



Managing COVID-19 risks on site

TBF'S HIGH RISK COVID SAFE PLAN FOR THE BUILDING AND CONSTRUCTION INDUSTRY

INDUSTRY GUIDELINE	ACTIONS IMPLEMENTED
<p>Read the Guidelines, develop your Plan to address the guidelines, communicate to all personnel and ensure you have the adequate resources and capabilities on site to ensure implementation, monitoring and strict adherence</p>	<p>✓ We have adequate resources and capability to ensure this High Risk COVID Safe Plan is understood and adhered to by management and workers and has been developed with a thorough consideration of the Guidelines</p>
SCREEN WORKERS AND VISITORS / VACCINATIONS	
<p>Screen workers and visitors before they enter the site to obtain their declaration they have not:</p> <ul style="list-style-type: none"> • been diagnosed with COVID-19, or are not being tested for COVID-19 • been in close contact with anyone with COVID-19 • got any symptoms consistent with COVID-19 (fever, sore throat, shortness of breath) • All workers must be double-vaccinated to work at The Benchtop Factory by the 23rd November 2021. • All visitors must check in via the provided QR code, and must present their double-vaccination certificate upon checking in. Unvaccinated people will not be permitted on site unless they can present evidence of a medical exemption. 	<p><i>For example, signs installed at entries to the site, QR code implemented for screening of visitors, a register available at entry to sites that workers and visitors sign, etc</i></p> <ul style="list-style-type: none"> • Signage has been put up at each premise entrance, prohibiting any visitors or the public from entering the premises. • Information has been put on the website about arranging alternative contact and appointments for sales related inquiries. • Delivery drivers are being asked to leave goods at the door. • Sales Reps have been asked to make phone appointments rather than face-to-face appointments. • Critical Repair Workers and Specialist Trade Workers going to multiple sites carry a log with them to document their movements to assist contract tracing if necessary. • Workers have been told to get tested if they experience any flu like symptoms, and to self-isolate whilst awaiting the results. • Covid-19 Positive workers must self-isolate for at least 14 days or until given clear by a medical professional. • Primary close contacts must quarantine for at least 7 days if they are fully vaccinated and must produce a negative test result.



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<p>Implement ongoing daily screening of workers prior to starting their shift to continually monitor their health and potential exposure to COVID-19</p>	<ul style="list-style-type: none"> • Any worker awaiting Covid-19 results are not allowed at work or on site. • Any worker who is Covid-19 positive is not allowed at work or on site. • Any worker who has previously been infected with Covid-19 is not allowed to return to work until a full medical clearance is given by qualified doctors to say the worker is Covid-19 negative; and is thus no longer infectious. • Temperature Checking before entering sites or the factory. • Face masks must be worn at all times. • Workers must have hand sanitiser. • Any worker with flu-like symptoms is not allowed on site or to work.
<p>Implement temperature screening procedures before anyone enters the site (if identified as a control measure through risk assessment)</p>	<ul style="list-style-type: none"> • Temperature Checking is to be conducted before entering sites or the factory on a daily basis. Any worker who has self-checked their temperature at home, and whom has a temperature must stay home and cannot come into work. • Any worker found to have a temperature before entering work or a worksite, will be immediately sent home where they will be required to have a Covid-19 test, and will not be allowed to return to work until a negative test has been returned.



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MAINTAIN PHYSICAL DISTANCING	
<p>Maintain physical distancing of 1.5 metres between workers</p>	<p><i>For example, signs installed throughout site regarding physical distancing, areas where people congregate are marked out to maintain physical distancing, all workers informed of this requirement and regular monitoring of adherence on site</i></p> <ul style="list-style-type: none"> • Staff have been relocated to new offices at the factory in order to create extra distance between essential onsite workers. • Essential onsite workers are rostered so that they are not at work at the same time. • Installers: TBF have asked that customers (and their entire family) remain in a separate room whilst installs or check measures are taking place. • Paperwork signing can occur digitally rather than in person to sign off on jobs or to approve proceeding with works. • Tool sharing is not permitted, and all workers have their own tools.
<p>Maintain the 1 person per 4 square metre rule in site offices and amenities and resource accordingly</p>	<ul style="list-style-type: none"> • Staff have been relocated to new office spaces at the factory in order to create extra distance between essential onsite workers. • Essential onsite workers are rostered so that they are not at work at the same time. • Fabricators have their own spaced-out workstations. • Installers adhere to the maximum of 25 workers per large constructions site, and maximum of 5 workers per small scale construction site. • Some office workers have been issued laptops and home internet connections so that they can work from home.



