



COVID-19 Safety Plan

Green Options Pty Ltd

The actions Green Options will put in place to keep our customers and workers safe.

GUIDANCE	GREEN OPTIONS ACTIONS
WELL-BEING OF STAFF AND VISITORS	
Exclude staff and customers who are unwell from the site.	All staff that show any symptoms even mild symptoms of COVID-19 must not come to work. They must notify their manager and go to get a COVID-19 Test immediately.
Make sure all workers comply with COVID-19 health advice.	If you are aged 12 years and over you must wear a mask at all times upon leaving home, including in workplaces.
Essential Services in ACT	Any person who provides or works in an essential services required to maintain or protect the safety, health or welfare of the community or a section of the community (whether provided by a public or private undertaking), includes construction, maintenance and repair of such infrastructure. Any person who provides or works in urgent repair and maintenance services.
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.	The COVID -19 Safety plan will be provided to all new staff at induction. In addition to the company induction, the COVID-19 Safety Plan and specific site COVID-19 rules will be provided at all site inductions.
Provide staff with training and advice concerning personal hygiene, updated infection control practices and adherence to COVID-19 control requirements. Review the existing levels of supervision to provide and monitor this advice.	At every toolbox talk personal hygiene, updated infection control practices and adherence to the COVID-19 control requirements are discussed with staff. Also, all sites have a Site Manager or a team leader to supervise and monitor these requirements.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Staff are to be informed about their leave entitlements if they contract COVID-19 and need to self-isolate.



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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.	There is a maximum of one person per work vehicle. If there is more than one in the team the additional staff are required to use another vehicle to travel to and from their homes and to and from sites. Those that can work from home will do so. those catching public transport to and from work must follow the physically distancing requirement on public transport. Face masks must be worn in company vehicles where there is more than 1 occupant and on public transport.
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.	Only essential workers are allowed on a site as long as they maintain social distancing. The client contact must be informed about any visitors to their site and they must give their approval for the visit. Where possible managers doing inspections at a site should do so from their vehicle.
Monitor entry and exit points to maintain social distancing and prevent over-crowding, including the 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.	Doors to offices are to be locked at all times. Visitors use the intercom to make their presence known. Visitors to be screened and the number of people on the premises can be restricted. If evacuation the building evacuation wardens will ensure that social distancing is maintained by those at the muster point.
Where reasonably practical, ensure workers and essential visitors maintain 1.5 metres of physical distancing at all times including at meal breaks, in offices, meeting rooms and site sheds.	Where possible have staggered starting times and meal breaks. Staff are not allowed to share meals or drinks and hands must be washed before and after meals.
Ensure storage points are frequently reviewed to ensure equipment is not crowded, where practical.	Site Managers are required to ensure that equipment is cleaned down after use. Seats and controls must be cleaned after parking the equipment. Ensure that wherever possible there is enough distance around equipment so that it can be safely accessed
Use a telephone or video for essential meetings where practical.	All staff are required to use their company-provided phones to communicate between staff, the client, suppliers and contractors. Wherever possible all essential meetings must be conducted via video.
Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.	Where possible we have staggered starting times and meal breaks. If weather permits staff are required to have their meal breaks outside or undercover while maintaining physical distancing of 1.5 metres.
For essential work activities where social distancing is problematic, there should be documented processes of control and approval.	Where people need to be less than 1.5 metres apart due to health & safety requirements such as team lifting. Those involved must wear face masks. The lift should be planned and the time together should be as short as possible.



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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.	Deliveries to the business should be left in a safe location so that there is no contact between the delivery person and the staff member. The staff member can go and get the items after the delivery person leaves.
Have strategies in place to manage gatherings that may occur immediately outside the premises.	Where weather permits meal breaks should be outside in the open air and staff remain 1.5 metres apart. Toolbox talks and team meetings should be conducted outside and staff to remain 1.5 metres apart.
Display signage near lifts or site elevators directing workers to maintain physical distancing wherever practical.	There are no elevators or site lifts where we are working. If there are any elevators restrictions will be followed by the team through instruction of their Contract and Site Managers.
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.	Where weather permits meal breaks should be outside in the open air. where the weather does not permit staff to eat outside meal breaks should be staggered and lunchrooms limited to one person at a time. The site manager must ensure that the lunchroom is cleaned down between lunch shifts.
Consider strategies to avoid crowding, such as holding inductions and toolbox talks in smaller groups and in open, well-ventilated spaces within the site.	Inductions shall be conducted 1 on 1 with the physical distancing of 1.5 metres or more between participants. Wherever possible all toolbox talks and team meetings should be conducted outside.
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.	When a task requires that people work near each other (less than 1.5 m) face masks must be worn for the duration of the task. Hands must be cleaned before and after performing the task.
Consider what work can be done offsite, such as prefabrication work, or administration work from home.	Those that can finish off work or do administration tasks off-site should do the work from home or another safe location.



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HYGIENE AND CLEANING	
Adopt good hand hygiene practices.	All washrooms must have the handwashing notice posted above the sink. The Site Managers or Team Leaders are to make sure that staff wash their hands regularly. Staff must wash their hands before and after meal breaks.
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.	Hand sanitiser shall be at every lunchroom and various locations around the business so that staff can clean their hands frequently while at work.
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.	Toilets must have soap, water and paper towels to wash hands. Work vehicles must carry hand sanitiser so that staff can clean their hands regularly.
Ensure rubbish collection is performed regularly to avoid rubbish overflow.	Rubbish bins will be cleaned out daily, washed with water and left upside down to dry overnight.
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.	The contract manager must ensure that the required cleaning products and PPE are available at all sites. Site manager to ensure that all of these items are cleaned down daily with detergent or disinfectant.
Disinfectant solutions need to be maintained at an appropriate strength and used following the manufacturer's instructions.	Dilute 100ml of disinfectant into 2 litres of hot water. OR as specified in the instructions on the container.
Wear the required personal protective equipment when cleaning, including gloves, and wash hands thoroughly before and after with soap and water.	Gloves must be worn and hands must be washed when performing cleaning tasks.
Minimise contact with household items and fittings not related to your work.	Avoid touching other trades equipment and work area.
Display signs about physical distancing, hygiene and handwashing practices around the workplace where practical.	Lunchrooms, kitchens, work areas and offices to display physical distancing (1.5 m) signs.
If sharing tools and equipment is unavoidable ensure cleaning with a detergent solution or disinfectant wipes in between use.	all shared equipment must be cleaned down between use and at the end of the day.
Where practical, site vehicles and the 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.	The driver is responsible for the cleaning of the vehicle.



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RECORD KEEPING	
Keep a record of the name and a mobile number or email address 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. Ensure records are used only to trace COVID-19 infections and are stored confidentially and securely.	The contract managers maintain records of the location of staff members, site visitors and contractors for their sites.
Maintain a record of all customer home visits to assist with contact tracing.	The contract managers keep records of all home and residential visits.
Make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	All staff with a company phone are required to download the COVID safe app and all staff are encouraged to download it to their phones.