

## 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	Updated Date: 29 July 2021	Version: 09

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
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	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.
<b>Exclude staff, contractors and customers who are unwell from the site</b>	All staff to be health screened using COVID sign in checklist/form. If any answers show up potential COVID symptoms or risks, entry to site will be denied	All staff
	Sick employees/contractors are to be sent home immediately and must get tested for COVID-19	Branch / Site Managers
<b>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.</b>	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 and a COVID test result must be provided.	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), <b>face masks must be worn as directed</b> 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 carry a face mask with you when leaving home, even if you don't need to wear it.	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
<p><b>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.</b></p>	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
<p><b>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</b></p>	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 whilst on-site and, in the office, (if required by local State/Territory guidelines).	WHS Manager / WHS Representatives / Contractors / Managers
	Employees and contractors instructed to limit contact with customers and other workers – no shaking hands or touching objects unless necessary.	Branch Manager
	If possible, trades are requested to create specific walkways for different workers through the construction site to maintain physical separation.	Trades/contractors

	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	Trades/contractors
<b>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.</b>	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.	AJ Grant Directive
	Internal training – new employees. Where a 1.5m distance cannot be arranged trainers and new employees must wear a face mask.	All trainers & new staff
	Signage displayed throughout all branches, including hygiene practices, handwashing, and social distancing	AJ Grant Directive
	If possible, label your own equipment	All staff / contractors
	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	All staff / contractors
	Supervisors/managers have been trained on monitoring workers and contractors in the workplace to ensure policies and procedures are being followed	Supervisors / Branch Managers
	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	WHS Representatives / WHS Manager / Branch Managers / Supervisors
	Allocate organisational responsibility to Managers for ensuring COVID-19 controls are applied and enforced	Branch Managers / Site Managers
	Regular briefings; advice on intranet, phone and email contacts are available for further information	All staff
<b>Make staff aware of their leave entitlements if they are sick or required to self-isolate.</b>	Staff made aware of leave entitlements if they become sick or required to self-isolate due to COVID-19.	Human Resources / Payroll
	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.	Human Resources / Payroll
	Personal leave could be used if sick and a medical certificate received	Human Resources / Payroll
<b>PHYSICAL DISTANCING</b>	<b>ACTIONS</b>	<b>RESPONSIBLE</b>

<p><b>Develop a Travel Action Plan and provide information to staff and visitors about how to travel to your workplace in a COVID Safe way.</b></p> <p><b>Travel and Accommodation</b></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.	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 may be mandatory in some States or Territories, but should be worn as a safeguard and your manager must be advised of your mode of travel	Everyone working or engaged by AJ Grant
<p><b>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.</b></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 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><b>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,</b></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
	Social distancing signage posted at all entry and exit points	WHS Manager / WHS Representatives

<b>evacuation routes and muster points.</b>		
<b>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.</b>	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
<b>Use telephone or video for essential meetings where practical.</b>	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
<b>Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.</b>	Implemented measures to keep workers and others at least 1.5 metres 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
<b>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.</b>	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
<b>Have strategies in place to manage gatherings that may occur immediately outside the premises.</b>	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
<b>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.</b>	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
<b>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.</b>	<p>If social distancing is not possible on a site a risk assessment will be conducted and control measures will be implemented such as:</p> <ul style="list-style-type: none"> <li>• Minimising the number of people within the area</li> <li>• Limit certain areas to essential workers only</li> <li>• Staggering start, finish, and break times</li> <li>• Ensure each worker has their own tools</li> <li>• Ensure all workers wear appropriate PPE</li> </ul>	Site Supervisors / Trades / Contractors
<b>Consider what work can be done offsite, such as estimating work, or administration work from home.</b>	Where possible, employees are encouraged to conduct site visits via video-assessing technology.	Estimators/Assessors/S upervisors
	Office based staff who can work from home must do so	Managers / Affected Staff
<b>HYGIENE AND CLEANING</b>	<b>ACTIONS</b>	<b>RESPONSIBLE</b>
<b>Adopt good hand hygiene practices.</b>	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
<b>Have hand sanitiser or wash stations at key points around the site, such as entry and exit points and meal areas.</b>	Alcohol based hand sanitiser is provided for employees and visitors at the entrance of our office branches	WHS Manager / WHS Representatives
<b>Hand sanitiser may not work well if hands are visibly dirty.</b>	<p>Liquid hand soap available in kitchens &amp; bathrooms, if liquid hand soap is not available hand sanitisers must be available, Hand sanitisers to be available in meeting rooms.</p> <p>Handwashing and hygiene posters displayed</p>	WHS Manager / WHS Representatives
<b>Ensure bathrooms are well stocked with hand soap and paper towels. Trades services should make sure hand sanitiser is available in work vehicles</b>	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

