

Construction and tradespeople | COVID-19 Safety Plan



How to complete the COVID-19 Safety Plan

Fill in your business details and select your business type.

You may need to review current NSW Health guidance on the following areas before completing your plan:

- **keeping workers safe** (<https://www.nsw.gov.au/covid-19/business/covid-safe-business/keeping-workers-safe>).
- **physical distancing** (<https://www.nsw.gov.au/covid-19/stay-safe/physical-distancing>).
- **record-keeping** (<https://www.nsw.gov.au/covid-19/covid-safe/customer-record-keeping/qr-codes#get-the-nsw-government-qr-code-for-your-business#get-the-nsw-government-qr-code-for-your-business#get-the-nsw-government-qr-code-for-your-business#get-the-nsw-government-qr-code-for-your-business>).
- **guidance on ventilation** (<https://www.nsw.gov.au/covid-19/business/covid-safe-business/ventilation>).
- **self-isolation and quarantine** (<https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules/self-isolation>).

Following your risk assessment, outline the actions you will take in each section to manage the risk of COVID-19 in your workplace.

Once you complete the COVID-19 Safety Plan, select the print button to print the plan or save as a portable document format (PDF).

Remember to keep a copy of your COVID-19 Safety Plan on your premises.

Effective 24 December 2021

Business details

Business name

Pure Rail Pty Ltd

Business location (town, suburb or postcode)

If your business has multiple premises, complete a Safety Plan for each location. Provide contact details for the person responsible for the COVID-19 Safety Plan at each location.

Hunter Valley

Guidance for business

Wellbeing of staff and customers



Exclude staff and customers who are unwell from the site.

Do not attend a worksite if you are unwell.

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.

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Do not attend a worksite if you are showing COVID-19 symptoms (even if symptoms are mild).

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.

Not applicable.

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.

Hand hygiene (hand washing and/or sanitizing regularly) , adhere to social distancing requirements (especially in enclosed areas eg, offices or crib rooms), sneeze or cough into a tissue or your elbow and ensure correct disposal of the tissue and handwashing/sanitizing afterwards.

If you come in contact with someone with COVID-19, monitor for symptoms and undertake a RAT or PCR test if symptomatic.

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.

Please refer to the attached hand hygiene and infection control information posters.

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

Not applicable to Pure Rail employees.

Encourage staff to access COVID-19 vaccination.

ARTC require all staff to be fully COVID-19 vaccinated prior to attending site.
COVID-19 Vaccination role to be shown in RIW.

Physical distancing



Provide information to staff and visitors about how to travel to your workplace in a COVID Safe way.

Restrict car pooling/ride sharing to and from worksites.

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.

Meetings to be conducted in open air where possible.
Unnecessary visitors not to attend worksite.

Monitor entry and exit points to maintain social distancing and prevent over-crowding, 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.

Adhere to social distancing requirement when congregating.

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.

Adhere to social distancing requirements (especially in enclosed areas eg, offices or crib rooms).

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

Not applicable.

Use telephone or video for essential meetings where practical.

Meetings to be held electronically where possible.

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

Adhere to social distancing requirements during meal breaks.

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

Adhere to social distancing requirement when congregating.

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.

Not applicable.

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

Avoid unnecessary gatherings.

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

Not applicable.

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.

Consider alternative locations for meals to avoid gathering in crib rooms.

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.

Briefs to be held electronically or in open spaces wherever possible.

Conduct a task risk assessment to identify control measures necessary to mitigate the spread of COVID-19.

Hand hygiene (hand washing and/or sanitizing regularly) , adhere to social distancing requirements (especially in enclosed areas eg, offices or crib rooms), sneeze or cough into a tissue or your elbow and ensure correct disposal of the tissue and handwashing/sanitizing afterwards.

If you come in contact with someone with COVID-19, monitor for symptoms and undertake a RAT or PCR test if symptomatic.

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

Staff to work from home.

Hygiene and cleaning



Comply with Public Health Order requirements relating to face masks, where applicable.

Businesses can require workers and visitors to wear face masks in line with their face mask policy.