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<p>Allocate specific areas to each work group to eat at every day and have alternate breaks or breaks outside if possible</p>	<ul style="list-style-type: none"> As masks cannot be worn whilst eating, all workers must eat outside during their lunch breaks and have designated sheltered areas for breaks. All workers maintain the 1.5m social distancing during breaks, and no more than 2 workers stand in any given group.
<p>Stagger start times, breaks and finish times to avoid congestion in high traffic areas</p>	<ul style="list-style-type: none"> Staggered shifts for different employees commence at 6am, 7am, and 9am; and finish at the staggered times of 2:30pm, 3pm, and 5pm.
<p>Require that employees inform the employer if they share accommodation with anyone working at another high-risk workplace</p>	<ul style="list-style-type: none"> All Employees have been informed that they must report to TBF if they live with another person who works in a high-risk environment.
<p>Prohibit all employees from car-pooling to and from work</p>	<ul style="list-style-type: none"> All Employees have been informed that car-pooling to and from work is prohibited and that they must make their own way to site.
<p>If travelling in vehicles, during work, ensure that there is only the driver and 1 passenger (suitably distanced and masked) for a single cab vehicle. For dual cab vehicles only the driver, 1 passenger in the front and 1 passenger in the back (suitably distanced and masked)</p>	<ul style="list-style-type: none"> All Employees have been informed that in a single cab, only the driver and 1 passenger is permitted, and they must wear a mask at all times. All Employees have been informed that for a dual cab vehicle, only the driver, 1 passenger in the front and 1 passenger in the back is permitted, and they must all wear masks at all times.



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<p>Where practical, take reasonable action to minimize vulnerable workers (older workers and those with compromised immune systems) from conducting higher risk roles</p>	<ul style="list-style-type: none"> Older employees are not sent onsite. They have been assigned to fabrication duties at the factory within their own designated work space, and with a face respirator on at all times.
<p>Implement systems to minimise movement between sites, or areas within large sites and observe the requirement for enhanced PPE (such as gloves, face shields) and hygiene measures if there is a need for working between sites</p>	<ul style="list-style-type: none"> Where possible, installers have been assigned to long-term site work (on the one site) to prevent site hopping. Log-books must be kept when going from site to site. All workers on site must have an ample amount of gloves, face masks, and hand sanitiser at all times which must be regularly changed to ensure hygiene.
<p>Implement a process for 'contactless' deliveries, that is, where the driver stays in their vehicle until the delivery is unloaded by workers on-site</p>	<ul style="list-style-type: none"> For stone deliveries to the factory, the delivery driver stays in the vehicle whilst a TBF qualified fork-lift driver unloads the stone. Electronic signature are now used rather than paper-based physical signing.
FACE MASKS	
<p>All workers must wear a face mask on site unless there is a valid reason for them not to and that reason is supported by a documented risk assessment</p>	<ul style="list-style-type: none"> Due to the nature of the Stonemason industry, it is mandatory at all times to wear approved respiratory masks to prevent silica exposure. Therefore all workers wear masks at all times regardless of Covid-19. During designated breaks, workers swap their heavy-duty silica dust masks for Covid-19 suitable face masks.
<p>Provide information, instruction and training on the safe use and maintenance of masks</p>	<ul style="list-style-type: none"> Training has been provided as per: https://www.dhhs.vic.gov.au/face-masks-covid-19