<b>Ensure rubbish collection is performed regularly to avoid rubbish overflow.</b>	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
<b>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.</b>	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
<b>Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturer's instructions.</b>	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
<b>Wear the required personal protective equipment when cleaning, including gloves, and wash hands thoroughly before and after with soap and water.</b>	Communicated good hygiene practices to all workers and contractors through regular Safety Alerts, emails, and SMS  PPE supplied to all AJ Grant branches	WHS Manager / Site managers / WHS Representatives WHS Manager
<b>Minimise contact with household items and fittings not related to your work.</b>	Policies and signage that specify when workers must wash their hands	WHS Reps
<b>Display signs about physical distancing, hygiene, and hand washing practices around the workplace where practical.</b>	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
<b>If sharing tools and equipment is unavoidable ensure cleaning with a detergent solution or disinfectant wipes in between use.</b>	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
<b>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.</b>	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 <b>Face Masks MUST be worn</b>	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. <b>Face masks must still be worn</b>	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
<b>RECORD KEEPING</b>	<b>ACTIONS</b>	<b>RESPONSIBLE</b>
<b>Keep a record of name and a mobile number or email address for all staff, site visitors and contractors for a 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.</b>	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
	Site Toolbox meetings notes are to be stored on Work order folder	Supervisors / Trades / contractors
	Sign in sheets to be kept on AJ Grant worksites	
	Sign on sheets by workers/contractors confirming COVID-19 compliance	
	Records maintained, detailing where on-site employees and contractors have worked in the last 28-days,	All staff / Site Manager/Supervisor



<b>Maintain a record of all customer home visits to assist with contact tracing.</b>	including relevant customer contact details, via Qlikview Master Report and Trade Allocation Report.	
	Instant tracking, we can see where staff are through 'find my...' system on apple iPad.	Managers
	Employees/ Contractors to complete Workplace Attendance Register	Victorian State
<b>Make staff aware of the COVID Safe app and the benefits of the app to support contact tracing if required.</b>	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.	Management to all staff
<b>Cooperate with Department of Health if contacted in relation to a positive case of COVID-19 at our workplace</b>	Immediately notify regulatory body of a confirmed case:	Branch Manager / Contractor
	Immediately calling the mandatory incident notification hotline and providing formal written notification within 48 hours.	Branch Manager / Contractor
	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	Customer Service Team  CEO / 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	Branch Manager / Employee involved / Contractors
	Maintain a record of all customer home visits to assist with contact tracing	Estimators / Assessors / Supervisors
<b>POLICIES &amp; PROCEDURES</b>	<b>ACTIONS</b>	<b>RESPONSIBLE</b>
<b>AJ Grant Policies &amp; Procedures ensures all workers and others showing symptoms of COVID-19 are prohibited from the workplace</b>	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).	Everyone. Employees and contractors
	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
	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 and must get a COVID Test	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
<b>REVIEW CONTROL MEASURES (COVID-19 CHANGES) – AFTER COVID-19 OUTBREAK OR QUARANTINE</b>		
<b>Ensure the workplace remains safe for all worker’s, contractor’s, customer’s, clients, and visitors.</b>	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 – COVID sign in checklist before entering site	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 and enforced	Everyone
<b>RESPOND TO AN EXPOSURE WITHIN THE WORKPLACE</b>		<b>RESPONSIBLE</b>
<b>How will AJ Grant respond to an exposure or suspected exposure to COVID-19 within our premises?</b>	Provide the ill worker with a disposable surgical face mask to wear to reduce the risk of disease transmission	WHS Representative
	Requiring 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 has 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
<b>State and Territory Health Department Helplines:</b>		

