

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

## Your COVID-19 Safety Plan

### Manufacturing and warehousing

#### Business details

Business name	Austaron Surfaces
Business location (town, suburb or postcode)	17/30 Heathcote Road Moorebank NSW 2170
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#### Wellbeing of staff and customers

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

All staff, visitors, and customers are to be screened for potential contact with Covid-19, or if they are unwell asked not to enter our premises. Even if the staff have tested negative to Covid-19 and have other transmissible illness like the common cold, they should wear masks at all times.

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

All staff and visitors are to be provided with information through posted signage to

protect themselves and others from potential infection. The company will regularly discuss with staff how to be Covid-19 safe.

**Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.**

All staff and visitors are to be provided with information through posted signage how to protect themselves and others from potential infection. All staff to be made aware of correct cleaning procedures and the safe handling of these agents.

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

All staff to be informed of their leave entitlements if they need to be tested or quarantined.

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

Signs relating to Covid-19 to be placed at all entry points to remind staff and staff and visitors not to enter if they have symptoms of Covid-19 or other transmissible diseases. As we have little external contact to our premises, we do not feel necessary to post on our website or social media. The community is very aware of the dangers of Covid-19.

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

All staff are encouraged to be vaccinated against Covid-19 and are to inform the company of their progress through to double vaccination. Staff will be encouraged to take booster vaccinations as recommended by the Health department. All staff must have at least their first vaccination to return to work. Staff are to keep management up to date of their vaccination timeline. New staff will not be employed if they cannot show proof of vaccination. All staff should carry proof of vaccination and be prepared to show other companies when requested.

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## **Physical distancing**

**Develop a Travel Action Plan and provide information to staff and visitors about how to travel to your workplace in a COVID Safe way.**

All staff and visitors are to comply with current travel restrictions as advised by the health department in their state. If they are unsure, they are to ask Management about

current restrictions.

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

All staff and visitors are to obey the current minimum requirement of workers in all areas. Where ever possible avoid working in the same space.

**Where reasonably practical, ensure workers and essential visitors (e.g. engineers) maintain 1.5 metres physical distancing at all times (including at meal breaks).**

All staff and visitors are to obey the current minimum requirement of workers in all areas. Where ever possible avoid working in the same space.

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

All staff to ensure equipment is not over crowded that encourages close contact with others.

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

As the company as very few employees, we feel floor markers will not be necessary, but will continue to monitor, and if we feel this becomes necessary, we will place appropriate markers. Staff should not be afraid to advise other staff should they feel their personal space is being breached.

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

Staff are to encourage telephone and video calls where appropriate, but when representatives need to show product and sampling obey the rules of our company, those of the visiting company and all directions of the current state health directive.

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

Staff are to continue alternative break times and minimise contact with other staff. The small number of staff at our premises does not require staggered start times.

**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.**

All drivers to be discouraged from entering the building, but should they do, use QR code at entry. At other times drivers should remain in the vehicle where possible and once the inventory is loaded or unloaded then strap material. Drivers and staff are to sanitise their hands before and after contact and wear masks during contact and when inside our premises until no longer a directive of the health department.

### **Calculate maximum limits on the number of people within an area, such as offices, meeting rooms, site sheds, and clearly display the occupancy number at entry points.**

Work areas will be arranged to meet current physical distancing.

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

All meetings outside our premises to follow the safe working practises of that company. Should staff feel the company is non-complaint with current health orders, then they are not to visit and contact management.

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

Signage will be placed at entry points of capacity limits.

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

Only work can be carried out that meets safe distancing capacities.

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## **Hygiene and cleaning**

### **Adopt good hand hygiene practices.**

All staff are asked to perform hand hygiene on arrival and departure at our premises or those of customers. Also at regular intervals though-out the day.

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

Bathrooms to be checked daily for soap, paper towels and sanitiser. Hand towels are not

to be used as these encourage cross contamination.

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

All work areas are to be kept clean and rubbish removed on a regular basis. Hands are to be cleaned straight after rubbish removal. Staff are encouraged to always remove their own rubbish in larger bins available on site.

**Have hand sanitiser at key points around the site, such as entry and exit points and meal areas. Hand sanitiser may not work well if hands are visibly dirty.**

Hand sanitizer to be at all entry points and checked regularly. Staff are to advise management if containers are nearly empty. Hands are to also washed regularly to ensure hand sanitisers have effect.

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

All sales staff are to carry hand sanitizers in their vehicles and maintain good hygiene during the day.

**Clean areas frequented by staff or customers at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day with a detergent or disinfectant solution or wipe.**

All staff are to wipe down their own areas each day, more frequently if they think required for any reason, or another person uses their equipment. Common equipment, light switches, door handles should be cleaned more regularly during the course of the day.

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

Follow manufacturers instructions and do not dilute cleaners lower than recommendations.

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

All staff to wear gloves when cleaning common areas and wash hands afterwards.

**Where reasonably practical, consider methods to avoid sharing items, such as pens**

**and pencils, tools or workstations.**

Staff should not share equipment such as stationery.

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

Any shared equipment like photocopiers etc should be wiped down after use.

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

Signage is to be checked by Management each week and all staff are responsible to advise management if signage needs replacement or improvement.

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

N/A

**In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).**

Good ventilation is necessary and staff are encouraged to roller doors open to encourage air movement.

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## **Record keeping**

**Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, visitors and contractors.**

The QR code must be used each day by staff and visitors at our premises, and external staff are to use customers QR codes upon arrival.

**Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes**

**should be clearly visible and accessible including at entrances to the premises.**

QR codes are to be placed at all entrances and staff should site the green tick from customers entering the premises.

**If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.**

If they do not have a mobile phone then a written record of the above details must be recorded

**Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.**

Management to ensure all staff are advised of the importance of cooperating with NSW Health.

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

Yes