

COVID-19 Safety Plan

BUSINESS DETAILS		
Business Name:	AJ Grant Group	States Covered: NSW, QLD, VIC, SA, WA, NT, ACT
Plan Completed By:	Philippa McNally, Kelly Allen & Janet Norton	
Plan Approved By:	Brad Honeyman - CEO	Creation Approval Date: 04 August, 2020

AJ Grant is implementing safety measures to ensure all our employees, contractors, customers, and visitors remain safe.

Our Safety Plan aligns with the latest government guidelines to best protect everyone involved with AJ Grant during and after the pandemic. The health, safety and wellbeing of our customers and employees is our highest priority and the following safety actions are the ways we are ensuring everyone is safe during COVID-19.

WELLBEING OF EMPLOYEES, CONTRACTORS, CUSTOMERS AND VISITORS	ACTIONS	RESPONSIBLE
Where possible: enhance airflow by opening windows and adjusting air conditioning.	To ensure adequate airflow throughout the workplace, air conditioning systems shall be set to optimum airflow.	As required.
	Windows to be opened where possible to allow regular airflow	As required.
Exclude staff, contractors and customers who are unwell from the site	All staff to be health screened; temperature checked before entering the workplace. Temperature must read below 37.2°. If the temperature reads 37.3° and above, the reading is recorded, and the staff member must leave the office immediately and information sent to healthalert@ajgrantgroup.com.au and their manager instantly. Temp records are to be kept for 4 weeks	All staff
	Sick employees/contractors are to be sent home immediately and encouraged to get tested for COVID-19	Branch / Site Managers
Make sure all workers and contractors comply with COVID-19 health advice so far as reasonably practicable. Most importantly, do not visit customers' homes or construction sites even if you have mild symptoms.	All staff/trades/contractors must comply with your state or territory current health orders or health directions	Everyone
	<u>Public Health Orders and Restrictions.</u> Non-essential visits to worksites/customers premises should be cancelled or postponed	Everyone
	Staff are provided with training and directives in relation to personal hygiene, updated infection control practices and the adherence to COVID-19 control requirements relevant to their local state/territory guidelines.	WHS Representatives / Branch Manager

	All workers/contractors must comply with AJ Grants COVID-19 health advice when working on site, so far as reasonably practicable.	All staff/trades
	Any employee/contractor showing flu like symptoms such as coughing, sneezing, or fever must be excluded from the workplace.	All staff/ Contractors
	Safety Alerts emailed to all staff/contractors on a regular basis with Coronavirus updates	WHS Manager
	In addition to regular PPE for workers (fall protection, hard hats, hearing protection), face masks may be made mandatory and must be worn at all times when visiting a work site, business locations or a customers' home if stated by the relevant State or Territory.	Site Manager / Contractors
	A face mask is not required if it creates a risk to the employee or contractors health and safety related to their work, as determined through WHS/OHS Guidelines	Employees / Contractors
	You must still carry a face mask with you when leaving home, even if you don't need to wear it. This is in case you aren't able to keep 1.5 metres distance from others	Everyone working for AJ Grant
	People with lawful exemptions for not wearing a face mask still need to keep 1.5 metres apart from others, washing or sanitising hands frequently and getting tested if unwell (even with mild symptoms)	Everyone working for AJ Grant
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.	Prior to attending homeowner properties AJ Grant employees are required to confirm with the customers if they have any flu type symptoms or if in isolation. A "yes" response would require the appointment to be rescheduled	Estimators / Assessors / Supervisors / Contractors
	Situations will change daily, therefore, contractors must carry out the appropriate triage prior to attending any job site	Contractors
	Courtesy calls to be made the day before attending a job site to confirm if anyone on site has been exposed to COVID-19, returned from a high-risk/hot spot area, or experiencing flu like symptoms	Supervisor / Claims Assistant
	Notes must be made in BuildPro for the assessor to review prior to their arrival at a customers' home	Supervisor / Claims Assistant
When inducting staff and visitors on site, provide information on how to stay COVID Safe and provide	Communicate the organisations rules and guidelines to workers and contractors through a combination of email updates, safety alerts, signage, SMS, training & education.	WHS Manager / WHS Representatives / Site Managers /
	Contractor COVID-19 updates are shared through AJ Grants website "Tool Down Trade page"	Contractors
	Employees and contractors are educated on the most appropriate PPE (mask, gloves) they should be wearing	WHS Manager / WHS Representatives /

