| **COVID SAFETY QUESTIONS AND GUIDANCE** | **REQUIREMENTS** | **Yes** | **No** |
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| **Is there a COVID Safety plan for the site?**  Guidance on the content for COVID Safety Plans can be found at [COVID Guidelines for your COVID Safety Plan Factsheet June](https://www.covid19.act.gov.au/__data/assets/pdf_file/0007/1554199/PICC0016-COVID-safety-plan_v8.pdf). | * Construction sites ***must***have a COVID Safety Plan. * Before any permitted work continues or recommences, site management must review and amend COVID Safe Plan to the current ACT Health Directions. |  |  |
| **Does the site have provision of CBR App?**  Sites can sign up to the Check-in CBR App at [Check In CBR App - COVID-19 (act.gov.au)](https://www.covid19.act.gov.au/business-and-work/check-in-cbr) | * The Check in CBR App ***must*** be used on all sites, regardless of whether other electronic sign on systems are also in use. * Check in CBR App is not required for activities less than one day’s duration, provided PCBU ***must*** maintain record (workers contact details and starting time and finishing time). |  |  |
| **Are COVID-19 health screening measures in place for persons attending the site?**  [ACT Contact Declaration Form](https://actredcap.act.gov.au/redcap/surveys/?s=ENA34MC3TR) | To minimise the risk of transmission of COVID-19 on site, employers must implement a screening process.   * Each worker ***must*** provide a declaration to the best of their knowledge before entering site if they have: * Are free of COVID-19 symptoms * Have not, in the preceding 14 days been in contact with a confirmed case of COVID-19 * Have not been identified as a close or casual contact, have not visited an exposure location as listed on the [covid19.act.gov.au](https://www.covid19.act.gov.au/act-status-and-response/act-covid-19-exposure-locations?utm_source=Popularlinks&utm_medium=banner&utm_campaign=Popular%20links) website and have not been directed to self-isolate or self-quarantine by ACT Health or any other jurisdiction, and * Have not travelled outside the ACT or the high risk LGAs in the past 14 days. |  |  |

| **COVID SAFETY QUESTIONS AND GUIDANCE** | **REQUIREMENTS** | **Yes** | **No** |
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| **Is there an appointed COVID Marshal on site?**  The COVID Marshal is responsible for implementing COVID safety measures and supporting site compliance with Public Health Directions, along with providing advice to PCBUs and workers on measures including CheckIn CBR app, record keeping, providing updates.  *PCBU – Person conducting a business or undertaking* | * A COVID Marshal ***must*** be appointed for each construction site. * The COVID Marshal details ***must*** be clearly displayed on the site entrance signage as an Emergency Contact and the lead point of contact for ACT Health in event of contact tracing. * The COVID Marshal ***must*** have Infection Control Awareness Training and ***recommended*** to have First Aid certification. * For projects permitted (as per the Development Approval) to be at completion four or more storeys high (excluding basement) and other large (1,500m2 or greater Gross Floor Area, or outdoor civil projects where the civil contractor is the PCBU and there is a workforce greater than 15 workers on the site at any given time) construction sites, the COVID Marshal must be an dedicated employee of the PCBU and not performing other roles on the site (unless they are the Site Safety Manager). * For all other projects that do not fall within section 3.18.4, including projects permitted (as per the Development Approval) to be at completion three or less storeys high (excluding basement) and other small (1,500m2 or less Gross Floor Area) construction sites, the COVID Marshal should be the person responsible for onsite safety on the construction site.  A person undertaking the role of the COVID Marshal is able to be the COVID-Marshal on more than one site noting that: * the onus is on the PCBU to demonstrate the COVID Marshall has sufficient oversite to ensure COVID safety * while not on site, they need to have identified a delegate to support COVID control on site (for example, wearing masks, social distancing etc) and to facilitate contact with the COVID Marshal when required, and * the COVID Marshal must be contactable at any stage to support site management activities and liaison with ACT Government agencies such as ACT Health and WorkSafe. |  |  |