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PERSONNEL HOISTS	
Implement control measures to reduce the risk in personnel hoists, including systems of work, physical distancing, personal hygiene, PPE and cleaning	<ul style="list-style-type: none"> • Hand Sanitiser is available in every room / office / factory / kitchen / and bathrooms. • Soap and hand towels is available in the kitchen and all bathrooms. • Staff are encouraged to wash their hands regularly. • All staff must reuse their own cups, plates and cutlery – no sharing is allowed. • No share food is allowed. Only individually wrapped food will be provided (eg. Biscuits individually wrapped rather than shared biscuit tin, etc). • Regular commercial cleaning is carried out at the factory, which includes sanitising door knobs, benchtops, doors (etc any surfaces which are touched).
Limit worker movement between levels and floors on site, where it is possible and safe to do so	<ul style="list-style-type: none"> • Due to the nature of the work, moving between different levels on-site is not a common occurrence.
Mark out hoist/lift floor and waiting area and develop a schedule for use of the hoist	<ul style="list-style-type: none"> • Due to the nature of the work, moving in lifts / hoists between different levels on-site is not a common occurrence. In the instance where a lift is required, only the two installers would go in the lift at a given time and not when others are in there. This will also prevent injury to others by the stone which the installers would be transporting at the time.
Where possible, change hoist operator every two hours and ensure masks are worn and hand sanitiser provided	N/A



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Determine how many workers can use a hoist at any time (including hoist operator) taking into consideration the limited duration and additional control measures in the Guidelines

- Due to the nature of the work, moving in lifts / hoists between different levels on-site is not a common occurrence. In the instance where a lift is required, only the two installers would go in the lift at a given time and not when others are in there. This will also prevent injury to others by the stone which the installers would be transporting at the time.



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PROMOTE EFFECTIVE HYGIENE PRACTICES	
<p>Ensure all personnel:</p> <ul style="list-style-type: none"> Wash hands regularly for 20 seconds Use hand sanitiser where washing of hands is not possible Follow the etiquette of sneezing or coughing into your arm or tissues Discard used tissues and cigarettes into the bins provided Practice not touching eyes, nose and mouth 	<ul style="list-style-type: none"> Employees have been given a toolbox on hygiene (washing of hands, PPE, masks, hand sanitiser, social distancing) Employees have been instructed how to correctly sneeze into their elbow, and to thoroughly clean their uniforms after their shifts. Bins with retractable lids are supplied at the factory, and employees have been instructed to discard their tissues in there. Cigarette butts are to be discarded in the outdoor bins provided. Employees have been instructed to not touch the "T Zone" of eyes, nose or mouth. Employees have been instructed to wash their hands before they eat.
PROVIDE A SAFE, CLEAN AND HEALTHY SITE	
<p>Implement processes to record the schedule and work locations of all employees and subcontractors to enable workplace mapping in the case of a suspected or confirmed case of COVID-19</p>	<ul style="list-style-type: none"> TBF has a designated Scheduling Manager who determines the location of each contractor / worker each day. Each worker that goes to different sites must fill in a log -book to document where they have been on any given day, the times, and the site contacts. This is in the event that contract tracing needs to be used.
<p>Avoid the use of shared tools where possible and provide cleaning products to wipe down tools, plant and equipment before and after use</p>	<ul style="list-style-type: none"> All workers have their own tools, and no tool sharing is allowed. In the office, all staff have their own equipment and do not need to share items with one another. Office workers are not to swap pens when signing documents.



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<p>Provide hand washing facilities with soap and/or hand sanitiser in all site entrances and exits, hoists, amenities and all levels of the site</p>	<ul style="list-style-type: none"> • Hand Sanitiser is available in every room / office / factory / kitchen / and bathrooms. • Soap and hand towels is available in the kitchen and all bathrooms. • Staff are encouraged to wash their hands regularly.
<p>Clean and disinfect common areas, hoists and amenities and meal areas between work group breaks and shifts</p>	<ul style="list-style-type: none"> • All staff clean their own stations at least twice a day. • Commercial cleaners come in regularly to clean the factory.
<p>Increase frequency of industrial grade cleaning/ disinfecting on sites, particularly in common areas</p>	<ul style="list-style-type: none"> • Commercial cleaners come in regularly to clean the factory, including door-knobs, doors, and all surfaces that are touched.
<p>Implement twice daily cleaning to 'frequently touched surfaces' such as door handles, fridges, taps, microwave handles</p>	<ul style="list-style-type: none"> • All staff clean their own stations at least twice a day and disposable anti-bacterial (biodegradable) wipes are in ample supply in the office, factory, and on-site. •
<p>Provide rubbish bins for tissues and discarded PPE equipment that are regularly removed off-site</p>	<ul style="list-style-type: none"> • Bins with retractable lids are supplied at the factory, and employees have been instructed to discard their tissues in there. Cigarette butts are to be discarded in the outdoor bins provided. • For onsite, workers must discard their rubbish in the provided skips in the appropriate manner. •
<p>Regularly clean vehicles that are shared to ensure adequate hygiene and protection</p>	<ul style="list-style-type: none"> • Vehicles must be wiped down daily inside with disposable anti-bacterial wipes, including steering wheel, seats and door handles. • Hand sanitiser must be kept in vehicles at all times and used regularly. • Face masks must be worn at times with or without other passengers in the vehicle to prevent droplets being breathed into the vehicle.