<p>advice on what to do in the event they come in close contact with a confirmed case of COVID-19</p>	<p>whilst on-site and, in the office, (if required by local State/Territory guidelines).</p>	<p>Contractors / Managers</p>
	<p>Employees and contractors instructed to limit contact with customers and other workers – no shaking hands or touching objects unless necessary.</p>	<p>Branch Manager</p>
	<p>If possible, trades are requested to create specific walkways for different workers through the construction site to maintain physical separation.</p>	<p>Trades/contractors</p>
	<p>Workplaces where areas are open to, or used by, the public will require limited people to one person per four square metres of space and must follow public health directions as these apply</p>	<p>Trades/contractors</p>
<p>Provide staff/contractors 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.</p>	<p>Information provided to workers on other ways to limit the spread of germs, including not touching their face, sneezing into their elbow, & staying home if feeling sick.</p>	<p>AJ Grant Directive</p>
	<p>Internal training – new employees. Where a 1.5m distance cannot be arranged trainers and new employees must wear a face mask.</p>	<p>All trainers & new staff</p>
	<p>Signage displayed throughout all branches, including hygiene practices, handwashing, and social distancing</p>	<p>AJ Grant Directive</p>
	<p>If possible, label your own equipment</p>	<p>All staff / contractors</p>
	<p>Avoid sharing equipment with co-workers such as phones, desks, headsets, offices, tools, coffee mugs or any other equipment, if this can't be avoided, disinfect before and after use</p>	<p>All staff / contractors</p>
	<p>Supervisors/managers have been trained on monitoring workers and contractors in the workplace to ensure policies and procedures are being followed</p>	<p>Supervisors / Branch Managers</p>
	<p>Everyone is aware of their responsibility to protect themselves, other workers, and our customers, through a range of formats on how to manage COVID-19 risks. Via Safety Alerts, email updates, Health Advice, and advice from WHS Department</p>	<p>WHS Representatives / WHS Manager / Branch Managers / Supervisors</p>
	<p>Allocate organisational responsibility to Managers for ensuring COVID-19 controls are applied and enforced</p>	<p>Branch Managers / Site Managers</p>
	<p>Regular briefings; advice on intranet, phone and email contacts are available for further information</p>	<p>All staff</p>
<p>Make staff aware of their leave entitlements if they are sick or required to self-isolate.</p>	<p>Staff made aware of leave entitlements if they become sick or required to self-isolate due to COVID-19.</p>	<p>Human Resources / Payroll</p>
	<p>Staff advised of leave entitlements if not able to work from home. Time off would be processed as annual leave; leave without pay; or long service leave if eligible.</p>	<p>Human Resources / Payroll</p>
	<p>Personal leave could be used if sick and a medical certificate received</p>	<p>Human Resources / Payroll</p>

PHYSICAL DISTANCING	ACTIONS	RESPONSIBLE
<p>Develop a Travel Action Plan and provide information to staff and visitors about how to travel to your workplace in a COVID Safe way.</p> <p>Travel and Accommodation</p>	Travel Register, which captures employees travels from the previous month to future travel.	Human Resources
	Border crossing. Regularly check restrictions on movement across borders. Border restrictions per state can impose specific requirements such as: Permits, isolation timeframes, restricted hot spots.	All staff / Trades/contractors
	Safety Alerts and emails providing up to date information regarding travel and travel hot spots – Tools Down Page	WHS Manager
	Anyone who has travelled to and returning from identified hot spots are to go into self-isolation for 14 days or until medically cleared to return to work	All staff
	If you are travelling via public transport, face masks are not mandatory in most States or Territories, but should be worn as a safe guard and your manager must be advised of your mode of travel	Everyone working or engaged by AJ Grant
<p>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.</p>	To minimise contact/exposure site visits are to be rescheduled to a time when there are minimal personnel on site	Estimators / Assessors / Contractors / Supervisors
	Estimators / supervisors conducting regular site or customer visits are to limit their time in the office or directed to not return to the office to minimise any exposure risk to office staff.	Estimators / Assessors / Contractors / Supervisors
	Non-essential deliveries / meetings are to be organised when there are minimal people on site or in the office	All staff
	Limiting the number of people in the workplace and/or relocating staff to different areas within the office to ensure physical distancing is maintained	Management Directive
	Depending on State or territory restrictions Contractors/employees may not be able to work across multiple sites	As per State or Territory
	Permit to Work Permit maybe required within your State or territory	Per State or Territory
	COVID QR Code to be displayed at all entry points of buildings and ensure anyone entering scans this barcode	Everyone
<p>Monitor entry and exit points to maintain social distancing and prevent over-crowding, including provision of supervision, line marking, clear signage, video communications/doorbell.</p>	Sign in and out register for visitors attending any of our workplace premises – name, person visiting, date & time	Receptionist / Responsible person
	Minimising the number of people on site wherever possible	Management / Supervisors
	Coronavirus Safety signs displayed at all entry points of our premises	WHS Manager / WHS Representatives

