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| Guidelines for Construction  How to prepare your *COVIDSafe Plan* and *High Risk COVIDSafe Plan Attachment* |
| 9 August 2020 |

This document outlines:

* the minimum requirements of a Victorian workplace *COVIDSafe Plan*
* provides guidance to complete the *High Risk COVIDSafe Plan Attachment for Construction*

The forms are required by all construction sites in metropolitan Melbourne areas under Stage 4 restrictions.

A blank version of the *COVIDSafe Plan and High Risk COVIDSafe Plan Attachment is* available at the [Business Victoria](https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/covid-safe-plan) website.

Additional business operating reductions and restrictions apply to small-scale construction sites, early stage residential land development sites and large-scale construction sites. All civil works and all building and construction activities (whether publicly or privately funded) are subject to the large-scale, small-scale and early stage residential land development site tests and restrictions (as applicable to that site), unless those activities:

* constitute construction of critical and essential infrastructure; or
* constitute critical repairs to any premises where required for emergency and safety (as provided for by the Stage 4 Restrictions “Permitted Work Premises” published on the [DHHS website](https://www.dhhs.vic.gov.au/business-industry-stage-4-restrictions-covid-19).

A construction site is considered large scale for the purposes of this attachment if it is:

* Permitted to be (at completion) more than three storeys high (excluding basement); or
* Larger than 1,500m2 floor size or
* Any office or retail fit-out, or
* Industrial, large format or retail use.

A construction site is considered small scale for the purposes of this attachment if it is a construction site that does not meet the definition of a large-scale construction site.

A construction site is considered an early stage residential land development site if it is the site of an early stage residential land development project. An early stage residential land development project comprises all civil works undertaken on open air, large greenfield sites that are associated with and preparatory to the construction of multiple individual residential dwellings on that site (including site remediation and site preparation works, construction of utilities and construction of trunk infrastructure). Please note that once construction of any individual dwelling commences on any part of the site, the construction of that dwelling on that part of the site is regarded as a small-scale construction project, and no longer an early stage residential land development project.

Construction of critical and essential infrastructure means:

1. construction or maintenance (including civil works and building activities) of critical and essential infrastructure (whether privately or publicly funded) where the Victorian Government has deemed and the Chief Health Officer has endorsed that is urgently required for the purposes of sustaining human health, safety and wellbeing, on a case by case basis;
2. activities deemed by government from time to time as “State Critical Infrastructure Projects”; or
3. construction for the purposes of national security or defence.

These restrictions take effect across metropolitan Melbourne at 1.59am, Saturday 8 August 2020.

**Instructions**

1. **Understand your responsibilities**

From the commencement of restrictions, construction sites must:

* Have a High Risk COVIDSafe Plan in place that is regularly updated. Where practicable COVIDSafe Plans should be designed with input from employees and their representatives
* Reduce the number of workers as follows:
  + For small-scale construction sites, no more than 5 workers are permitted on site at any one time (excluding the site supervisor)
  + For early stage residential land development sites, no more than 10 workers per hectare
  + For large-scale construction sites, up to 25% of the construction baseline daily workforce, or 5 workers, whichever is higher.

All employees, supervisors and on-site specialists:

* must not car-pool to and from work with a person with whom they do not ordinarily reside unless it is not otherwise reasonable and practical for either person to leave their premises for the purpose of employment.
* may be asked by their employer if they share accommodation with anyone working at another high-risk workplace
* required to limit movement between multiple sites and observed enhanced PPE and hygiene measures

More information on public health directions applying to employers is available at: [https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/creating-a-covid-safe-workplace.](https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/creating-a-covid-safe-workplace)

Obligations for you as an employer are available in the *Workplace Directions* and *Workplace (Additional Industry Obligations) Directions* documents available on the [DHHS website](https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19).

