

COVID-19 WORK HEALTH AND SAFETY PLAN

This plan has been prepared for the purposes of outlining how our business will keep our workers safe at work during the COVID-19 pandemic.

Our staff and their representatives have been consulted during the development of this plan, and it will be regularly reviewed to reflect any changes in work processes or Government guidelines.

COMPANY NAME			
Company name			
Company phone number		Email address	
PROJECT DETAILS			
Name			
Site address			
PLAN DETAILS			
Completed date		Distributed date	Next revision date
Approving Manager's name		Work Representative name	
Person/s responsible for overseeing the implementation and monitoring of controls outlined in this plan:			
SOCIAL DISTANCING			
Our business will comply with social distancing requirements by implementing the following controls:			
	Staying at least 1.5m apart where reasonably practicable. This includes during work, breaks, and before and after shifts		
	Limiting access to the site to only essential workers involved in activity on the given day		
	Limiting any external visitors or third parties (clients, salespeople etc)		
	Staggering of start and finishing times for trades and workers		
	Staggering of meal breaks to avoid gatherings of larger numbers of people		
Other:			
MANAGING DELIVERIES, CONTRACTORS AND VISITORS			
Our business will manage deliveries, contractors and visitors attending our workplace by implementing the following controls:			
	Allowing payments to be made on invoice by direct debit, over the phone or contactless credit card		
	Minimising contact with delivery drivers (i.e. supervisor or one other worker)		
	Minimising time on site for delivery drivers (i.e. delivering supplies and leaving immediately after the transaction takes place)		
	Keeping records of visitors to the workplace such as delivery drivers, clients, consultants etc		
	Implementing designated drop off points for deliveries		
	Installing signage at entry/exit points of the project to advise delivery drivers, contractors and visitors of site policies regarding COVID-19 symptoms/recent travel/contact with COVID-19 cases		
	Requesting delivery drivers, contractors and visitors complete self-disclosure forms prior to entering site to screen for COVID-19 symptoms/recent travel/contact with COVID-19 cases		
Other:			

HYGIENE AND CLEANLINESS	
Our business will ensure our workplaces are kept hygienic and clean by implementing the following controls:	
	Providing workers with instruction on how to practice good hygiene
	Providing adequate types and amounts of cleaning products and facilities for all workers on site
	Providing handwashing facilities and/or alcohol-based hand sanitiser at entry/exit points and common areas
	Implementing regular handwashing schedules
	Regularly cleaning and disinfecting of any frequently touched common areas/surfaces
	Cleaning any shared tools/plant before and after each use
	Providing PPE necessary for the work activity, in accordance with Government guidelines
	Increasing ventilation for building sites where internal work is being undertaken
	Undertaking meetings and gatherings (e.g. toolbox talks) outdoors where possible
	Reducing shared equipment and tools where possible
	Scheduling appointments/meetings to allow for sufficient cleaning time
	Encourage workers who are sick with respiratory illness to stay home until they are recovered
	Developing a cleaning protocol for the worksite outlining our system for cleaning and relevant responsibilities
Other:	

CONSULTATION AND COMMUNICATION	
Our business will communicate and consult with our workers and others on COVID-19 issues by implementing the following controls:	
	Training workers on new or amended work practices
	Providing signs in the workplace promoting proper hygiene and hand washing practices
	Providing workers with training on proper hygiene and hand washing practices
	Providing signs and up to date information in the workplace outlining how to identify COVID-19 symptoms
	Regular toolbox talks to keep workers up to date on any changes
	Consultation with staff on the effectiveness of COVID-19 processes
	Providing COVID-19 information at all site inductions
	Providing subcontractors and other PCBU's that work on our projects, with a copy of this COVID-19 WHS Plan
Other:	

ADDITIONAL CONTROLS	
Additional controls we will be put in place to keep our workers safe include:	
	Postponing or cancelling non-essential face to face gatherings, meetings, or training
	Limiting workers from working across multiple sites where possible
	Considering alternative work arrangements where possible for workers considered at increased risk
	In the case of a confirmed COVID-19 test result in our workplace, Queensland Health (13HEALTH - 13 43 25 84) will be contacted for further advice
	Promote an employee assistance program (EAP) and encourage workers to use it
	Monitoring of the COVID-19 situation as it develops and relying on information from authoritative sources such as health authorities and industry associations to update and review this plan
Other:	