Ensure similar arrangements are in place for general access and exit including stairways, evacuation routes and muster points.	Social distancing signage posted at all entry and exit points	WHS Manager / WHS Representatives
Where reasonably practical, ensure workers and essential visitors always maintain 1.5 metres physical distancing including at meal breaks, in offices, meeting rooms and site sheds.	Contractors instructed to follow the 'making space on site' issued by the HIA	Manager / Supervisor
	Signage/posters around worksite offices reinforcing 1.5m distance between everyone at the workplace	Manager / Supervisor
	Reinforcing social distancing during break times – maintain physical distancing when using lunch or dining room facilities or communal areas.	Manager / Supervisor
Use telephone or video for essential meetings where practical.	To reduce the number of people at our offices we have implemented work from home arrangements, virtual meetings, rescheduling work tasks and limiting the number of customer visits	Branch Managers
	Encouraging staff to have meetings via video conference, phone or online instead of in person.	Branch Managers
	A work from home register is also in place in line with Local State/Territory guidelines.	Branch Managers / Human Resources
Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.	Implemented measures to keep workers and others at least 1.5metres apart, or 1 person per 4sqm wherever possible.	Branch Managers
	This includes revising work schedules, reorganising work tasks, moving desk locations and minimising the number of staff going to lunch at the same time	Branch Managers
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.	Invoicing for services is completed electronically	All staff
	Minimise staff contact with delivery/courier drivers as much as possible	All staff
	Direct couriers/delivery drivers to use hand sanitiser available on entrance to offices	Receptionist
	Delivery/couriers are required to sanitise their hands before delivery	External
	Delivery/couriers entering office areas are to undergo daily temperature testing	Receptionist
Have strategies in place to manage gatherings that may occur immediately outside the premises.	In some states and territories there are strict limitations on gatherings in public places.	Branch Managers
	This may mean workers cannot eat lunch together or travel together in a vehicle to and from work.	Branch Managers
	Information provided by the relevant state or territory health authorities will provide further information on specific restrictions we will need to put in place	Branch Managers

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.	If face to face meetings are required limit these meetings to less than 15minutes	Managers / all staff
	Hold the meeting in an open space area where workers can be at least 1.5 metres apart and with 4 square metres of space per person	Managers / all staff
	Limit the number of attendees, hold several meetings if necessary	Managers / all staff
	Ensure there is adequate ventilation if indoors	Managers / all staff
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.	If social distancing is not possible on a site a risk assessment will be conducted and control measures will be implemented such as: <ul style="list-style-type: none"> • Minimising the number of people within the area • Limit certain areas to essential workers only • Staggering start, finish, and break times • Ensure each worker has their own tools • Ensure all workers wear appropriate PPE 	Site Supervisors / Trades / Contractors
Consider what work can be done offsite, such as estimating work, or administration work from home.	Where possible, employees are encouraged to conduct site visits via video-assessing technology.	Estimators/Assessors /Supervisors
	Office based staff who can work from home are encouraged to do so	Managers / Affected Staff
HYGIENE AND CLEANING	ACTIONS	RESPONSIBLE
Adopt good hand hygiene practices.	Signage/posters displayed throughout all branches – Avoid touching eyes, mouth, and nose	WHS Manager/Reps
	Handwashing and cover coughs and sneezes posters displayed	WHS Manager / WHS Reps
	Hand sanitiser, surgical face masks and reusable face masks supplied	WHS Manager / WHS Reps
	Infection Control COVID-19 Procedure available for all staff	WHS Manager / Branches
	Health alerts are sent via email, SMS and our webpage are updated with the latest information	WHS Manager
	Rubbish bins available in kitchens, bathrooms, and boardrooms to dispose of paper towels	WHS Manager / WHS Reps
Have hand sanitiser or wash stations at key points around the site, such as entry and exit points and meal areas.	Alcohol based hand sanitiser is provided for employees and visitors at the entrance of our office branches	WHS Manager / WHS Representatives
Hand sanitiser may not work well if hands are visibly dirty.	Liquid hand soap available in kitchens & bathrooms, if liquid hand soap is not available hand sanitisers must be available, Hand sanitisers to be available in meeting rooms. Handwashing and hygiene posters displayed	WHS Manager / WHS Representatives