You can also refer to the following guidance:

* WorkSafe: [Industry obligations](https://www.worksafe.vic.gov.au/managing-risk-covid-19-exposure-construction-industry)
* [WorkSafe: Managing COVID-19 risks – face coverings in workplaces](https://www.worksafe.vic.gov.au/managing-coronavirus-covid-19-risks-face-coverings-workplaces)
* [DHHS: Preventing infection in the workplace](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19)
* DHHS: [Preparing for a case of coronavirus (COVID-19) in your workplace](https://www.dhhs.vic.gov.au/sites/default/files/documents/202007/preparing-for-a-case-of-covid-19-in%20your-workplace-guidance-covid-19.docx)
* DHHS: [Planning and responding to cases of coronavirus (COVID-19)](https://www.dhhs.vic.gov.au/planning-and-responding-coronavirus-covid-19)
* DHHS: [Cleaning and disinfecting to reduce COVID-19 transmission](https://www.dhhs.vic.gov.au/cleaning-and-disinfecting-reduce-covid-19-transmission)
* WorkSafe: [Other relevant industry specific guidance](https://www.worksafe.vic.gov.au/coronavirus-covid-19)

1. **Prepare your COVIDSafe Plan**

Depending on the size and complexity of your business, you may wish to tailor your plan accordingly. If your business or organisation already has a COVIDSafe Plan, it is your responsibility to ensure that it addresses all the guidance and requirements outlined in this template. Employers and workers must comply with the COVIDSafe Plan. You do not need a COVIDSafe plan if you have fewer than five workers performing work at your workplace.

Your COVIDSafe Plan must set out, at a minimum:

* The process you have in place to keep records of all workers or visitors who attend the work premises
* Your actions to mitigate the introduction of COVID-19 in your workplace
* The level of personal protective equipment (PPE) required for your workforce
* How you will prepare for, and respond to, a suspected or confirmed case of COVID-19 in your workplace, taking into account your obligations under the Workplace Directions
* An acknowledgement that you understand your obligations under the Workplace Directions.

**2.1 Keep your plan up to date and ready**

* Your COVIDSafe Plan must be reviewed and updated routinely, and when restrictions or public health advice changes. Organisations with multiple premises must complete a COVIDSafe Plan for each workplace.
* You do not have to lodge your COVIDSafe Plan with the Victorian Government. However, you may be required to provide the COVIDSafe plan to the Department of Health and Human Services (DHHS) or Worksafe upon request or in the event of a confirmed positive case at your workplace. There will be random business spot checks for COVIDSafe Plans.

**2.2 Share your plan**

* Your workforce needs to be familiar with this plan. Where possible it is recommended that you discuss the plan with your staff before you finalise it. Once you have completed the plan, share it with your staff and with any workers or occupational health and safety representatives.

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| **Guidance** | **Actions to consider** | **Relevant employer obligations** |
| **Hygiene** | | |
| Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff. | * *Location of hand sanitiser stations throughout the worksite* * *Ensuring rubbish bins are available to dispose of paper towels* * *Ensuring adequate supplies of soap and sanitiser* * *Ensuring staff have information on how to wash and sanitise their hands correctly* |  |
| Where possible: enhance airflow by opening windows and adjusting air conditioning. | * *Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift* |  |
| In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own. | * *Identifying face coverings and PPE required for the workplace and describe when and how they need to be worn* * *Monitoring use of face coverings in all staff, unless a lawful exception applies* |  |
| Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19). | * *Educating staff on hand and cough hygiene, including how to wash and sanitise their hands correctly* * *Reinforcing the importance of not attending work if unwell* * *Ensuring appropriate information on the use of face coverings and PPE* | *Employers must have a PPE training plan that aligns with best practice, be multi-format (e.g. infographics and text) and the employer must make provisions to ensure that this is accessible for multilingual workforces as soon as reasonably practicable. The use of pre-existing materials and other guidance is acceptable.* |
| Replace high-touch communal items with alternatives. | * *Swapping shared coffee and condiments for single serve sachets* * *Installing no touch amenities such as contactless taps, rubbish bins and soap dispensers* * *Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment* * *Provide staff with their own personal equipment, labelled with their name* |  |