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MAINTAIN OPEN, REGULAR COMMUNICATION	
Conduct regular toolbox meetings to reinforce the severity of the pandemic, the importance of the on-site controls and self-reporting to minimise the risk of spreading the virus	<ul style="list-style-type: none"> Weekly Covid-19 toolboxes are held with all employees for training and regular updates.
Display health and physical distancing information in prominent locations on site and in common areas	Signage is displayed all over the factory and office in regards to Covid-19.
Display signs regarding requirement for screening before entering sites	Signage is displayed all over the factory and office in regards to Covid-19.
Conduct site inductions to educate new starters on-site controls and required practices	All site work has pre-start inductions before the jobs commence.



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DOCUMENTED PROCEDURES FOR RESPONDING TO A COVID-19 CASE ON SITE	
<p>Ensure there is an established, well communicated and well understood procedure for any situation where there is a confirmed or suspected COVID-19 case on site that includes as a minimum the following:</p> <ul style="list-style-type: none"> • Where a worker experiences any symptoms consistent with COVID-19, they must leave work immediately, get tested, seek medical assistance and not attend work until medically cleared to return • Where a worker becomes a confirmed case of COVID-19 they must not attend work until medically cleared 	<ul style="list-style-type: none"> • Any worker found to have a temperature before entering work or a worksite, will be immediately sent home where they will be required to have a Covid-19 test, and will not be allowed to return to work until a negative test has been returned. • Workers have been told to get tested if they experience any flu like symptoms, and to self-isolate whilst awaiting the results. • Covid-19 Positive workers must self-isolate for at least 14 days or until given clear by a medical professional



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| <ul style="list-style-type: none">• Employers (and self-employed persons) are required to notify WorkSafe immediately on becoming aware that an employee or an independent contractor or a contractor's employee has received a confirmed COVID-19 diagnosis and has attended the workplace during the infectious period• The employer will follow all DHHS directives if they are contacted to advise of a confirmed case on-site, including partial or complete closure of the site and any contact tracing activities• The employer will immediately implement an appropriate cleaning and disinfection regime and make a record of the cleaning undertaken available to workers and their representatives• The employer will immediately implement workplace mapping activities to identify all others who may have had close contact with the confirmed case• Unions and other workers will be notified, ensuring appropriate privacy considerations are complied with• Anyone who had close contact with a confirmed case of COVID-19 will be required to get tested and self-isolate at home for 14 days• Anyone who had casual contact with a confirmed case of COVID-19 may also be asked to get tested but will be allowed to continue to work providing they have no symptoms• Anyone who is being tested for COVID-19 must not attend work until they receive a negative test result | <ul style="list-style-type: none">• If there are any Covid-19 confirmed cases (employees or contractors) at The Benchtop Factory, WorkSafe will be notified immediately.• All employees and contractors will follow all DHHS directives, and they are constantly updated with new information when it comes through.• TBC has a thorough cleaning program in place which is carried out by the workers and also contracted commercial cleaners.• In terms of mapping between sites, all workers moving to different sites will have a details and updated log-book.• TBF does not work with Unions.• Any employee or contractor that has a direct contact with a confirmed Covid case will not be allowed to come to work until they have been tested and given the all clear by a registered doctor.• Any worker awaiting Covid-19 results is not allowed at work until a negative result comes back. |
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Please Note:

Specified worksite operators will be required to declare in an attachment to their High Risk COVID Safe Plan:

- the location and nature of the activities undertaken at sites intended to continue restricted operations;
- the peak workforce capacity levels calculated for each site and the time period used to establish these levels;
- the restricted workforce levels proposed for each site during the restriction period calculated in compliance with the order; and
- that the operator will retain and agrees to make available for inspection the business records and calculations used to establish the restricted workforce levels and demonstrate compliance with those restricted workforce levels through the period to which the restriction apply.

