

You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is limited overlap of workers during shift changes

Examples

- *Communicate to workers so they understand there should be limited movement between sites*
- *Stagger start and finish times, shifts and break times, to reduce use of common areas at the same time*
- *Encourage workers to minimise time in shared facilities when taking breaks*

You should consider having workers operating in consistent teams/bubbles where possible

Examples

- *Separate shifts*
- *Separate work areas on site*
- *Keep bubbles separate at work and after work*
- *Separate break areas or break times*
- *Workers in same households on same shifts*
- *COVID Marshal to assist with separation*

Conduct a risk assessment of roles that may have a higher chance of exposure to COVID19 and implement controls to address those risks (for example, peggy/cleaner, hoist/lift operator, first aider). Take reasonable action to minimise vulnerable workers from conducting higher risk roles.

Examples

- *Review the list of vulnerable workers and take reasonable action to minimise their risk.*

COVID19 Declaration

By using the Check In CBR App, and entering this site, you declare that:



You are free of COVID19 symptoms



You have not been in contact with a positive COVID19 case in the last 14 days



You have not been identified as a close or casual contact, or have not been to a location that is listed as a “Monitor” location, and have not been directed to self-isolate or self-quarantine by ACT Health or any other jurisdiction



Can provide evidence of your address in the ACT or exempt Canberra region (for example, Drivers Licence or other form of ID)



You have your Authorised Worker Permit