| **COVID SAFETY QUESTIONS AND GUIDANCE** | **REQUIREMENTS** | **Yes** | **No** |
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| **Does the screening process limit person to person contact?** | * Screening workers should be conducted over the phone or by other non-contact methods, to reduce person to person contact. |  |  |
| **Is there an adequate site induction process?** | * Workers ***must*** be inducted into COVID Safety Plans. * Where possible site inductions, prestart talks, toolbox talks should be conducted using online video conferencing. * Site inductions should be regularly reviewed to incorporate COVID-19 management requirements. * Site inductions must provide information about vaccination, and specifically encourage workers to get vaccinated. |  |  |
| **Is there a process in place to record the schedule and work locations of workers and contractors?**  If employers are using technology that utilises geo-tracking or geo-location functions, they will need to ensure compliance with workplace surveillance legislation and/or consultation obligations with workers and unions. | * PCBUs ***must*** ensurethat systems or processes are in place to record employee schedules and movements that enables tracing of those who have encountered confirmed case. * For small sites that greater than 1,500m2 or which will be four storeys or more (excluding basement) at completion, records ***must*** include: * Date and time work was done * Team members who worked together * Specific work area(s) of the construction site * Any breaks taken, including time and location * Movement between sites. * For small sites that are less than 1,500m2 or which will be three storeys or less (excluding basement) at completion, records ***must*** include: * Date and time work was done * All people who were on site at one time will be considered as having worked together * Entire construction site will be considered as one work area * Any breaks taken away from the construction site, including time and location. * Movement between sites. * Wherever possible, workers should only work on one construction site at a time and must not attend any other worksite. * If a worker cannot reasonably be required to work on one site only arrangements must be made to ensure they remain isolated from other workers as far as possible. * Movement between sites, or areas within large sites, should be minimised as much as possible. |  |  |