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| **Guidance** | **Actions to consider** | | | **Relevant employer obligations** |
| **Cleaning** | | | | |
| Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily). | | * *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* | *Employers must have a visible cleaning log in all relevant shared workplaces and publicly accessible areas showing dates, times and frequency with which they have been cleaned, including frequently touched surfaces, toilets, handrails etc. Where applicable the log must also indicate shift or other relevant worker group changes to show that relevant areas have been cleaned in between.*  *Workplaces must also keep records of all logs created during the time these directions are in place.* | |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant. | | * *Identify which products are required for thorough cleaning* * *Monitor supplies of cleaning products and regularly restock* |  | |

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| **Guidance** | **Actions to consider** | | | **Relevant obligations** |
| **Physical distancing and limiting workplace attendance** | | | | |
| **Ensure that all staff that can and/or must work from home, do work from home.** | | * *Ensure compliance with Stage 4 restrictions if in Metropolitan Melbourne about industry closure and Permitted 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 staff in attendance at the workplace to determine whether they are required to be there* | *Employers must not require workers to work on site if that work can be performed from home.* | |
| **Establish a system that ensures staff members are not working across multiple settings/work sites.** | | * *Communicate the requirement for workers not to work across multiple sites* * *Adjust rosters and developing procedures to ensure workers do not work across multiple sites* * *Develop a form for workers to declare that they have not worked across multiple worksites* | *Employers must limit movement of all workers (including supervisors and on-site specialists) between multiple Sites, except in relation to:*   * *Supervisors on small-scale construction, who can move between multiple small-scale construction sites; or* * *Specialist contractors who can move between up to 2 construction sites per week* * *Specialists who provide safety services.*   *Workers are required to declare to employers when they are working across multiple sites, and employers must keep records when declarations are made.* | |
| **Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.** | | * *Consider implementing temperature checking.* * *Asking workers to complete a health questionnaire before starting their shift* | *Employers must not require workers to work when unwell. Workers must not attend their workplace if they have been tested for coronavirus because they have symptoms and must notify employers if they are a positive case. Workers who test positive must not attend work.*  *Employers must maintain a daily log of employees attending work premises and requiring them to declare they are free of COVID-19 related symptoms, have not been in contact with a confirmed case of COVID-19 and have not been directed to quarantine by an authorised person before entering a work premises.* | |
| **Configure communal work areas and publicly accessible spaces so that:**   * **there is no more than one worker per four square meters of enclosed workspace** * **workers are spaced at least 1.5m apart** * **there is no more than one member of the public per four square meters of publicly available space.**   **Also consider installing screens or barriers.** | | * *Employers should promote COVID-19 safe use of shared spaces and facilities relevant to their workplace in relation in density requirements (in existing directions) and behaviours (e.g. bringing your own cutlery or utensils, not passing items between each other, using appropriate approaches to PPE, and practice good hygiene around high risk facilities such as vending machines and water fountains etc.) and put in place relevant risk mitigation strategies* * *Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating so staff are not facing one another on break* * *Comply with relevant density quotient and signage requirements in the Workplace Directions* * *Employers should consider installing Perspex guards in high traffic areas with face-to-face contact such as receptions and cafeterias.* | *The number of people allowed in shared staff spaces (such as lunch rooms) is limited to no more than density quotient allows (one person per four square meters).* | |
| **Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create congregation of staff.** | | * *Identify areas that require floor marking, such as lifts, kitchen areas, printer collection areas* |  | |
| **Modify the alignment of workstations so that workers do not face one another.** | | * *Identify which workstations need to be modified* * *Reconfigure workstations so that workers do not face one another* * *Ensure workstations are adequately spaced from each other, including the implementation of shields or barriers where appropriate* |  | |
| **Minimise the build-up of workers waiting to enter and exit the workplace.** | | * *Allocate different doors for entry and exit* * *Use an entry and exit system to the site that is as contactless as possible and quick to enter and exit* * *Use floor markings to provide minimum physical distancing guides at entrances and exits* |  | |
| **Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunch breaks).** | | * *Develop and educate staff on strategies and work practice changes to maintain physical distancing* * *Reinforce messaging to staff that physical distancing needs to be maintained during work and during social interactions* |  | |
| Review delivery protocols to limit contact between delivery drivers and staff. | | * *Establish contactless delivery or invoicing.* * *Display signage for delivery drivers.* * *Identify designated drop off areas.* |  | |
| Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing. | | * *.* * *Stagger start and finish times, shifts and break times, to reduce usage of common areas at the same time* * *Encourage staff to minimise time on breaks in shared facilities with others.* * *Consider cohorting of staff (during shift work). Ensure there is no contamination (mixing) of staff across different shifts* * *Employers should, where practicable and known, ensure that rostering considers shared shifts for members of the same household.* |  | |
| Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘[four square metre’ rule.](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#what-is-the-four-square-metre-rule) | | * *Outlining the maximum occupancy of areas that are open to the general public, and information about signage* |  | |