Note: face masks are mandatory in indoor areas, on public transport and at airports. A person may remove a mask the person is otherwise required to wear if the person is engaging in work and wearing the mask is a risk to the person's, or another person's, health and safety.

Masks to be worn in all indoor spaces.

Adopt good hand hygiene practices.

Regular hand washing with soap and/or sanitizing.

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.

Please report to Pure Rail Management if sufficient hand sanitizer is not supplied on the worksite.

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.

Please report to Pure Rail Management if bathroom facilities are inadequate.

Ensure rubbish collection is performed regularly to avoid rubbish overflow.

Dispose of rubbish in the correct manner on worksites.

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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.

Not applicable to Pure Rail.

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

Not applicable to Pure Rail.

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

Not applicable to Pure Rail.

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

Avoid contact with items and fittings that are unnecessary.

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

Please refer to the attached information posters.

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

Not applicable to Pure Rail.

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.

Vehicle contact surfaces to be wiped down after each use.

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).

Open windows and doors to increase ventilation in indoor areas.

Record keeping



Employers should endeavour to maintain records of staff movement including who attended the workplace and the duration of visit. For example, employers may consider:

- having a NSW Government QR code available so that workers and visitors can check in using the Service NSW app, to support contact tracing if a person with COVID-19 visits the premises.

Explain how you will do this

All employee movements to be recorded via sign in - sign out sheet.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify [SafeWork NSW](#)

([https://aus01.safelinks.protection.outlook.com/?](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.safework.nsw.gov.au%2Fresource-library%2FCOVID-19-Coronavirus&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov.au%7C130ba982353a4d53008608d9e1f8c236%7C1ef97a6f)

[url=https%3A%2F%2Fwww.safework.nsw.gov.au%2Fresource-library%2FCOVID-19-Coronavirus](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.safework.nsw.gov.au%2Fresource-library%2FCOVID-19-Coronavirus&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov.au%7C130ba982353a4d53008608d9e1f8c236%7C1ef97a6f)

a worker has tested positive and is hospitalised or dies. Visit <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus>

([https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.safework.nsw.gov.au%2Fresource-library%2FCOVID-19-](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.safework.nsw.gov.au%2Fresource-library%2FCOVID-19-Coronavirus&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov.au%7C130ba982353a4d53008608d9e1f8c236%7C1ef97a6f)

[Coronavirus&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov.au%7C130ba982353a4d53008608d9e1f8c236%7C1ef97a6f](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.safework.nsw.gov.au%2Fresource-library%2FCOVID-19-Coronavirus&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov.au%7C130ba982353a4d53008608d9e1f8c236%7C1ef97a6f) more information.

Explain how you will do this

Ensure all positive RAT tests are registered with Service NSW.

Now that you have finished, select the print button to print the plan or save as a PDF.

Last updated: 28 January 2022

Practise simple hygiene by washing hands regularly



1 Wet hands



2 Apply soap



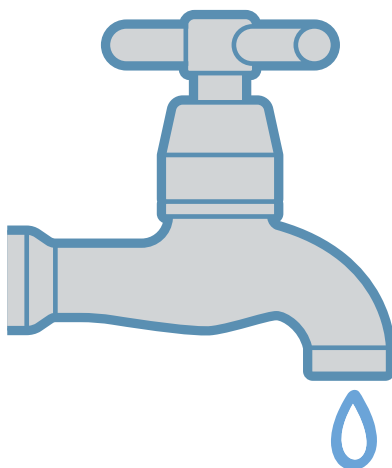
3 Lather & scrub



4 Rinse hands



5 Turn off tap



6 Dry hands



Spend 20 seconds washing your hands.

Protect yourself from viruses



Clean your hands with soap and water, or hand sanitiser.



Cover your nose and mouth when you cough or sneeze.



Practise physical distancing, and wear a mask if you can't keep a distance of 1.5m.



Avoid close contact with anyone with cold or flu-like symptoms.



Stay home if you are sick.



Find the facts

health.nsw.gov.au/coronavirus