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| **COVID SAFETY QUESTIONS AND GUIDANCE** | **REQUIREMENTS** | **Yes** | **No** |
| **Is the site maintaining physical distancing recommendations?**  Implement physical distancing of at least 1.5 metres wherever possible. | * The following controls ***must*** be implemented where it is reasonably practicable to do so: * Place markings on floors and walls to show safe distances in work, transit, and break areas * Adopt different shift patterns to minimise the number of employees onsite (for example, introducing morning and afternoon shifts) * Stagger start times, breaks and finish times to avoid congestion in high traffic areas * Minimise workers coming into contact with each other as they move around the site * Plan for how to maintain physical distancing during bad weather (for example, use of lunch or crib rooms and amenities) * Install temporary physical barriers (for example, fences or screens) between work areas, where appropriate. |  |  |
| **Are there other control measures implemented where it’s not possible to work and maintain physical distancing?** | * Minimise worker to worker interaction within 1.5 metres. * Minimise the number of individuals involved in activities that need to occur within 1.5 metres of each other. * Provide appropriate personal protective equipment (PPE) (for example gloves, mask/ or face shields). |  |  |
| **Are control measures in place where resident(s) are present on the construction site?** | * Wherever reasonably possible, residential construction activities should not occur with residents present during construction. * Consider residents as site visitors and follow protocol as per the COVID19 Safety Plan. * PCBUs ***must***implement additional control measures such as separate access for workers, residents to wear masks while workers are on site. |  |  |
| **Are physical distancing measures in place at access and egress points?** | * Adequate physical distancing measures should be in place at points of access and egress including stairways, lifts, hoists, evacuation routes and muster points. * Minimise number of workers in restricted spaces (for example lift, shafts, personnel hoist, lifts, plant rooms small bathrooms). |  |  |
| **Does the site comply with density limit requirements?**  Under ACT Health Directions, limits apply on the number of persons who can be in an enclosed area. This is called the density limit.  **No more than ten workers permitted to be on the site at any one time or 1 person per four square metres whichever is lesser;**  **A maximum of 5 people are permitted to undertake Indoor Work at any point in time for an Occupied Residence;** | * The PCBU ***must*** demonstrate that they have applied the Density Limits detailed in the ACT Building and Construction Industry – COVID – 19 Requirements for their site and they ***must*** ensure they are being implemented. |  |  |
| **COVID SAFETY QUESTIONS AND GUIDANCE** | **REQUIREMENTS** | **Yes** | **No** |
| **Have controls been implemented for workers and contractors to maintain good hygiene practices?**  Refer to the SafeWork Australia Guidance which can be found here: [Hygiene | Safe Work Australia](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/building-and-construction/hygiene#heading--2--tab-toc-what_do_i_need_to_consider_when_providing_hygiene_facilities?)  SFARP: so far as is reasonably practicable | * PCBUs ***must*** display hygiene information (including appropriate messaging for Cultural and Linguistically Diverse workers) in prominent locations on the construction sites such as tea rooms, site offices, toilets, foyers, lifts and site entrances. * So far as is reasonably practicable, PCBUs ***must*** upgrade personal hygiene to minimise worker to worker contact (for example review and revise the number and locations of amenities). |  |  |
| **Does the PCBU provide workers with access to sufficient amenities to reduce movement around the site?** | * PCBUs ***must*** ensure that workers have access to appropriate amenities including: * Hand washing facilities such as wash basin, clean running water, soap, paper towels in strategic locations to ensure employees can access them in a timely manner * Access to hand sanitiser and encouraging regular use * Providing hand sanitiser at site entrances and exits, in all hoists, amenities and other high traffic areas of the site * Regular cleaning supported by cleaning log sheet * Appropriate waste management system in place. |  |  |
| **Are there systems in place to reduce the need to share tools, plant, and equipment?** | * Wherever possible workers should avoid the shared use of tools, plant, plant rooms and equipment. * For example, drop saws, drills, grinders, ladders, or elevating work platforms should not be used by more than one worker per shift. * Appropriate cleaning should take place between shifts. |  |  |
| **Are there systems in place to control risks where it is not possible to eliminate the shared use of tools, plant, and equipment?** | * Provide cleaning products (for example, alcohol spray or solution) where communal tools, plant and equipment are located. * Keep cleaning products with tools, plant, and equipment as they move around the site. * Ensure all operators thoroughly wash or sanitise their hands before and after every use. * Ensure all parts of tools, plant, and equipment (for example, including handles, handrails) are wiped down before and after use. * Where workers share phones, desks, offices, computers and other devices, these items should be regularly disinfected. |  |  |

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| **COVID SAFETY QUESTIONS AND GUIDANCE** | **REQUIREMENTS** | **Yes** | **No** |
| **Is there a system in place to clean touched surfaces?**  The cleaning and disinfecting of surfaces is to be conducted using cleaning products as per Safe Work Australia guidance: [Cleaning | Safe Work Australia](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/building-and-construction/cleaning?tab=tab-toc-employer) | * Cleaning and disinfection of amenities and meal areas ***must*** occur between work group breaks. * Cleaning and disinfection of personnel hoists should occur at the end of each hoist operator shift. * Routine cleaning of ‘frequently touched surfaces’, surfaces such as toilets, door handles, stair handrails, light switches, lift buttons, tabletops. * At minimum site cleaning ***must*** occur ***twice daily.*** |  |  |
| **Are there systems of work and control measures in place to reduce the risk of potential transmission in personnel hoists?** | * Face masks ***must*** be worn when waiting for and whenever travelling in a hoist or lift. * PCBUs must complete a site-specific risk assessment to implement control measures. |  |  |
| **Are there systems of work and control measures in place where it is not possible to practice distancing measures in the personnel hoists?** | * Limit workers movement between levels and floors on site. * Review hoist availability and identify additional hoists for use. * Implement physical distancing and hygiene systems when waiting for hoists, limiting how many people can use a hoist at the same time. |  |  |
| **Are there control measures in place to reduce the risk to hoist operators?**  Hoist/lift operators may be exposed to additional risk | * Provide hoist operators with PPE (for example, face shield or surgical mask or P2 respirator and gloves) that helps guard against person-to-person transmission and from touching contaminated surfaces. * Encourage frequent hand washing with soap and water or with hand sanitiser positioned within the hoist/lift. |  |  |
| **Does the PCBU provide PPE to the workers?** | * PCBUs ***must*** provide information, instruction and training on the safe use, decontamination and maintenance of any PPE provided. |  |  |