Ensure bathrooms are well stocked with hand soap and paper towels. Trades services should make sure hand sanitiser is available in work vehicles	Alcohol hand sanitisers, paper towels, toilet paper, face masks and gloves provided to all branches.	WHS Manager / WHS Reps
	All trades/contractors to have PPE within vehicles, gloves, masks, and hand sanitiser	Trades/Contractors
Ensure rubbish collection is performed regularly to avoid rubbish overflow.	Rubbish removal within office space is carried out by external contract cleaners.	AJ Grant Management
	Site rubbish is cleared by contractors or staff on-site	AJ Grant Management
	Rubbish bins available in kitchens, bathrooms, and boardrooms to dispose of paper towels	AJ Grant Management
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, hoists, printers, plant and machinery controls, handrails, taps and washing facilities, several times per day with a detergent or disinfectant solution or wipe.	Regular cleaning organised through external cleaning company.	AJ Grant Management
	All branches are supplied with adequate cleaning supplies. WHS Representatives complete monthly checks to monitor supply levels	WHS Representatives / WHS Manager
	All staff must sanitise the work areas upon arrival, throughout the workday, and immediately before departure.	All staff
	All staff should wash or sanitise hands immediately before starting and after completing work.	All staff
	Frequently wash hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 70% alcohol.	All staff
	Disinfectant wipes/sprays available within offices to clean desks and office equipment	All staff
	Boardroom & meeting room protocols in place. Signage: Maximum number of participants allowed, cleaning of area after use procedure	Delegated person
	Reception area and stair rails to be sanitised every morning and evening	Receptionist
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturer's instructions.	Hand sanitisers (70% + Alcohol/Ethanol) & disinfectant wipes supplied and used frequently whilst on site	WHS Reps
	Hygiene protocols and practices; supply of cleaning and sanitiser products	All staff
Wear the required personal protective equipment when cleaning, including gloves, and wash hands thoroughly before and after with soap and water.	Communicated good hygiene practices to all workers and contractors through regular Safety Alerts, emails, and SMS	WHS Manager / Site managers / WHS Representatives WHS Manager
	PPE supplied to all AJ Grant branches	

Minimise contact with household items and fittings not related to your work.	Policies and signage that specify when workers must wash their hands	WHS Reps
Display signs about physical distancing, hygiene, and hand washing practices around the workplace where practical.	Signage/posters displayed throughout all branches – Physical distancing, avoid touching eyes, mouth, and nose	WHS Manager / Branch Managers / WHS Reps
	Handwashing and cover coughs and sneezes posters displayed	WHS Manager / Branch Managers / WHS Reps
	Safety Alerts emailed to all staff/contractors on a regular basis with Coronavirus updates	WHS Manager / Branch Managers / WHS Reps
If sharing tools and equipment is unavoidable ensure cleaning with a detergent solution or disinfectant wipes in between use.	Review the Safe Work Australia guidance on cleaning and disinfecting workplaces	All Trades
	Eliminate the sharing of equipment and tools. Workers are to have their own tools	All Trades
	If tools are shared, alcohol-based wipes are to be used to clean tools before and after use.	All Trades
	Clean and disinfect frequently used tools and equipment on a regular basis. - This includes other elements of the jobsite where possible.	All Trades
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.	Maximum of 2 people in a 5-seat vehicle – the driver and a worker behind the front passenger seat	Fleet / Procurement Officers
	One worker in a single cab vehicle	All staff who are responsible for a work vehicle
	Employees are encouraged to minimise ride-sharing. If ride sharing is required Face Masks MUST be worn	All staff
	If practicable, each employee should use/drive the same vehicle or piece of equipment every shift	All staff who are responsible for a work vehicle
	If workers are to travel longer than 15minutes, air conditioning must be set to external airflow or windows must remain open for the duration of the trip. Face masks must still be worn	All staff who are responsible for a vehicle
	Cleaning of vehicles must be completed following each use by a worker	All staff who are responsible for a work vehicle
RECORD KEEPING	ACTIONS	RESPONSIBLE
Keep a record of name and a mobile number or email address for all staff, site visitors and contractors for a	COVID-19 Register / Contractor Register to record anyone being tested as COVID positive	All staff
	Health Alert COVID Register used to track anyone with COVID flu type symptoms	All staff