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| **Guidance** | **Actions to consider** | | | **Relevant obligations** |
| **Record keeping** | | |  | |
| Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts. | | * *Establish a process to collect records from staff attendance (including labour hire, external contractors, cleaners, delivery drivers), including areas of the workplace accessed during each shift or visit. Where possible, consider implementing a contactless system* * *Review processes to maintain up-to-date contact details for all staff* * *Provide information on protocols for collecting and storing information* | *Workplaces are to establish and maintain a register of attendance for all workers, subcontractors, customers, clients and visitors (including workplace inspectors) to the worksite, who are present for 15 minutes or longer. Exceptions apply to customers entering retail businesses.*  *Records are only to be used for tracing COVID-19 infections, and must be stored confidentially and securely.*  *Employers should note where staff are working across multiple sites (where this is unavoidable).*  *Employers must destroy the information as soon as reasonably practicable following 28 days after the attendance at the Work Premises, unless another statutory requirement permits or requires the personal information to be retained* | |
| **Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).** | | * *Employers should consider designating an employee to monitor adherence to COVID-19 Safe requirements.* * *Educating staff on how to meet OHS requirements, including recording information about any incidents* |  | |

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| **Guidance** | **Actions to consider** | | | **Relevant Obligations** |
| **Consultation with Workers** | | |  | |
| Where reasonable and practical: hold consultations with workers to identify and assess the COVID-19 risks in the workplace that the employer can control. | | * *Workplaces should promote a ‘COVID safe culture’. This could include:*    + *promotion of COVID-19 safety guidance*   + *encouraging employees to discuss and raise compliance issues with one another and their managers (e.g. if people are not physical distancing, or if someone appears unwell at work)*   + *providing avenues through which employees can raise issues and improvements.* * *Establish a process to regularly consult with all workers regarding the COVID-19 risks they believe to be prevalent in the workplace.* * *Consider documenting how worker suggestions were taken into consideration, and if not, why. This will help demonstrate compliance with your obligations* | *Employers must, to the extent it is reasonably practicable, consult with workers who are, or are likely to be, directly affected, to identify or assess risks to health or safety at a workplace.*  *This is required if the risk is either under the employer’s management and control, or arises from the employer’s conduct.* | |
| Where reasonable and practical: hold consultations with workers to decide the measures to control COVID-19 risks in the workplace that the employer can control. | | * *Establish a process to regularly consult with all workers regarding their opinions on potential measures to control COVID-19 risks.* * *Consider documenting how worker suggestions were taken into consideration, and if not, why. This will help demonstrate compliance with your obligations but can be burdensome.* | *Employers must, to the extent it is reasonably practicable, consult with workers who are, or are likely to be, directly affected, to make decisions about the measures to be taken to control risks to health and safety.*  *This is required if the risk is either under the employer’s management and control, or arises from the employer’s conduct.* | |
| Where reasonable and practical: hold consultations with workers to decide what facilities are adequate to ensure the welfare of workers in light of any COVID-19 risk. | | * *Hold a consultation with all workers regarding their opinions on what standard of facilities are adequate to ensure their welfare in relation to COVID-19, noting that this consultation does not need to occur through a physical gathering.* * *Consider documenting how worker suggestions were taken into consideration, and if not, why. This will help demonstrate compliance with your obligations.* * *Consider establishing processes to ensure the decisions made regarding the standard of facilities are maintained* | *Employers must, to the extent it is reasonably practicable, consult with workers who are, or are likely to be, directly affected, to make decisions about the adequacy of facilities for the welfare of workers.* | |
| Where reasonable and practical: consult with workers to decide:   * the procedures to resolve COVID-19 health and safety issues at a workplace under the employer's management and control; * the consultation procedure in relation to health and safety risks; * the procedures to monitor the health of workers and the workplace conditions; and * the procedures to provide COVID-19 information and training to workers. | | * *Establish a process to regularly consult with all workers regarding their opinions on what standard of facilities are adequate to ensure their welfare in relation to COVID-19.* * *Consider documenting how worker suggestions were taken into consideration, and if not, why. This will help demonstrate compliance with your obligations but can be burdensome.* | *Employers must, to the extent it is reasonably practicable, consult with workers who are, or are likely to be, directly affected, in making decisions about the procedure to resolve health and safety issues, the procedures around health and safety consultation itself, the procedures to monitor the health of workers and the conditions of the workplace, and procedures to provide information and training to workers.* | |
| Where reasonable and practical: consult with workers when proposing changes that might affect the health or workers, whether this is changes to the workplace, the plants, equipment and tools used at the workplace, or the conduct of the work performed. | |  | *If workers are, or are likely to be, directly affected by a change to:*   * *the workplace;* * *the plant, substances, or other things used at a workplace; or* * *the conduct of work performed at the workplace,*   *then employers must, to the extent it is reasonably practicable, consult with those workers when proposing those changes.* | |
| If workers are represented by a health and safety representative, you must involve the representative in all consultations. | |  | *If workers are represented by a health and safety representative, the consultation must involve that representative (with or without the involvement of the workers directly).* | |

