

MAKING SPACE ON SITE:

Site induction for COVID-19



In line with workplace safety obligations to meet COVID-19 working arrangements, there are a number of matters that builders, trade contractors and other people accessing a building site need to understand to ensure that workers are making space on residential buildings sites to minimise the risk of exposure to COVID-19.

BUSINESS COMMITMENT: The business is committed to ensuring our employees, contractors and suppliers remain safe and are provided with accurate and up to date information on Government requirements and to meet COVID-19 working arrangements on our sites and to minimise the risk of exposure.

Note: the business through its nominated representative will be conducting regular toolbox talks and will be providing regular communications to keep updated on the latest government announcements.

PRINCIPLE 1

Ensure the Government's social distancing criteria are met at all times by:

- Limiting workers on-site to only those carrying out an approved work activity on a given day.
- Keeping a full arm span (about 1.5 or more) between yourself and other people.
- Applying the 1 person per 4 square metre rule for work being undertaken in enclosed or internal spaces.
- Limiting any external visitors or third parties (e.g. building inspections) to be by exception and at a time when no one else is on site apart from builder and/or site supervisor.
- Providing all necessary clear work zones and work stations for dedicated tasks.
- Refraining from car-pooling to and from site and travelling in separate vehicles to site. Where more than one person is travelling in a business vehicle, ensuring social distancing criteria are met.
- Avoiding physical contact with each other including contactless deliveries and transactions.

PRINCIPLE 2

Ensure the Government's self-isolation rules are met at all times by:

- Keeping any person showing cold, flu or similar symptoms away from any sites until the symptoms have gone or a negative test for COVID-19 has been provided to the site supervisor.
- Ensuring anyone that has returned from interstate or overseas does not enter the site and follows the 14 day self-isolation laws. This is a mandatory government requirement.
- Ensuring anyone that has been in close contact with someone affected by COVID-19 does not enter the site and remains at home and seeks medical advice.

PRINCIPLE 3

Ensure adequate hygiene facilities are provided on site at all times by:

- **Washing or sanitizing your hands regularly** while onsite. If washing your hands with soap and water, wash them for at least 20 seconds.
- Implementing **regular handwashing** schedules.
- **Regularly cleaning** any common areas (at least daily) with disinfectant and removing all rubbish (especially food and drink waste).
- **Cleaning any shared tools, equipment or machinery** before and after each use.
- **Increasing ventilation** on building sites for all internal work areas.
- **Covering your nose and mouth** with a tissue when you cough or sneeze and disposing of the tissue straight away.
- If you don't have a tissue, coughing or sneezing into your **upper sleeve or elbow**.
- **Keeping sites as clean as possible** by ensuring waste is cleared away at the end of each day and after completing specific tasks.

Note: The builder has committed to ensuring the provision on site of adequate hygiene facilities for all workers including cleaning products and hand washing facilities.

PRINCIPLE 4

Ensure all workers have access to appropriate safety equipment (PPE) by:

- Ensuring workers or employees are trained in **appropriate use and maintenance of PPE**.
- Ensuring all contractors entering the site must have **their own personal protective equipment** appropriate to the tasks they are performing.

Note: The builder is committed to providing all workers with access to certain personal protective equipment on site including disposable gloves and masks.

PRINCIPLE 5

Managing project scheduling to minimise overlaps and numbers on site by:

- Keeping **entrance ways clear** for access.
- **Scheduling sub-trades and deliveries** to site in conjunction with project manager/site supervisor to minimise people on site and facilitating contactless deliveries.
- Providing **designated work zones** away from other workers performing different tasks.
- **Scheduling/staggering break times** for workers i.e. lunch and morning break to avoid on-site gatherings during these times.
- Encourage all workers entering the site to download the **COVIDSafe app** to allow easy contact tracing should a person later be identified as having the virus.

The HIA Making space on site: industry guidelines to manage COVID-19 are freely available online and address other matters such as dealing with your customers. Visit www.hia.com.au for more information.