<p>period of at least 28 days. use toolbox talks or other methods of recording individual worker attendance at a site. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</p>	<p>Site Toolbox meetings notes are to be stored on Work order folder</p> <p>Sign in sheets to be kept on AJ Grant worksites</p> <p>Sign on sheets by workers/contractors confirming COVID-19 compliance</p>	<p>Supervisors / Trades / contractors</p>
<p>Maintain a record of all customer home visits to assist with contact tracing.</p>	<p>Records maintained, detailing where on-site employees and contractors have worked in the last 28-days, including relevant customer contact details, via Qlikview Master Report and Trade Allocation Report.</p>	<p>All staff / Site Manager/Supervisor</p>
	<p>Instant tracking, we can see where staff are through 'find my...' system on apple iPad.</p>	<p>Managers</p>
	<p>Employees/ Contractors to complete Workplace Attendance Register</p>	<p>Victorian State</p>
<p>Make staff aware of the COVID Safe app and the benefits of the app to support contact tracing if required.</p>	<p>Email sent to all staff making them aware of the COVID Safe app and the benefits of the app to support contact tracing if required.</p>	<p>Management to all staff</p>
<p>Cooperate with Department of Health if contacted in relation to a positive case of COVID-19 at our workplace</p>	<p>Immediately notify regulatory body of a confirmed case:</p>	<p>Branch Manager / Contractor</p>
	<p>Immediately calling the mandatory incident notification hotline and providing formal written notification within 48 hours.</p>	<p>Branch Manager / Contractor</p>
	<p>Scripts prepared to contact customers re possible coronavirus contact: Initial notification script Initial notification to customer (message) – if customer does not answer Notification to Clients from CEO or COO</p>	<p>Customer Service Team CEO / COO</p>
	<p>Process in place to provide DHHS with records for a period of 48 hours prior to the onset of symptoms in a suspected case. Information may include: rosters, employee details, customer contact, clients involved, visitors and workplace inspections</p>	<p>Branch Manager / Employee involved / Contractors</p>
	<p>Maintain a record of all customer home visits to assist with contact tracing</p>	<p>Estimators / Assessors / Supervisors</p>
<p>POLICIES & PROCEDURES</p>	<p>ACTIONS</p>	<p>RESPONSIBLE</p>
	<p>All close contacts of a case will be required to have a COVID-19 test when they are first identified as a close contact, regardless of symptoms, again if they get any</p>	<p>Everyone. Employees and contractors</p>

AJ Grant Policies & Procedures ensures all workers and others showing symptoms of COVID-19 are prohibited from the workplace	symptoms, and again just before the end of their 14-day isolation period (at day 12).	
	Household contacts of people identified as close contacts of a case will be required to isolate until the close contact receives a negative test and is effectively isolating from the rest of the household.	Everyone. Employees and contractors
	Daily temperature reading Protocol – anyone above 37.3° must leave the office and get tested for COVID-19 and stay home until medically cleared	AJ Grant directive – All staff
	Anyone who has or had symptoms of COVID-19 in the last 7 days. (Symptoms include, fever, new or worsening cough, shortness of breath, sore throat, runny nose, muscle aches or headache) are not permitted to attend worksites or office locations	AJ Grant directive – All staff
	Update clients on any of their customers that may be exposed to COVID-19 following a site visit by AJ Grant	CEO – AJ Grant
	Anyone directed by public health to self-isolate are not permitted to attend worksites, customers’ homes, or office locations until medically cleared	AJ Grant directive – All staff
	Safety Alerts to all staff/contractors on a regular basis with Coronavirus updates	Website
	Infection Control COVID-19 Procedure available for all staff	WHS Manager

