

COVID Safe Plan

Probuild Constructions

Our COVID Safe Plan

Business name:	PROBUILD CONSTRUCTIONS
Site location:	(PROJECT SITE ADDRESS)
Contact person:	(SITE MANAGER/PROJECT MANAGER)
Contact person phone:	(04XX XXX XXX)
Date prepared:	06/08/2020

Guidance	Action to mitigate the introduction and spread of COVID-19
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.	<p>Hand sanitiser stations have been made available within the following locations:</p> <ol style="list-style-type: none">1. site office entry/exit points2. outside of personnel/material hoists and internal lift lobbies3. lunch rooms and amenity locations <p>Additionally, Probuild have installed adequate signage in these locations as a visual control measure for the identification of hand sanitiser location stations.</p>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<p>Where practicable/where safe to do so, external windows will be opened to enhance airflow. Adjustments to air-conditioning are as required/determined by the project team.</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>Probuild have procured adequate quantities of PPE including but not limited to face shields and face masks for all Probuild personnel working across all Probuild projects.</p> <p>Respiratory protection will be issued to sub-contractors and site visitors – as required.</p> <p>Additionally, visual control measures have been installed in prominent locations reinforcing the mandatory requirement for the use of face masks when entering and working across the project. This has been communicated in the following languages:</p> <ol style="list-style-type: none">1. English2. Dari3. Mandarin (Simplified Chinese)4. Arabic <p>Note: Ethnolink Language Services were engaged by Probuild to complete the translations.</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>Probuilds Guidance Note Workplace COVID-19 Guidelines has been developed and shared internally across the business unit. This guideline is also available within Proconnect (Business SharePoint) The critical controls nominated within the document have been shared with sub-contractors via:</p> <ol style="list-style-type: none">1. Weekly HSE committee meetings and minutes of those meetings2. Weekly sub-contractor meetings and minutes of those meetings3. Digital communication methods (Aconex/Procore)

Guidance	Action to mitigate the introduction and spread of COVID-19
Replace high-touch communal items with alternatives.	High-touch communal items are replaced as required Access/egress doors are fixed or chocked in the open position where practical.

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	The project team have engaged additional resources to thoroughly clean high touch communal areas/objects (i.e. lift control panels, door handles, kitchen benchtops, employee work stations)
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	Stock level checks are performed on a weekly basis by the project team to ensure adequate quantities of hand sanitiser, detergents and disinfectants are available. Products are procured through service providers at the discretion of the project team.

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	The project team have setup a “ working from home ” rotating roster in which Probuild employees may be given the opportunity to work from home at a frequency determined by project management.
Establish a system that ensures staff members are not working across multiple settings/work sites.	Probuild have implemented Sine which is Probuilds visitor and sub-contractor management platform/system which also includes capabilities to record daily man power. This system is currently recording who checks in on site each day. Additionally, and in the event in which a Probuild employee is required to attend multiple project sites (i.e. to investigate an incident), the employee will maintain a logbook or personal diary entry.
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	Probuild have implemented Sine which is Probuilds visitor and sub-contractor management platform/system. Temperature testing is as a pre-requisite for employees, sub-contractor employees and site visitors when entering a project site. Screening Methods: 1. COVID-19 Questionnaire (if symptomatic, employees will work from home until a COVID clearance has been provided) 2. Thermal imaging systems. 3. Non-contact infrared thermometers. 4. Ear thermometers. Note: The temperature testing units are commercially manufactured and calibrated. Furthermore, Probuild have developed Flowcharts to assist personnel in the actions/steps required if a positive case/high temperature is recorded. This information has been shared internally and has been made available via Proconnect (Business SharePoint)
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.	Probuild have restructured all project site offices to ensure a minimum of 1.5 meters between work stations has been achieved. This has been replicated within the site laydown areas (amenities and lunch rooms) Depending on the lift/material hoist dimensions, position markings have been installed and visual control measures in place reinforcing social distancing requirements.

