

# COVIDSafe Plan

Guidance on how to prepare your COVIDSafe plan is available [here](#).

## Our COVIDSafe Plan

Business name: Oak Building Group & Oak Living Pty Ltd \_\_\_\_\_

Site location: Various \_\_\_\_\_

Contact person: Stuart McDonald \_\_\_\_\_

Contact person phone: 0438 548 140 \_\_\_\_\_

Date prepared: 7/8/20 \_\_\_\_\_

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<b>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.</b>	<ul style="list-style-type: none"><li>- All technicians have been provided with hand sanitiser for their vehicles, warehouse staff have been issued with sanitiser at each workstation</li><li>- Paper towel dispensers have been installed in each bathroom</li><li>- Personal rubbish bins issued</li><li>- Victorian state government health and human services safe handwashing guidelines and been placed in each bathroom onsite and technicians have been trained in safe handwashing practices</li></ul>
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	<i>Sufficient windows and Air Con in factory/office to promote and optimise safe air flow</i>
<b>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.</b>	<i>All staff have been equipped with full PPE including face coverings, gloves, boots, coveralls, and hand sanitiser and have been fully trained in both use and disposal of these items</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>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).</b>	<ul style="list-style-type: none"> <li>- All staff have been supplied with and fully trained and instructed on the safe use, decontamination and maintenance of all PPE provided.</li> <li>- Hazard bins have been provided in all work vehicles</li> <li>- Safe Hygiene practices have been outlined through ongoing COVID safe meetings</li> <li>- COVID safe declaration has been implemented. All workers to complete prior to start of shift</li> <li>- All warehouse staff issued with their own personal workstations with no sharing permitted, Individual soap dispensers have been issued and</li> </ul> <p>all staff have been briefed on section 3.4: Hygiene, outlined in the COVID 19 Guidelines for the Building and construction</p>
<b>Replace high-touch communal items with alternatives.</b>	<p>Paper towel dispensers issued in all public toilet areas</p> <ul style="list-style-type: none"> <li>- All warehouse staff issued with individual soap dispensers</li> <li>- Staggered working hours implemented</li> <li>- All technicians provided with their own tools and vehicles</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b>	<p>All staff provided with adequate cleaning materials i.e. disinfectant wipes etc. In office all phones, keyboards, chairs pens and pencils are disinfected at the beginning and end of each shift. All technicians on the road disinfect vehicle handles, steering wheels, and hands in between each job and after each job with industrial grade disinfectant.</p>
<b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b>	<p>Disinfectant wipes, Glen20 spray, hand sanitiser at each desk, all technicians have hand sanitizer, please adhere to section 3.6 cleaning and disinfecting in COVID 19 guidelines for the building and construction area.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
Ensure that all staff that can and/or must work from home, do work from home.	<i>Office Administration staff have been fully equipped to work from home Staff provided with at home remote laptops and phone to work at home out of the office. Phone diversion system put into place.</i>
Establish a system that ensures staff members are not working across multiple settings/work sites.	<i>Each staff member in the office has a personal workstation i.e. computer and phone and stationary equipment. Each workstation is more than 1.5 metres apart. Each technician has their own work vehicle to drive to each job site.</i>
Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.	<i>COVID screening declaration to be completed by all staff each day has been implemented. All office staff will be temperature checked and recorded every morning before commencing shift. All office staff are provided with and wear a mask for the duration of the shift unless exempt for a specific health condition (and must provide documentation by a medical professional). Referring to Guideline 3.0.</i>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> <li>• there is no more than one worker per four square meters of enclosed workspace</li> <li>• workers are spaced at least 1.5m apart</li> <li>• there is no more than one member of the public per four square meters of publicly available space.</li> </ul> <p>Also consider installing screens or barriers.</p>	<i>In compliance with the 4 sqm rule our office and factory has been spaced to the correct standard all office equipment is spaced properly. We have displayed signs that indicate room capacity to adhere to the 4-metre rule.</i>
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	<i>N.A in office</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Modify the alignment of workstations so that workers do not face one another.</b>	<i>All computers workstations are facing away from each other in opposing directions</i>
<b>Minimise the build up of workers waiting to enter and exit the workplace.</b>	<i>We are staggering starting times and lunch breaks for each staff member. Each staff member that can work from home is working from home</i>
<b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b>	<i>All staff have been trained on appropriate social distancing measures and Victorian government “keeping your distance” posters displayed throughout office/factory. All staff have been briefed on sections 3.3 – Physical Distancing under the COVID- 19 guidelines for construction and building.</i>
<b>Review delivery protocols to limit contact between delivery drivers and staff.</b>	<i>Contactless deliveries are in place. Delivery drivers are not permitted in warehouse/factory and large signs are displayed indicating this. Stock simply left at warehouse door.</i>
<b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b>	<i>All staff have staggered shifts to ensure the avoidance of un-necessary contact. All scheduled breaks are staggered to avoid contact in common areas</i>
<b>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 <a href="#">‘four square metre’ rule</a>.</b>	<i>All max capacity of people signs displayed throughout office/warehouse</i>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<b>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.</b>	<i>If any visitors are in the factory for more than 15 minutes we will record. All deliveries are contactless – all goods are dropped off outside of the factory and delivery persons do not enter the factory under any circumstances</i>

Guidance	Action to ensure effective record keeping
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<i>All staff have been briefed on COVID reporting to management via documentation provided to each staff member. All OHS training has been provided and will continue to be provided during COVID safe meetings held on a regular basis</i>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<i>Please refer to the Oak Continuity plan</i>
Prepare to identify close contacts and providing staff and visitor records to support contact tracing.	<i>Refer to site scan signs made available at each site</i>
Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	<i>Cleaning will be undertaken in accordance with DHHS guidelines. Risk assessments will be conducted to determine site closure</i>
Prepare for how you will manage a suspected or confirmed case in an worker during work hours.	<i>All procedures under section 3.15 – 3.19 of the COVID 19 building and construction guidelines will be referenced and followed</i>
Prepare to notify worker's and site visitors (including close contacts)	<i>All workforce and visitors are recorded on Builder Trend &amp; email address <a href="mailto:ohs@oakliving.com.au">ohs@oakliving.com.au</a> where automated message alerts can be activated as well as recordings of all contact details in the event of a suspected/confirmed case</i>

Guidance	Action to prepare for your response
<b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b>	<i>Director Stuart McDonald to immediately contact Work Safe Victoria as soon as made aware of a confirmed case. Formal written notification to follow within 48 hours</i>
<b>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</b>	<i>Please refer to the Oak Continuity plan for return to work process. Work Safe and DHHS will be notified upon re-opening of site</i>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Signed *Stuart McDonald*

7/8/20

Name Stuart McDonald