REVIEW CONTROL MEASURES (COVID-19 CHANGES) – AFTER COVID-19 OUTBREAK OR QUARANTINE

Ensure the workplace remains safe for all worker’s, contractor’s, customer’s, client’s, and visitors.	Make changes to our policies and procedures as necessary to ensure we meet our WHS/OHS duties	WHS Manager / Management
	Review the existing levels of supervision to provide and monitor this advice.	Senior Management
	Ensure employees know who to contact about health & safety concerns	WHS Manager
	Appropriate cleaning products and personal protective equipment available to disinfect our workplaces following an outbreak.	WHS Manager / WHS Representatives
	Hiring a cleaning company to complete a full workplace disinfecting clean	WHS Manager / Management
	Leaders to reinforce behaviours re office and workplace cleanliness, disinfection, and inspection	Branch Managers
	Increased supply of PPE – gloves and masks	WHS Manager
	Regular screening for COVID-19 symptoms – daily temperature monitoring before entering the office	All staff
	Review work rosters/shifts, start & finish times	Managers
	Review working from home strategy	Human Resources
	Protocol in place for reopening our workplace after an outbreak or quarantine period	Senior Management
	COVID QR Codes – displayed	Everyone

RESPOND TO AN EXPOSURE WITHIN THE WORKPLACE		RESPONSIBLE
<p>How will AJ Grant respond to an exposure or suspected exposure to COVID-19 within our premises?</p> <p>State and Territory Health Department Helplines:</p> <p>NSW: 1300 066 055</p> <p>Queensland: 13 432 584</p> <p>Victoria: 1800 675 398</p> <p>SA: 1300 232 272</p> <p>WA: (08) 6373 2222</p> <p>Tasmania: 1800 671 738</p> <p>ACT: (02) 8922 8044</p> <p>NT: (08) 8922 8044</p>	Provide the ill worker with a disposable surgical face mask to wear to reduce the risk of disease transmission	WHS Representative
	Advising ill person to go home immediately and call their doctor.	Branch Manager
	Notify Public Health and relevant authorities in your state or territory	Branch Manager / WHS Manager
	Record who become ill and the people they had close or casual contact with	Branch Manager
	Organise cleaning of the area as directed by Public Health	Branch Manager
	Ensure the person's workstation, work area and any communal areas they have been in are thoroughly cleaned and disinfected	Branch Manager
	Track all employee and contractor home visits, inspections: dates, times, people involved	Branch Manager / Supervisor
	Liaise with public health authorities and facilitate the sharing of information	WHS Manager / Branch Manager
	If instructed by health officials, inform close contacts that they may have been exposed to COVID-19 and the requirements for quarantine. <i>You must maintain the privacy of all individuals involved</i>	Customer Service Team
	Ensure employee(s) self-isolates at home	WHS Manager / Branch Manager
	Review current COVID-19 Risk Management controls	Senior Management

GOVERNMENT LINKS

State Government Websites	Links
NSW Government Website	https://www.nsw.gov.au/covid-19/latest-news-and-updates https://www.nsw.gov.au/covid-19
Victorian Health and Human Services Website	https://www.dhhs.vic.gov.au/coronavirus-covid-19-daily-update
SA Health Website	https://www.covid-19.sa.gov.au/business-and-work/covid-safe-check-in?gclid=EAlaIqobChMIgfO7xYSB7gIVR5VLBR1TrQ78EAAAYASAAEgLVY_D_BwE
WA Government Website	https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-latest-updates
Queensland Government Website	https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/coronavirus-covid-19-current-situation-and-case-numbers
	https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status
ACT Government Website	https://www.covid19.act.gov.au/updates