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| **Guidance** | **Actions to consider** | | **Relevant obligations** |
| **Preparing your response to a suspected or confirmed COVID-19 case** | | |  |
| **Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.** | | * *Identify the roles and responsibilities of employer and workers.* * *Prepare for absenteeism of staff members required to quarantine or isolate* * *Describe key dependencies (e.g. third-party providers)* * *Describe how you will continue to deliver essential services* * *Plans to communicate with customers, suppliers, stakeholders in the event of a positive case* * *Establishing processes for managing perishable stock* |  |
| **Prepare to identify close contacts and provide staff and visitor records to support contact tracing.** | | * *Employers should encourage employees to individually maintain a rolling COVID-19 diary that identifies work-related close contacts and locations visited over the last 14 days to assist in contact tracing if required.* * *Employers could manage compliance for employees keeping a COVID-19 diary through maintaining a separate tick sheet. The COVID-19 diary itself is owned by the individual completing it and is not required to be handed over to the employer.* * *Outline key responsibilities and process for engaging with DHHS and undertaking employer-led contact tracing* * *Establish a process and ensure readiness to provide records to DHHS and contact relevant staff members, including rosters and worker details* * *Outline key responsibilities and process for engaging with DHHS and undertaking employer-led contact tracing* | *DHHS must be notified to report on actions taken, to share the risk assessment as to closure of the work premises and to provide close contact details. Employers must comply with any further directions from DHHS as to further closure or cleaning.*  *The employer/manager must prepare and supply to DHHS records from the period commencing 48 hours prior to the onset of symptoms in a confirmed case that include all rosters and worker details, along with customers, clients, visitors and workplace inspectors.* |
| **Prepare to assess whether the workplace or part of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.** | | * *Implement a process for the cleaning and disinfection of worker’s workspace and high touch surfaces,* * *Establish a process for determining whether closure or part closure of the business and/or implementation of other control measures are required to manage risk* | *Where there have been 3 or more suspected cases in a 5 day period, or a confirmed case that has been in the workplace during their infectious period, undertake a risk assessment to determine what areas of the work site (part of whole) need to be vacated and cleaned in accordance with DHHS guidance.* |
| **Prepare for how you will manage a suspected or confirmed case in a worker during work hours.** | | * *Identify an appropriate area to isolate the worker* * *Advise the worker to self-isolate and be tested* * *Describing arrangements to isolate and transfer an unwell staff member from the premises to go home or get tested* * *Outlining responsibility and process for entering details into relevant OHS system* | *A worker suspected to have COVID-19 is to be supported to travel home immediately OR to isolate at work if unable to travel home immediately. If isolating at work, the worker must wear a mask and be physically distancing from all other staff persons. An employer must advise the worker to undergo a COVID-19 test and self-quarantine.* |
| **Prepare to notify workforce and site visitors (including close contacts)** | | * *Regularly update and manage a list with the contact details and date of attendance of workers and visitors to the workplace, including customers, clients, delivery workers, maintenance workers* * *Establish an effective way of quickly communicating with workers where there is or has been a confirmed case* | *For a confirmed case, employers must identify staff, customers, clients, visitors and workplace inspectors who are close contacts, notify them and direct them to stay in self-isolation (as soon as possible and without first being contacted by DHHS).*  *For all suspected or confirmed cases, employers must inform all workers at the workplace (including the Health and Safety Representative) to be vigilant about the onset of COVID-19 symptoms, and to self-isolate at symptom onset and be tested as soon as reasonably practicable.*  *All workers at the work premises must be notified if there is a confirmed case.* |
| **Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.** | | * *Establish a process and responsibility for notifying WorkSafe and your health and safety representative* | *Employers must immediately notify WorkSafe of a confirmed case: Immediately calling the mandatory incident notification hotline, and providing formal written notification within 48 hours.*  *Employers must comply with any directions from DHHS and WorkSafe as to closure or cleaning* |
| **Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.** | | * *Establish a process for confirming a worker (with a suspected or confirmed case) does not have COVID-19 before returning to physical worksite* * *Establish a process for notifying Worksafe that the site is reopening* | *Employers may reopen the worksite once they have assessed that all required measures within the directions have been completed (unless in a high-risk workplace setting).*  *You must seek approval from DHHS to open the workplace once you have complied with all the requirements under the directions*  *WorkSafe must be notified that the workplace is reopening.* |