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| **COVID SAFETY QUESTIONS AND GUIDANCE** | **REQUIREMENTS** | **Yes** | **No** |
| **Is PPE suitable for the work environment?** | * Any PPE provided ***must*** be safe and practical for the work environment (for example, allowing the necessary visibility and mobility) and properly decontaminated or disposed of at the end of every shift. |  |  |
| **Is there any training in place to monitor and encourage the correct use of PPE?** | * PCBU ***must*** provide training and information on the fitment, maintenance, storage and cleaning of PPE. * PCBUs should be providing information on posters and digital screen. * Washing or sanitising hands before putting PPE on, and putting face protection on before gloves. * Removing gloves before face protection, washing or sanitising hands after removing PPE and decontaminating or disposing of used PPE safely. |  |  |
| **Are face masks required at the workplace?** | * Workers ***must*** ***always*** wear face masks on site, except, when wearing a face mask is detrimental to their health or mental condition, while consuming food, drink, and medicine and in an emergency. * PCBUs should ensure adequate supply of suitable face masks are available for use and provision is made for appropriate disposal of disposable face masks. * Face masks includes both cloth masks and single use face masks and must be compliant with Australian Standard 1716 Respiratory protective devices. |  |  |
| **Are adequate travelling arrangements in place?** | * Carpooling should be avoided with those who don’t live within the same household. * Shared vehicles should be regularly cleaned and disinfected. * **Non-ACT workers are required to produce valid exemptions.** |  |  |
| **Are delivery drivers complying with ACT Health directions?**  Delivery drivers are to comply with the National Freight Code where relevant. | * Delivery drivers should remain in their vehicle wherever possible, if unavoidable, they must maintain a 3 metre distance from all others on site at all times. * Deliveries to comply with conditions of ACT Health exemptions for Freight and Transport workers. * In situations where freight workers use amenities, these must be cleaned before the next use. |  |  |

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| **COVID SAFETY QUESTIONS AND GUIDANCE** | **REQUIREMENTS** | **Yes** | **No** |
| **What is the plan and procedure for a suspected or confirmed COVID-19 case that has attended a workplace while infectious?**  The SafeWork Australia website has additional guidance on what to do in case of a positive case in a workplace.  [COVID-19 in your workplace | Safe Work Australia](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/building-and-construction/covid-19-your?tab=tab-toc-employer) | * PCBUs ***must*** ensure the worker does not attend the workplace under any circumstances. * PCBUs/Union/Head contractor and worker must follow ACT health direction to minimise the risk of virus transmission within your workplace and to the general public. * PCBUs/Union/Head contractor should immediately contact WorkSafe ACT and complete a [Notifiable Incident](https://www.worksafe.act.gov.au/health-and-safety-portal/notify-worksafe) form. * Appropriate consultation and communication arrangement with employees and contractors should occur. * Workplace mapping information should be readily available by COVID Marshal or site Safety Manager. * Follow process for identifying site locations for cleaning and disinfection. * Cleaning of the site is to be undertaken as per any ACT Health or WorkSafe ACT advice. * Appropriate cleaning and disinfection regime should follow, which should be overseen and signed off by a competent person (for example, an Occupational Hygienist). * ACT Health, Access Canberra or WorkSafe ACT will provide guidance about the actions that should be taken immediately, but it is expected that the site would be closed for a minimum of two days to enable: * ‘Deep Cleaning’ of the affected areas * Communicating with staff, own and subcontractor workforces to isolate pending instruction by ACT Health. * Competent person to advise when the cleaning and disinfection regime has occurred, and when re-entry to the affected areas is allowed. * Information to be given prior to re-entering the site and resuming work provided to Health and Safety Representatives and eligible unions for the project. * Processes for reviewing and revising systems to control the risk(s), in consultation with Health and Safety Representative(s) and employees. |  |  |

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| **ADDITIONAL COMMENTS** |
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