Revisions

Rev	Date	Section	Details	Updated by	Approved Date
02	05/08/2020	Page 1 Make sure all workers comply with COVID-19 health advice so far as reasonably practicable. Most importantly, do not visit customers' homes or construction sites even if you have mild symptoms	In addition to regular PPE for workers (fall protection, hard hats, hearing protection), masks are mandatory and must be worn at all times while on-site or visiting a customers' home.	Philippa McNally	05/08/2020
		Page 2. 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	If possible create specific walkways for different workers through the construction site to maintain physical separation. Workplaces where areas are open to, or used by, the public will require limited people to one person per four square metres of space and must follow public health directions as these apply		
		Page 3. Provide staff/contractors 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.	Avoid sharing equipment with co-workers such as phones, desks, headsets, offices, tools, coffee mugs or any other equipment, if this can't be avoided, disinfect before and after use If possible, label your own equipment		
		Page 4. 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.	Contractors/employees are not to work across multiple sites Permit to Work Permit maybe required within your State or territory		

		<p>Page 6. Ensure rubbish collection is performed regularly to avoid rubbish overflow.</p>	<p>Rubbish bins available in kitchens, bathrooms, and boardrooms to dispose of paper towels</p>	<p>Philippa McNally</p>	<p>05/08/2020</p>
		<p>Page 7. 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, hoists, printers, plant and machinery controls, handrails, taps and washing facilities, several times per day with a detergent or disinfectant solution or wipe.</p>	<p>All branches are supplied with adequate cleaning supplies. WHS Representatives complete monthly checks to monitor supply levels</p>		
			<p>All staff must sanitise the work areas upon arrival, throughout the workday, and immediately before departure.</p>		
			<p>All staff should wash or sanitise hands immediately before starting and after completing work.</p>		
			<p>Frequently wash hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 70% alcohol.</p>		
			<p>Page 7. If sharing tools and equipment is unavoidable ensure cleaning with a detergent solution or disinfectant wipes in between use.</p>		
		<p>If tools are shared, alcohol-based wipes are to be used to clean tools before and after use.</p>			
		<p>Clean and disinfect frequently used tools and equipment on a regular basis. - This includes other elements of the jobsite where possible.</p>			
		<p>Page 8. Where practical, site vehicles and plant should be operated by a single designated operator and regularly cleaned. Where shared use is</p>	<p>Employees are encouraged to minimise ride-sharing.</p>		
			<p>If practicable, each employee should use/drive the same vehicle or piece of equipment every shift</p>		

		unavoidable, regularly clean the inside of vehicle cabs and between use.			
		Page 8. Maintain a record of all customer home visits to assist with contact tracing.	Employees/ Contractors to complete Workplace Attendance Register (Victoria only)		
		Page 9. Cooperate with Department of Health if contacted in relation to a positive case of COVID-19 at our workplace	Immediately notify regulatory body of a confirmed case	Philippa McNally	05/08/2020
			Immediately calling the mandatory incident notification hotline, and providing formal written notification within 48 hours.		
			Scripts prepared to contact customers re possible coronavirus contact: Initial notification script Initial notification to customer (message) – if customer does not answer Notification to Clients from CEO or COO		
			Process in place to provide DHHS with records for a period of 48 hours prior to the onset of symptoms in a suspected case. Information may include: rosters, employee details, customer contact, clients involved, visitors and workplace inspections		
03	17/08/2020	Page 3. 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.	Internal training – new employees. Where a 1.5m distance cannot be arranged trainers and new employees must wear a face mask.	Philippa McNally	17/08/2020
		Page 7. Clean indoor hard surface areas frequented by staff or	Boardroom & meeting room protocols in place. Signage: Maximum number of		

		customers at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces, including in reception, delivery areas, hoists, printers, plant and machinery controls, handrails, taps and washing facilities, several times per day with a detergent or disinfectant solution or wipe.	participants allowed, cleaning of area after use procedure	Philippa McNally	17/08/2020
			Reception area and stair rails to be sanitised every morning and evening	Philippa McNally	17/08/2020
04	18/08/2020	Page 1. Exclude staff and customers who are unwell from the site	Temp records are to be kept for 4 weeks	Philippa McNally	18/08/2020
		Page 6. Hand sanitiser may not work well if hands are visibly dirty.	Liquid hand soap available in kitchens & bathrooms, if liquid hand soap is not available hand sanitisers must be available Hand sanitisers to be available in meeting rooms		
05	19/11/2020	Page 1. Exclude staff, contractors and customers who are unwell from the site	Addition of Contractors to heading. Addition of Site Managers as responsible	Philippa McNally	19/11/2020
	19/11/2020	Page 1. Make sure all workers and contractors comply with COVID-19 health advice so far as reasonably practicable. Most importantly, do not visit customers' homes or construction sites even if you have mild symptoms.	All staff/trades/contractors must comply with your state or territory's health orders or health directions <u>Public Health Orders and Restrictions</u> . Non-essential visits to worksites/customers premises should be cancelled or postponed	Philippa McNally	19/11/2020
	19/11/2020	Page 2. 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	Contractor COVID-19 updates are shared through AJ Grants website "Tool Down Trade page"	Philippa McNally	19/11/2020