1. **Prepare your COVIDSafe Plan Attachment**

The attachment accompanies your COVIDSafe Plan and is required by each Construction site that is operated.

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| **Site details** | |
| **Address** | *Address of site that are intended to continue restricted operations* |
| **Site contact details**   * **Primary contact** * **Contact number** * **Secondary contact** * **Contact number** | *List your key contact details* |
| **Nature of Activities undertaken at Site** | *Describe the activities undertaken at sites that are intended to continue restricted operations* |

**3.1 Be compliant with additional requirements**

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| **Additional requirements** | |  |
| **Guidance** | **Actions to Consider** | **Relevant Employer Obligations** |
| **Where practicable, design COVIDSafe plans with input from employees and their representatives** | * *Educate staff on employer and employee requirements* * *Ensure appropriate feedback pathways are created* |  |
| **Establish a process to keep business records and calculations used to establish the restricted workforce levels** | * *Outline your process for developing and storing your business records and the calculations you’ve used to establish your restricted workforce levels. This might include rosters, time and attendance, payroll and other site attendance records.* | *An employer must keep records to demonstrate compliance with these directions, including (without limitation):*   * *the High Risk COVIDSafe Plan;* * *Work Premises rosters;* * *time & attendance records;* * *payroll data; and* * *records of all workers and all visitors who attend the Work Premises in accordance with the records requirement.* |
| **Limit movement between multiple sites.**  *If you are a business which is subject to additional business operating reductions, see additional requirements regarding the limitation of movement below.* | * *Keep site attendance records, including monitoring movement of workers between sites* * *Communicate the requirement for workers not to work across multiple sites* * *Adjust rosters and developing procedures to ensure workers do not work across multiple sites* * *Develop a form for workers to declare that they have not worked across multiple worksites* |  |
| **Workers are prohibited from carpooling to and from work with a person with whom they do not ordinarily reside unless it is not otherwise reasonable and practical for either person to leave their premises for the purpose of employment** | * *Develop a form or the site attendance sheet* * *Reinforce messaging to staff that physical distancing needs to be maintained to and from work* |  |