For further advice regarding the development of your COVID-19 Safe Plan please contact the Master Builders Victoria OHS Team on (03) 9411 4555.

Business Name:	The Benchtop Factory Pty Ltd
Plan developed by:	Victor Rosales and Javier Luis
Plan approved by:	Victor Rosales and Javier Luis
Date:	15 th November 2021

High Risk COVIDSafe Plan Attachment

Construction

This attachment should be completed **in addition to the Victorian workplace COVIDSafe Plan**, available at [Business Victoria](#).

The completion of the 'High Risk COVIDSafe Plan Attachment: Construction' is required for all construction sites in metropolitan Melbourne areas under Stage 4 restrictions.

Additional business operating reductions and restrictions apply to small-scale construction sites, early stage residential land development sites and large-scale construction sites. All civil works and all building and construction activities (whether publicly or privately funded) are subject to the large-scale, small-scale and early stage residential land development site tests and restrictions (as applicable to that site), unless those activities:

- constitute construction of critical and essential infrastructure; or
- constitute critical repairs to any premises where required for emergency and safety (as provided for by the Stage 4 Restrictions "Permitted Work Premises" published on the [DHHS website](#)).

A construction site is considered large scale for the purposes of this attachment if it is:

- Permitted to be (at completion) more than three storeys high (excluding basement); or
- Larger than 1,500m² floor size or
- Any office or retail fit-out, or
- Industrial, large format or retail use

A construction site is considered small scale for the purposes of this attachment if it is a construction site that does not meet the definition of a large-scale construction site.

A construction site is considered an early stage residential land development site if it is the site of an early stage residential land development project. An early stage residential land development project comprises all civil works undertaken on open air, large greenfield sites that are associated with and preparatory to the construction of multiple individual residential dwellings on that site (including site remediation and site preparation works, construction of utilities and construction of trunk infrastructure). Please note that once construction of any individual dwelling commences on any part of the site, the construction of that dwelling on that part of the site is regarded as a small-scale construction project, and no longer an early stage residential land development project.

Construction of critical and essential infrastructure means:

- a) construction or maintenance (including civil works and building activities) of critical and essential infrastructure that is urgently required for the purposes of sustaining human health, safety and wellbeing, regardless of whether those activities are privately or publicly funded;
- b) activities prescribed by government from time to time as "State Critical Infrastructure Projects";
- c) construction for the purposes of national security and defence; and

- d) activities that are determined by Government to have satisfied the test in (a) and endorsed by the Chief Health Officer on a case by case basis.

These restrictions take effect across metropolitan Melbourne at 11.59pm, Friday 7 August 2020.

Reduction of onsite workforce

All workers count towards the daily worker limit with the exception of workers specifically dedicated to oversight of COVID Safe functions in the workplace, workers undertaking emergency repairs and maintenance and workers engaged as suppliers and in deliveries – for example, workers operating concrete trucks, concrete testers and the like who are only present onsite for a short period of time.

Workers that provide architecture, surveying, building inspection and engineering services must work from home where possible. Where these workers are required to attend sites for inspection and safety purposes, they are counted as workers. Workers in this

category who need to move between sites should visit no more than three sites per week, except where those visits are required to meet a minimum statutory obligation or requirement.

For small-scale construction sites:

- worksites must not operate with more than five people plus a supervisor onsite at any one time.

For early stage residential land development sites:

- worksites must not operate with more than 10 workers per hectare
- All workers count towards the density restrictions.

For large scale construction sites:

- worksites must not operate with more than the daily maximum workers on site, calculated as the higher of:
 - 25% of their baseline workforce; or
 - Five workers.