<b>NSW:</b> 1300 066 055 <b>Queensland:</b> 13 432 584 <b>Victoria:</b> 1800 675 398 <b>SA:</b> 1300 232 272 <b>WA:</b> (08) 6373 2222 <b>Tasmania:</b> 1800 671 738 <b>ACT:</b> (02) 8922 8044 <b>NT:</b> (08) 8922 8044	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. <b>You must maintain the privacy of all individuals involved</b>	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	<a href="https://www.nsw.gov.au/covid-19/latest-news-and-updates">https://www.nsw.gov.au/covid-19/latest-news-and-updates</a>
	<a href="https://www.nsw.gov.au/covid-19">https://www.nsw.gov.au/covid-19</a>
Victorian Health and Human Services Website	<a href="https://www.dhhs.vic.gov.au/coronavirus-covid-19-daily-update">https://www.dhhs.vic.gov.au/coronavirus-covid-19-daily-update</a>
SA Health Website	<a href="https://www.covid-19.sa.gov.au/business-and-work/covid-safe-check-in?gclid=EAIaIQobChMIgfO7xYSB7gIVR5VLBR1TrQ78EAAYASAAEgLVY_D_BwE">https://www.covid-19.sa.gov.au/business-and-work/covid-safe-check-in?gclid=EAIaIQobChMIgfO7xYSB7gIVR5VLBR1TrQ78EAAYASAAEgLVY_D_BwE</a>
WA Government Website	<a href="https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-latest-updates">https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-latest-updates</a>
Queensland Government Website	<a href="https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/coronavirus-covid-19-current-situation-and-case-numbers">https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/coronavirus-covid-19-current-situation-and-case-numbers</a>
	<a href="https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status">https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status</a>
ACT Government Website	<a href="https://www.covid19.act.gov.au/updates">https://www.covid19.act.gov.au/updates</a>

#### Revisions

Rev	Date	Section	Details	Updated by	Approved Date
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02	05/08/2020	<p>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</p>	<p>In addition to regular PPE for workers (fall protection, hard hats, hearing protection), <b>masks are mandatory</b> and must be worn at all times while on-site or visiting a customers' home.</p>	Philippa McNally	05/08/2020
		<p>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</p>	<p>If possible create specific walkways for different workers through the construction site to maintain physical separation.</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>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.</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>If possible, label your own equipment</p>		
		<p>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.</p>	<p>Contractors/employees are not to work across multiple sites</p> <p>Permit to Work Permit maybe required within your State or territory</p>		
		<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>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>Philippa McNally</p>	<p>05/08/2020</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>Eliminate the sharing of equipment and tools. Workers are to have their own tools</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.</p> <ul style="list-style-type: none"> <li>- This includes other elements of the jobsite where possible.</li> </ul>		
		<p>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.</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>		



		<p>Page 8. Maintain a record of all customer home visits to assist with contact tracing.</p>	<p>Employees/ Contractors to complete Workplace Attendance Register (Victoria only)</p>		
		<p>Page 9. 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>Philippa McNally</p>	<p>05/08/2020</p>
			<p>Immediately calling the mandatory incident notification hotline, and providing formal written notification within 48 hours.</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>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>		
03	17/08/2020	<p>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.</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>Philippa McNally</p>	<p>17/08/2020</p>
		<p>Page 7. Clean indoor hard surface areas frequented by staff or customers at least daily with detergent or disinfectant. Clean frequently touched</p>	<p>Boardroom &amp; meeting room protocols in place. Signage: Maximum number of participants allowed, cleaning of area after use procedure</p>	<p>Philippa McNally</p>	<p>17/08/2020</p>

		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.	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	Page 4. Develop a Travel Action Plan and provide information to staff and visitors about how	Border crossing. Regularly check restrictions on movement across borders. Border restrictions per state		

		to travel to your workplace in a COVID Safe way.  Travel and Accommodation	can impose specific requirements such as: Permits, isolation timeframes, restricted hot spots.	Philippa McNally	19/11/2020
06	04/01/2021	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.	In addition to regular PPE for workers (fall protection, hard hats, hearing protection), <b>face masks are mandatory</b> in most states and territories and must be worn at all times when visiting a work site, business locations or a customers' home.	Philippa McNally	04/01/2021
			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	Philippa McNally	04/01/2021
			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	Philippa McNally	04/01/2021
			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)	Philippa McNally	04/01/2021
	04/01/2021	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.  Travel and Accommodation	If you are travelling via public transport, face masks must be worn and your manager must be advised of your mode of travel	Philippa McNally	04/01/2021
	04/01/2021	Page 8.	Employees are encouraged to minimise ride-sharing. If	Philippa McNally	04/01/2021

		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.	ride sharing is required <b>Face Masks MUST be worn</b>		
			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. <b>Face masks must still be worn</b>	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
07	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), <b>face masks may be made mandatory</b> 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	QR Code reference has been added	Philippa McNally	29/03/2021

		when there are minimal personnel on site, wherever possible.			
	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
08	28/06/2021	Full document review to ensure COVID 19 Safety Plan meets Government changes in relation to Lockdowns for Delta strain of COVID-19	Only very minor changes to document, overall Plan meets Government restrictions	Philippa McNally	28/06/2021
09	29/07/2021	Multiple sections	Removed references to COVID temperature checking	Philippa McNally	29/07/2021
	29/07/2021	Multiple sections	General review	Philippa McNally	29/07/2021