Guidance	Action to mitigate the introduction and spread of COVID-19
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	<p>Section 4.1 of Probuilds Workplace COVID 19 Guidelines nominates the below:</p> <ol style="list-style-type: none"> 1. Stagger the start and finish times for meal breaks. 2. Arrive at work at your schedule commencement time, to avoid prestart congestion. 3. Schedule meal breaks – e.g. stagger meal breaks to occur over an extended period of time. 4. Designated and/or marked areas to maintain social distancing. - Do not loiter in common areas.
Modify the alignment of workstations so that employees do not face one another.	Project teams have restructured all project site offices to ensure a minimum of 1.5 meters between work stations has been achieved.
Minimise the build-up of employees waiting to enter and exit the workplace.	<p>Section 4.1 of Probuilds Workplace COVID 19 Guidelines nominates the below:</p> <ol style="list-style-type: none"> 1. Stagger the start and finish times for meal breaks. 2. Arrive at work at your schedule commencement time to avoid prestart congestion. 3. Schedule meal breaks – e.g. stagger meal breaks to occur over an extended period of time. 4. Designated and/or marked areas to maintain social distancing. - Do not loiter in common areas.
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<p>Social/physical distancing advice has been provided to subcontractors via:</p> <ol style="list-style-type: none"> 1. Weekly HSE committee meetings and minutes of those meetings 2. Weekly sub-contractor meetings and minutes of those meetings 3. Digital communication methods (Aconex/Procure) <p>Furthermore, visual control measures have been put place within the projects lunch rooms and amenity locations to reinforce this requirement.</p>
Review delivery protocols to limit contact between delivery drivers and staff.	Deliveries are planned and scheduled via a project delivery board. Drivers (<i>where possible</i>) remain in the vehicle to ensure no contact is achieved. Alternatively, face masks must be worn by the driver and receiver who is accepting the goods.
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	The project team have setup a “ working from home ” rotating roster in which Probuild employees may be given the opportunity to work from home at a frequency determined by project management. This is reviewed and updated as required.
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 .	Adequate signage has been provided in multiple languages and are located in prominent locations. Floor markings are also in place in high volume areas (i.e.. lift lobbies)

Guidance	Action to ensure effective record keeping
Record keeping	
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.	<p>Probuild have implemented Sine which is Probuilds visitor and sub-contractor management platform/system.</p> <p>iPads are used for personnel check-ins and are located at the site office entry point.</p>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	This is completed during the onboarding/induction process.

Guidance	Action to prepare for your response
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.	This has been updated with the projects Workplace Risk Assessment which is available upon request.

Guidance	Action to prepare for your response
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p>Section 9.0 of Probuilds Workplace COVID 19 Guidelines, references the below:</p> <p>In the event of a confirmed COVID-19 case those who are potentially affected need to be identified. Subcontractor employers are to record the schedule and work locations for their employees (including any contractors they engage) that enable tracing of those who have come into contact with the confirmed case.</p> <ol style="list-style-type: none"> 1. Record the following - Day and time work was undertaken. 2. Members of the team that worked together. - 3. Specific work area on the construction site. 4. Any breaks taken, including time and location. <p>Industry liaison officer to assist project team with mapping and identifying close and casual contact.</p>
<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>The project team have engaged additional resources to thoroughly clean high touch communal areas/objects (i.e. lift control panels, door handles, kitchen benchtops, employee work stations)</p> <p>Prensa reports and guidance notes to be followed.</p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p>The employee/sub-contractor employee will be instructed to cease work and self-isolate until such time a COVID-19 test has been completed and a clearance document has been provided to the project team.</p> <p>Guidance provided within Probuilds confirmed case flowchart – available upon request</p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p>Information to be obtained and communicated via:</p> <ol style="list-style-type: none"> 1. Weekly HSE committee meetings and minutes of those meetings 2. Weekly sub-contractor meetings and minutes of those meetings 3. Digital communication methods (Aconex/Procore)
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>Probuild site management to notify Worksafe immediately as per Worksafe (Report a confirmed COVID-19 diagnosis). Sub-contractor/employee records and information to be obtained through the mapping process and provided to Worksafe.</p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p>Probuild to following DHHS advice in the event of a project site shutdown.</p>

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

Signed _____

Name _____

Date _____