

# COVID Safe Plan

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

## Our COVID Safe Plan

Business name: BESIX Watpac

Site location:

Contact person:

Contact person phone:

Date prepared: 1<sup>st</sup> February 2022

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</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.	<p><i>Signage reflecting requirement for mandatory vaccination posted at site entry points.</i></p> <p><i>Hand sanitiser &amp; signage provided on site located at;</i></p> <ul style="list-style-type: none"> <li>• <i>Site Entry Point</i></li> <li>• <i>Site Exit Points</i></li> </ul> <p><i>Adequate supplies of soap, hot water and disposable hand towel are located in wash rooms.</i></p>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<p><i>Ventilation with in site amenities has been upgraded to ensure air is changed over 5 – 6 times per hour.</i></p> <p><i>Conversations i.e. Toolbox Talks to be conducted outdoors where possible.</i></p> <p><i>Workforce will be encouraged to eat outdoors if possible</i></p>
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.	<p><i>When social distancing cannot be achieved fitted face masks must be worn.</i></p> <p><i>Masks must be worn in personnel hoists</i></p> <p><i>Masks must be carried by all personnel.</i></p> <p><i>Masks must be worn correctly i.e. over mouth &amp; nose.</i></p> <p><i>Adequate supplies of masks are available on site.</i></p>
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).	<p><i>All persons on site have been instructed on how &amp; when to wear face masks &amp; and on good hygiene practices.</i></p> <p><i>Signage reflecting the above has been installed throughout the site.</i></p>
Replace high-touch communal items with alternatives.	<p><i>High touch surfaces are either avoided or cleaned regularly</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<i>High touch surfaces &amp; amenities facilities are cleaned at least twice per day with approved cleaning products (detergents &amp; disinfectants). Disinfectant wipes are located at high touch point areas i.e. microwaves, food warmers, sinks etc. Persons conducting cleaning have been trained and a cleaning register has been established &amp; implemented.</i>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<i>Adequate supplies of approved cleaning products are available on site.</i>

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 work from home, do work from home.	<i>Where possible personnel should work from home.</i>  <i>Density Quotient no longer applies however social distancing requirements of 1.5 metres remain in place.</i>  <i>Workforce to be restricted as per Workplace Directions;</i> <ul style="list-style-type: none"> <li>• <i>Currently at 100% subject to Social Distancing requirements.</i></li> </ul>
Establish a system that ensures staff members are not working across multiple settings/work sites.	<i>Where reasonably practical shift or group bubbles should be established i.e.</i> <ul style="list-style-type: none"> <li>• <i>Nominating lunch rooms &amp; tables</i></li> </ul> <i>Personnel may cross Metropolitan / Regional Boundaries.</i>
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	<i>All persons must be fully vaccinated by 13<sup>th</sup> November 2021 Medical Exemptions must be verified by 13<sup>th</sup> November 21 on an approved Australian Immunisation Register (AIR) Medical Exemption Form.</i> <i>BW must maintain an up to date Vaccination record &amp; register.</i> <i>All persons entering site are required to sign COVID-19 statement &amp; register.</i> <i>All Persons entering site must log in to the Services Victoria QR Code.</i> <i>All persons entering site are to be Temperature Testing &amp; temperatures recorded.</i>
Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.	<i>All amenities &amp; offices have been established so that social distancing can be maintained.</i>  <i>Lunch room tables are to be marked out so social distancing &amp; workgroup separation is maintained.</i>
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	<i>Floor markings have been established to minimise congregation of personnel in work areas.</i>
Modify the alignment of workstations so that employees do not face one another.	<i>Workstations have been established so that personnel do not face each other or suitable separation screen in between.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Minimise the build-up of employees waiting to enter and exit the workplace.	<i>Supervision is located at site entry &amp; exit points to ensure employee build-up does not occur.</i>
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<i>All staff have been instructed about social &amp; physical distancing requirements. Covid Marshalls have completed infection control training as required. This has been repeated on a number of occasions to remind staff &amp; signage is also in place around the workplace. All staff will be reminded of required COVID-19 practices i.e. vaccination, masks, hygiene, social distancing, sign on declaration, temperature testing.</i>
Review delivery protocols to limit contact between delivery drivers and staff.	<i>Delivery Drivers are instructed by traffic management personnel to remain with their vehicle where applicable. Delivery Drivers entering site must be vaccinated in accordance with Workplace Directions.</i>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<i>Workforce to be restricted as per Workplace Directions;</i> <ul style="list-style-type: none"> <li><i>Currently at 100% subject to social distancing (1.5m)</i></li> </ul>
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> .	<i>Where BESIX Watpac is working within “other” Workplaces personnel must work to both Host workplace &amp; BW COVID-19 Management Procedures. Where procedures conflict, the higher standard must be followed i.e. temperature testing.</i>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<i>COVID-19 Statements are required to be signed by all persons entering the workplace. QR code check-ins must also be completed. Vaccination status must be verified. From 13<sup>th</sup> November 21 only fully, vaccinated personnel are permitted to enter site. Medical Exemptions must be verified by 13<sup>th</sup> November 21 on an approved Australian Immunisation Register (AIR) Medical Exemption Form. Workplace Declaration to be completed prior to site entry. Visitors registers are also in place &amp; must be completed.</i>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<i>All BESIX Watpac personnel are aware of OHS reporting requirements. Notification to DHHS is now only required if 5 linked cases are incurred. RAT Positive Cases to notify DHHS of positive status via website.</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>BESIX Watpac has a detailed COVID-19 Management Plan. BESIX Watpac is in regular contact with industry stakeholders. BESIX Watpac is on the DJPR Stakeholder Engagement list.</i>
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<i>BESIX Watpac will conduct contact tracing when informed of Positive COVID-19 case and will provide detail to DHHS when requested. QR Codes have been downloaded &amp; displayed.</i>

Guidance	Action to prepare for your response
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p><i>BESIX Watpac will conduct regular documented COVID Cleans of the Workplace.</i>  <i>BESIX Watpac will close either parts of the workplace or the workplace in accordance with DHHS instructions.</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p><i>BESIX Watpac will enact our COVID-19 Management Plan &amp; Industry Response Guidelines if a suspected or confirmed case is incurred.</i></p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p><i>BESIX Watpac is prepared to conduct all required notifications</i></p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p><i>Worksafe Victoria Notification is no longer required</i></p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p><i>If BESIX Watpac have been instructed to close the site, we conduct all requested duties prior to reopening site.</i></p>

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

Signed:

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Name:

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Position:

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Date:

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Site Name:

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