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| **Additional requirements – only complete the section relevant to your operation** | |  |
| **Guidance** | **Actions to Consider** | **Relevant Employer Obligations** |
| **If you are a small scale construction site operator:** | * *Keep site attendance records, including monitoring movement of workers between sites* * *Communicate the requirement for workers not to work across multiple sites* * *Adjust rosters and developing procedures to ensure workers do not work across multiple sites* * *Develop a form for workers to declare that they have not worked across multiple worksites* | *An employer must limit movement of all workers (including supervisors and on-site specialists) between multiple Work Premises that are construction sites, except in relation to:*   * *supervisors, who can move between multiple sites; or* * *specialist contractors can move between up to 3 construction sites per week; or* * *specialists who provide safety services.*   *An employer must not operate a small-scale construction site with more than 5 workers (excluding the site supervisor) at any one time.* |
| **If you are a large scale construction site operator** | * *Keep site attendance records, including monitoring movement of workers between sites* * *Communicate the requirement for workers not to work across multiple sites* * *Adjust rosters and developing procedures to ensure workers do not work across multiple sites* * *Develop a form for workers to declare that they have not worked across multiple worksites* | *An employer must limit movement of all workers (including supervisors and on-site specialists) between multiple Work Premises that are construction sites, except in relation to:*   * *specialist contractors can move between up to 3 construction sites per week; or* * *specialists who provide safety services.*   *An employer must not operate a large-scale construction site in excess of the higher of 25% of the large-scale construction baseline daily workforce, or 5 workers.* |
| **If you are an early stage residential land development site operator:** | * *Keep site attendance records, including monitoring movement of workers between sites* * *Communicate the requirement for workers not to work across multiple sites* * *Adjust rosters and developing procedures to ensure workers do not work across multiple sites* * *Develop a form for workers to declare that they have not worked across multiple worksites* | *May only operate if there are 10 workers per hectare or fewer on the site at any one time.*  *An employer must limit movement of all workers (including supervisors and on-site specialists) between multiple Work Premises that are construction sites, except in relation to:*   * *specialist contractors can move between up to 3 construction sites per week; or* * *specialists who provide safety services.* |

**3.2 Determine your acceptable level of operation**

All workers count towards the daily worker limit with the exception of workers specifically dedicated to oversight of COVIDSafe functions in the workplace, workers undertaking emergency repairs and maintenance and workers engaged as suppliers and in deliveries – for example, workers operating concrete trucks, concrete testers and the like who are only present onsite for a short period of time.

Workers that provide architecture, surveying, building inspection and engineering services must work from home where possible. Where these workers are required to attend sites for inspection and safety purposes, they are counted as workers. Workers in this category who need to move between sites should visit no more than three sites per week, except where those visits are required to meet a minimum statutory obligation or requirement.

* ***For small scale construction sites:***

Worksites must not operate with more than five people (not including the supervisor) onsite at any one time.

* ***For large scale construction sites***

You must reduce your daily maximum number of workers to 25% of your baseline workforce or 5 workers, whichever is higher.

|  |  |
| --- | --- |
| **Reduction of onsite workforce – large scale construction sites** | |
| **What is your baseline workforce (before reducing workforce)?** | *To calculate baseline workforce, use the average daily number of workers on site across the project lifecycle, as derived from the project’s resourcing plan as at 31 July 2020.*  *A project lifecycle commences from the date of on-site mobilisation and ends at handover.* |
| **What is your reduced daily maximum workforce?** | *This is 25% of your baseline workforce or five workers, whichever is higher.* |
| **Additional information**  *Any further information that supports or further clarifies your answers to the above questions.* | |

* ***For early stage residential land development sites***

You must reduce your daily onsite workforce to ensure density restriction of no more than 10 workers per hectare is met.

|  |  |
| --- | --- |
| **Reduction of onsite workforce – early stage residential land development sites** | |
| **What is the size of your site in hectares?** | *e.g. 10 hectares* |
| **What is your reduced daily workforce capacity?** | *To calculate this:*  *Size of your site in hectares x number of workers*  *e.g. 10 hectare site x 10 workers per hectare = 100 worker reduced daily workforce capacity* |