

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



Your COVID-19 Safety Plan

Construction and tradespeople

Business details

Business name	SM Automatic Doors Pty Ltd
Business location (town, suburb or postcode)	2000
Completed by	Kevin Farrell
Email address	kfarrell@smdoors.com.au
Effective date	20 November 2020
Date completed	9 July 2021

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the site.

Symptomatic staff are instructed to attend their personal doctor and receive testing & advice

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.

Personnel have received training on Covid-19 transmission, and their health monitored

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.

Facility attendance is subject to multi-level control procedures (SM Doors and Facility), especially aged care facilities, hospitals, schools, etc.

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-19 procedures are included in company & site inductions as appropriate for the type of work

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.

Staff have completed a range of online training for SM Doors & clients. Supervision is adequate

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

Employees are regularly individually updated and reminded of leave entitlements

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.

Travel advice provided to staff

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.

Technicians & Admin are working remotely.

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.

Entries are monitored. No visitors to office & warehouse - employees only

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.

Distancing is now standard practice & habitual

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

Office & warehouse equipment has been spaced

Use telephone or video for essential meetings where practical.

Video meeting & online training is now standard. Physical meetings only occur when essential

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

Admin workers are working remotely. Technicians are working remotely

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

Procedure in place for close group work, such as EWP, multi-person lifts

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.

Procedure varies for type of delivery

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

Very unlikely that a gathering would occur, but a strategy is in place eg for muster point

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

Signage displayed

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.

No crib room. Remote/mobile workers

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 online

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.

Procedure in place for close group work, such as EWP, multi-person lifts

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

Admin workers are working remotely. Technicians are working remotely

Hygiene and cleaning

Adopt good hand hygiene practices.

Service trucks & toolkits stocked with disinfectants, disposable cloths, disposable gloves & masks

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.

Stocked in the office, warehouse & service vehicles

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.

Stocked in the office, warehouse & service vehicles

Ensure rubbish collection is performed regularly to avoid rubbish overflow.

Cleared daily

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.

Touch-points in premises & vehicles are disinfected daily

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

Disinfectant wipes used in preference to liquids

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

Staff have completed hygiene training

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

Detailed in Hygiene Procedure. Technicians use their own pen for signing-in & completing service logs

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

Workplace is signposted

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

Hygiene procedure for sharing equipment, includes disinfecting and wearing gloves (work &/or disposable)

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.

Vehicles are single-user, cleaned & disinfected daily. Two-person jobs with same "buddy".
Hygiene procedure for sharing equipment

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).

Home-offices and vehicles are aired daily.

Record keeping

Keep a record of name, contact number and entry time for all staff, site visitors and contractors for a period of at least 28 days. Where possible, use gates and swipe cards to identify when individual workers enter and exit the site to aid in tracing their attendance; or use toolbox talks or other methods of recording individual worker attendance at a site. Electronic collection (such as QR code) of contact details for each person is strongly encouraged.

Travel & site visits tracked by SM Doors & Facility systems. Visits to office & factory have been limited, and all visits recorded in the visitor logs

Maintain a record of all customer home visits to assist with contact tracing.

All site visits are recorded in multiple systems (SM Doors and Facility Managers)

Ensure records are used only for the purposes of tracing COVID-19 infections and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://www.nsw.gov.au)

Records are secure per "Customer Record Keeping"

Make staff aware of the COVIDSafe app and the benefits of the app to support

contact tracing if required.

Staff have been notified

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.

Per guidance at left

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

Yes