Site details	
Address	35 Industrial Drive Braeside, VIC 3195
Site contact details <ul style="list-style-type: none"> • Name • Contact number 	Victor Rosales: 0431 193 323 Javier Luis: 0406 004 611
Nature of Activities undertaken at Site	Check Measures / Stone Fabrication / Stone Installation

1. **Are you a large-scale construction site with more than five workers on site at any one time?**
Yes / No. SOMETIMES

If yes, please complete Reduction of onsite workforce – large scale construction sites section and Additional Requirements section below.

2. **Are you an early stage residential land development? Yes / No. NO**

If yes, please complete Reduction of onsite workforce – large scale construction sites section and Additional Requirements section below.

3. **Are you a small-scale construction site or have answered “No” to all the above questions?**
Yes / No. YES

If yes, complete the Additional Requirements section only.

Reduction of onsite workforce – large scale construction sites	
<p>You must reduce your daily maximum number of workers to 25% of your baseline workforce or 5 workers, whichever is higher.</p> <p>To calculate baseline workforce, use the average daily number of workers on site across the project lifecycle, as derived from the project’s resourcing plan as at 31 July 2020. Project lifecycle commences from the date of on-site mobilisation and ends at handover.</p> <p>The resourcing plan and calculation are subject to audit.</p>	
What is your baseline workforce (before reducing workforce)?	N/A
What is your reduced daily maximum workforce?	N/A
Additional information	

Reduction of onsite workforce – early stage residential land development sites
<p>You must reduce your daily onsite workforce to ensure density restrictions of no more than 10 workers per hectare are met.</p> <p>N/A</p>

What is the size of your site in hectares?	N/A
What is your reduced daily workforce capacity per day?	N/A

Additional requirements	
Requirement	Action to prepare for our response
Where practicable, design COVIDSafe plans with input from employees and their representatives	
Establish a process to keep business records and calculations used to establish the restricted workforce levels (e.g. including roster, time and attendance, payroll and other site attendance records)	Online Timesheet System: Deputy (timesheets) Xero (Payroll)
<p>Limit movement between multiple sites.</p> <p><i>If you are a small-scale construction site employer, see additional requirements below.</i></p>	Where possible, workers will be assigned to the one sites (eg. For a long-term project)
Workers are prohibited from carpooling to and from work if they do not reside together.	Workers will transport themselves to and from work if they do not live together.

Additional requirements – only complete the section relevant to your operation	
Requirement	Action to prepare for our response
<p>If you are a <u>small-scale construction site operator</u>:</p> <p>In addition to the requirement to limit movement between multiple sites generally, you must:</p>	<p>All of The Benchtop Factory's work is:</p> <ul style="list-style-type: none"> Critical Emergency work (in the event that the clients do not have functioning kitchens or laundries with the connected amenities needed for food preparation, safety and hygiene). All

<ul style="list-style-type: none"> • limit movement of workers between different sites where possible <p>However, supervisors can move between sites and specialist contractors can move between up to three sites per week, subject to enhanced COVID safe practices.</p>	<p>households need hygienic benchtop surfaces that food can be hygienically prepared on and safely cleaned down afterwards. All kitchens need running water and cooking facilities. This cannot be connected until benchtops are installed. Contractors going from site to site for critical emergency work need to document their movements in a logbook.</p> <ul style="list-style-type: none"> • Specialist Contractors: TBF installers fall under the category of “Specialist Contractors” and are therefore allowed to up to three sites each per week. Logbooks must be maintained to document movement.
<p>If you are a <u>large-scale construction site operator</u>:</p> <p>In addition to the requirement to limit movement between multiple sites generally, you must ensure specialist contractors that need to move between sites visit no more than three sites per week.</p>	<p>N/A</p>
<p>If you are an <u>early stage residential land development site operator</u>:</p> <p>In addition to the requirement to limit movement between multiple sites generally, you must limit movement of workers between different sites where possible.</p>	<p>N/A</p>

Declaration

I will comply with all the requirements outlined in this form.

I will comply with any relevant guidance [issued by government](#) and the requirements of the Workplace (Additional Industry Obligations) Directions.

To the best of my knowledge, I acknowledge the above is true and correct, with appropriate documentation/evidence in place and available for inspection.

Signed: _____ Name: _____

Date: _____