

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

Your COVID-19 Safety Plan

Manufacturing and warehousing

Business details

Business name	Sitex Rentals & Sales
Business location (town, suburb or postcode)	Smeaton Grange NSW 2567
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Effective date	2 August 2021
Date completed	16 August 2021

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the site.

All staff who have been unwell are told to stay at home and go for the required testing. All staff are required to undergo Covid-19 tests every 72 hours and report the test date and results to the Covid Safety Officer.

When inducting staff and visitors on site, provide information on how to stay COVID Safe.

Signage at entry points asks following five questions:

1. Have you visited any of the Commonwealth Government designated hotspots in the last 14 days?

2. Have you had contact with any covid positive person?
3. Have you got any symptoms, fever, sore throat, headache, loss of taste/smell:
4. Have you been asked to isolate at all?
5. Have you signed in using the QR code?

Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.

Information made available to all staff:

To prevent the spread of COVID-19:

Do not enter the premises if you have any symptoms

Clean your hands often. Use soap and water, or an alcohol-based hand rub.

Maintain social distancing at all times

Wear a mask when indoors, have a mask with you at all times.

Don't touch your eyes, nose or mouth.

Cover your nose and mouth with your bent elbow when you cough or sneeze.

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

Leave entitlements are available to all staff on the ADP Employee Self Service portal.

Display conditions of entry (website, social media, site entry).

Signage at the entry point - Refer 5 questions (above)

No staff from LGA's of concern can attend work unless authorised worker. If so, they must follow testing and vaccination requirements and will be issued with a letter confirming they are an authorised worker.

Work from home where possible.

Encourage staff to access COVID-19 vaccination.

As per Government requirements for construction workers, all workers are required to have at least one vaccine, and have been tested for COVID-19 in the past 72 hours (3 days)

All staff have been encouraged to be fully vaccinated.

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.

All staff drive to work in separate vehicles, carpooling is not allowed, as per Government restrictions.

All company supplied vehicles that may be shared, are provided with disinfectant wipes and must be cleaned by the share-driver before and after use.

Monitor and manage the number of workers in all areas (based on the 4 square metre rule) where possible.

Signs in all indoor areas display the number of persons allowed per space in each area.

Where reasonably practical, ensure workers and essential visitors (e.g. engineers) maintain 1.5 metres physical distancing at all times (including at meal breaks).

This is practised.

Only one person at a time is to use lunch/tea rooms.

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

Practised

Consider placing markers on the floor to help with physical distancing.

Markers have been placed on the floor in the reception area.

Use telephone or video platforms for essential meetings where practical.

This is practised and where practical, no face to face meetings are held during periods of lockdown.

Dedicated telephones and UHF for internal communications.

No customers enter the building, all communications are contactless.

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

Staggered tea/lunch breaks are practised. Hands must be sanitised before entry to the

buildings, tea/lunch rooms and amenity areas.

One person only allowed in tea/lunch rooms at a time and they must thoroughly sanitise all appliances and surfaces after use.

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.

Contactless delivery and invoicing is practised.

Staff have been instructed to not touch customers transport equipment and to sanitise all touch points in any returned machinery with approved disinfectant and gloves, before touching or moving the machine. They should sanitise their hands after touching each machine.

Calculate maximum limits on the number of people within an area, such as offices, meeting rooms, site sheds, and clearly display the occupancy number at entry points.

Each indoor area has clear signage on the maximum number of persons allowed in each area, based on the 4 square metre rule.

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

No gathering outside the building is allowed.

Use signage to show the capacity limits for site or office elevators.

Not applicable.

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

Flexible working arrangements are allowed as required and if practicable.

Hygiene and cleaning

Adopt good hand hygiene practices.

Wash hands with soap and water for at least 20 seconds regularly and before using sanitiser.

Hand sanitising stations are located at all entry/exit points and at strategic points within the workshop and office areas.

Sanitising stations, including gloves and masks are located strategically in the yard and workshop areas.

Ensure bathrooms are well stocked with hand soap and paper towels.

Bathrooms are always stocked with hand soap and paper towels. Bins are emptied regularly.

Ensure rubbish collection is performed regularly to avoid rubbish overflow.

Rubbish is usually cleared daily.

Have hand sanitiser 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.

Hand sanitising stations are located at all entry/exit points and at strategic points within the workshop and office areas.

Sanitising stations, including gloves and masks are located strategically in the yard and workshop areas.

Trades services should make sure hand washing facilities or hand sanitiser is available in work vehicles for mobile tradespeople.

All mobile tradespeople have been provided with hand sanitiser in their vehicle.

Clean areas frequented by staff or customers at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day with a detergent or disinfectant solution or wipe.

All door handles and touch points are disinfected daily.

Reception is now closed to visitors.

Kitchen cupboard and drawer handles are cleaned daily.

Kitchen surfaces and appliances used are to be cleaned after each use by staff

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

Ready to Use (RTU) disinfectant is used in all areas.

Wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

This is practised.

Where reasonably practical, consider methods to avoid sharing items, such as pens and pencils, tools or workstations.

All staff have their own workstation, keyboard and mouse and have been instructed to not share items such as pens, rulers etc.

If sharing tools and equipment is unavoidable, clean them with a detergent solution or disinfectant wipes in between use.

This is practised. If any sharing required, Ready To Use disinfectant has been provided for after each use.

Place signs about physical distancing, hygiene and hand washing practices around the workplace to remind workers.

Signage regarding physical distancing, hand sanitising and hand washing practices are placed at strategic points within the building.

Avoid using drug and alcohol testing methods such as wall mounted breathalysers, that risk cross infection through saliva/respiratory secretions.

No breathalysers are used.

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).

Natural ventilation is encouraged when and where possible.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, visitors and contractors.

It is a mandatory requirement for all staff, visitors and contractors to sign in/out using the Service NSW QR code system.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

QR codes are positioned for use at the entry point for all staff, visitors and delivery drivers.

Sitex staff check visitors phones for the green tick to confirm they have checked in, while maintaining 1.5m physical distance.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

All staff, customers and visitors who cannot use the Service NSW QR code system are recorded by staff members on Smartsheet form.

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.

We are fully committed to cooperate with NSW Health should we ever have a positive case of COVID-19 at our workplace.

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

Yes