

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

## Your COVID-19 Safety Plan

### Manufacturing and warehousing

#### Business details

Business name	ABC Refinery
Business location (town, suburb or postcode)	12-14 Meeks Rd, Marrickville.
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Date completed	17 August 2021

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#### Wellbeing of staff and customers

##### Exclude staff and customers who are unwell from the site.

Staff, contractors and visitors who are unwell are not permitted to enter the premises.

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

Signage is displayed on entry to the building with instructions for QR check-in, requirement to wear a mask, and use of sanitiser.

##### Provide staff with information and training on COVID-19, including when to get

## **tested, physical distancing and cleaning.**

Staff are instructed to:

- use sanitiser (provided)
- wear a mask at all times (masks are provided) except when eating or drinking
- physically distance from each other (minimum 1.5 m distance)
- using cleaning supplies provided
- getting tested if they develop symptoms, are a close or casual contact, and every 3 days of they are coming to work from an LGA area of concern.

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

Staff are advised of their leave options if they are sick, need to self-isolate, or are unable to work.

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

Conditions of entry are displayed on our website and upon entry to the site.

## **Encourage staff to access COVID-19 vaccination.**

Staff are encouraged to speak to their Dr about accessing the Covid-19 vaccination.

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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.**

Staff are advised to adhere to the travel restrictions and stay at home orders on the website <https://www.nsw.gov.au/covid-19/rules>.

Return travel to the workplace must be direct.

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

The 4 square metre rule is required to be maintained wherever possible.

### **Where reasonably practical, ensure workers and essential visitors (e.g. engineers)**

**maintain 1.5 metres physical distancing at all times (including at meal breaks).**

All people (employees, contractors and visitors) are required physically distance including during meal and rest breaks.

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

Equipment is easily accessible and not crowded.

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

Markers are provided in places where needed to help with physical distancing.

**Use telephone or video platforms for essential meetings where practical.**

Phone or Microsoft Teams is to be used for all meetings.

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

Reduced staffing levels, WFH and alternate shift times are used wherever practicable to minimise the risk of close contact.

**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.**

Delivery drivers are required to provide contactless delivery wherever possible, and follow our Covid Safe entry requirements if they need to enter the premises.

**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.**

Occupancy limits are displayed upon entry and signs for maximum number permitted in each work area are also displayed.

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

Pallion security guards are accessible to address any gatherings if they occur immediately outside the premises.

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

A maximum of 2 people are permitted on the stairs at any given time.

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

Any work that can be done offsite is required to be done at home.

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Signs for how to wash hands properly are provided in all bathrooms at the premises.

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

Bathrooms remain well stocked with soap and paper towels to dry hands. Glen20 disinfectant spray is also available in each toilet cubicle.

**Ensure rubbish collection is performed regularly to avoid rubbish overflow.**

Rubbish disposal is completed daily by Pallion cleaning staff. For any risk of overflows prior to scheduled disposal, the manager on duty is required to notify the Engineering & Maintenance department or organise immediate disposal.

**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 sanitiser is provided upon entry/exit to the premises as well as in all work areas.

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

Portable hand sanitiser is available for any staff required to travel for work purposes.

**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.**

Staff are required to wipe down their workstations several times per day with disinfectant wipes provided. Pallion cleaning staff clean the premises daily including wiping down all surfaces with disinfectant. Disinfectant fogging spray is used at the premises daily.

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

Disinfectant solutions used are required to be used in accordance with the manufacturer's instructions to ensure appropriate strength (99.9% effectiveness) and safety of use as per the applicable MSDS.

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

Gloves are required to be worn by staff performing cleaning duties. Hands are to be washed thoroughly before and after cleaning using soap and water.

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

Sanitised single use pens are provided for manual check-in. Staff are required to not share office equipment such as pens, notepads, and computer stations.

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

Shared equipment such as machinery, printers etc are required to be wiped with disinfectant following each use.

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

Signage is provided throughout the premises with instructions for physical distancing and other covid safe practices.

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

Drug and alcohol testing is only done offsite. No wall-mounted breathalysers are being

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).**

Windows are opened wherever possible, and airconditioner internal recirculation is not used whenever possible.

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## **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.**

Use of the NSW Government QR code system is required to be used by anyone entering the premises each time they enter the premises. This includes employees, contractors and visitors. QR codes for check-in are provided in clearly visible locations at the entry point the premises.

**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.**

Security staff, client services staff and site managers are required to check each person entering the premises has checked in.

**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.**

A manual check-in option is provided as an alternative to using the QR code in accordance with the NSW government requirement. The records taken include the name, contact number, and entry time for all staff, customers, and contractors and are entered into the online NSW government database within 12 hours. Anytime prior to

entering online, the information is kept secure on the premise able to be provided upon request to an authorised officer.

**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.**

The business at this premises is available 24/7 to cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at the workplace. The business also commits to notify SafeWork NSW on 13 10 50 immediately if we become aware of a positive case.

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

Yes