	19/11/2020	<p>Page 4. Develop a Travel Action Plan and provide information to staff and visitors about how to travel to your workplace in a COVID Safe way.</p> <p>Travel and Accommodation</p>	<p>Border crossing. Regularly check restrictions on movement across borders. Border restrictions per state can impose specific requirements such as: Permits, isolation timeframes, restricted hot spots.</p>	Philippa McNally	19/11/2020
06	04/01/2021	<p>Page 1. Make sure all workers and contractors comply with COVID-19 health advice so far as reasonably practicable. Most importantly, do not visit customers' homes or construction sites even if you have mild symptoms.</p>	<p>In addition to regular PPE for workers (fall protection, hard hats, hearing protection), face masks are mandatory in most states and territories and must be worn at all times when visiting a work site, business locations or a customers' home.</p>	Philippa McNally	04/01/2021
			<p>A face mask is not required if it creates a risk to the employee or contractors health and safety related to their work, as determined through WHS/OHS Guidelines</p>	Philippa McNally	04/01/2021
			<p>You must carry a face mask with you when leaving home, even if you don't need to wear it. This is in case you aren't able to keep 1.5 metres distance from others</p>	Philippa McNally	04/01/2021
			<p>People with lawful exemptions for not wearing a face mask still need to keep 1.5 metres apart from others, washing or sanitising hands frequently and getting tested if unwell (even with mild symptoms)</p>	Philippa McNally	04/01/2021
	04/01/2021	<p>Page 4. Develop a Travel Action Plan and provide information to staff and visitors about how to travel to your workplace in a COVID Safe way.</p>	<p>If you are travelling via public transport, face masks must be worn and your manager must be advised of your mode of travel</p>	Philippa McNally	04/01/2021

		Travel and Accommodation			
	04/01/2021	Page 8. 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.	Employees are encouraged to minimise ride-sharing. If ride sharing is required Face Masks MUST be worn	Philippa McNally	04/01/2021
			If workers are to travel longer than 15minutes, air conditioning must be set to external airflow or windows must remain open for the duration of the trip. Face masks must still be worn	Philippa McNally	04/01/2021
	04/01/2021	Page 9. AJ Grant Policies & Procedures ensures all workers and others showing symptoms of COVID-19 are prohibited from the workplace	All close contacts of a case will be required to have a COVID-19 test when they are first identified as a close contact, regardless of symptoms, again if they get any symptoms, and again just before the end of their 14-day isolation period (at day 12).	Philippa McNally	04/01/2021
			Household contacts of people identified as close contacts of a case will be required to isolate until the close contact receives a negative test and is effectively isolating from the rest of the household.	Philippa McNally	04/01/2021
	04/01/2021	Page 11. Government Links	Government hyperlinks added to document for quick access to information	Philippa McNally	04/01/2021
	29/03/2021	Page 2. Make sure all workers and contractors comply with COVID-19 health advice so far as reasonably practicable. Most importantly, do not visit customers' homes or construction sites even if you have mild symptoms.	In addition to regular PPE for workers (fall protection, hard hats, hearing protection), face masks may be made mandatory and must be worn at all times when visiting a work site, business locations or a customers' home if stated by the relevant State or Territory.	Philippa McNally	29/03/2021

	29/03/2021	Page 4. 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.	QR Code reference has been added	Philippa McNally	29/03/2021
	29/03/2021	Page 10. Ensure the workplace remains safe for all worker's, contractor's, customer's, client's, and visitors.	QR Code reference has been added	Philippa McNally	29/03/2021