

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



## Your COVID-19 Safety Plan

### Construction and tradespeople

#### Business details

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| Business name                                | Tonkin Plumbing Group  |
| Business location (town, suburb or postcode) | South Albury, NSW 2640   |
| Completed by                                 | Emily Evans  |
| Email address                                | <a href="mailto:emily.evans@tonkingroup.com.au">emily.evans@tonkingroup.com.au</a> |
| Effective date                               | 2 August 2021  |
| Date completed                               | 27 September 2021  |

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#### Wellbeing of staff and customers

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

Any employee that is experiencing cold or flu symptoms is encouraged to stay home and isolate until a negative test result is received.

**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.**

Keeping all employees updated with current restrictions, exposure sites and locations of testing clinics.

Providing all employees with the correct PPE to protect themselves and clients.

**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.**

Customer service employees ask clients whether they are isolating or experiencing any symptoms before booking the appointment. A text message is sent when the tradesperson is navigating to the job that prompts the client to call the office if they are isolating or experiencing any symptoms.

**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.**

COVID safe plan and business COVID policy is provided to all new staff. This policy outlines the steps to take if they believe they come in close contact with a confirmed case of COVID-19.

The policy also outlines leave entitlements if the employee is unwell and cannot attend work until a negative test result is received.

**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 policies and practices are revisited and amended to suit the current conditions as required.

Employees are reminded and updated via message and email of any changes that are made.

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

Updated leave policy recently released and updated as required.

**Encourage staff to access COVID-19 vaccination.**

Providing time off work whenever employees require to attend appointments related to receiving the vaccination.

Encouraging all employees to get the vaccination to protect themselves, their families, the community.

## **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 employees are encouraged to only share their work vehicles with members of their small teams. Masks are to be worn at all times when sharing vehicles. Anti-bacterial wipes are to be used before and after use of a vehicle.

**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.**

Limited traffic is allowed in the office and workshop at all times. Communication with office staff and workshop staff is to be by phone or email.

Pick up and drop off bays present to limit access from tradespeople and suppliers.

**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.**

All entry and exit points are monitored throughout operating hours to ensure all restrictions are being followed.

**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.**

All managers ensure that their teams are obeying by 1.5 metre distancing rules whilst onsite.

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

Workshop manager maintains cleanliness and order of all storage points in the workshop

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

Zoom calls or phone calls are used for all meetings with external parties.

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

Office staff stagger break times, all tradespeople take break times off site.

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

Social distancing is not often problematic for our employees however they are encouraged to remove themselves from any situation that they cannot maintain 1.5 metres from another individual, especially an individual that is not apart of their team.

**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 deliveries are placed in our drop off bay for our workshop manager to sort through when the delivery driver is no longer onsite. Delivery dockets are placed on the delivered goods. Sanitiser is provided in the delivery bay.

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

All gatherings that may occur outside of our premises are not-permitted and will be diffused immediately by management.

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

No lifts or site elevators present.

**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.**

All employees are encouraged to discontinue use of shared crib rooms on construction sites. For most employees, crib rooms are not available.

**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.**

Inductions are completed individually, with 1 person per office.  
Toolbox talks are on hold until risk is minimised.

Any required meetings are completed via zoom or in the large training room.

**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.**

Task risk assessments are completed at the beginning of each job and prior to the tradesman attending the job by the office staffs vetting process when booking jobs.

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

Certain office staff are able to work from home when required.

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Sanitiser stations set up throughout the office and workshop.

All tradespeople are provided with sanitiser in their vehicles and are encouraged to use this.

**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.**

Hand sanitiser stations are present throughout the building.

**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 bathrooms are stocked on a weekly, or as needed basis.

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

Rubbish and recycling is collected on a weekly, ongoing basis.

**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.**

Office staff maintain cleaning schedules at the beginning and end of each day. A cleaner is engaged to attend for a thorough clean twice a week.

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

All cleaning products are maintained and used as per instructions on the bottles.

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

All the required personal protective equipment is provided to employees by the company.

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

Contact with items that are not related to the requested work is always minimised.

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

All signs are displayed at main entry and exit points, as well as throughout the office and workshop.

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

Disinfectant wipes are provided to each employee for this purpose. All shared items are wiped down by the employee that uses the item and also by our workshop manager when it arrives back to the workshop.

**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.**

Disinfectant wipes are provided to each employee for this purpose. All shared items are wiped down by the employee that uses the item and also by our workshop manager when it arrives back to the workshop.

**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).

The office is a very large, open space. Ventilation by air conditioning and opening the front door is maintained.

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## **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.**

QR code displayed at all entry and exit points.

**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.**

All visitors are required to show a member of the staff their green tick before entering the premises.

**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.**

A paper check in system is provided upon entry to all people that do not have access to a device.

**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 advise by NSW Health is taken and implemented immediately .

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

Yes