RM211 COVID Safe Plan NSW

Site location: 52/2 Railway Parade Lidcombe NSW 2141 and various infield sites for survey activity. Survey JSEAs contain a complete site list. Survey risks identified including COVID-19 are recorded in the project JSEA, the assessment completed, and mitigation actions documented. All relevant procedures and work instructions are referenced and attached to the JSEA for all field work.

Contact person: Louise Baldwin

Contact person phone: 1300 328 276

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References

Safe Work Australia: https://covid19.swa.gov.au/covid-19-information-workplaces

For the latest information on restrictions in Victoria, visit coronavirus.vic.gov.au

For the latest information on restrictions in NSW, visit https://www.nsw.gov.au/covid-19

For the latest information on restrictions in SA, visit https://www.covid-19.sa.gov.au/

For the latest information on restrictions in QLD, visit https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19

For the latest information on restrictions in WA, visit http://www.wa.gov.au/government/coronavirus-covid-19

For the latest information on restrictions in TAS, visit https://www.coronavirus.tas.gov.au/

Managing Covid Cases In The Workplace

Requirements

At the first sign of COVID-19 symptoms, workers are required to get tested and must not attend work.

A worker who has tested positive for COVID-19 and has been in the workplace during their infectious period must follow the advice as noted at https://www.nsw.gov.au/covid-19/management/advice-for-confirmed

When Austraffic NSW becomes aware of a case of COVID-19 in your workplace, we must follow government advice as noted at https://www.nsw.gov.au/covid-19/management/people-exposed-to-covid

Mitigation Strategies

If work can be completed at home, and the risks that arise from working remotely can be effectively managed, Austraffic NSW encourages workers to work from home to minimise the risk of exposure to COVID-19. As per the Working at Home Procedure, we will work with our employees to determine whether working from home is reasonably practicable for the individual. For further information see Working From Home Procedure.

If any member of the team is unwell, they are required to stay at home, get tested, seek medical advice if required, and adhere to quarantine or self-isolation periods as directed by their medical professional and in line with NSW Health guidelines, and keep their supervisor/manager informed.

Procedure 15.3 Transmission High Risk Communicable Diseases includes Managing Coronavirus Exposure Risks (Travelling In Vehicles) and Identifying Risks and Controlling Risks (distancing, hygiene, and Cleaning). This information has been circulated and staff made aware of expectations and is available to all workers via https://austraffic.com.au/library/library-procedures/15-3-transmission-high-risk-communicable-diseases-procedure

We will continue to reinforce messaging to staff that physical distancing needs to be maintained during work and during social interactions. Employees are encouraged to coordinate onsite activities to minimise the number of workers on site at any one time.

Procedures to manage a symptomatic worker or COVID-19 case in the workplace

If a worker tests positive for COVID-19, they must comply with the current NSW guidelines for COVID-19 management https://www.nsw.gov.au/covid-19/management/advice-for-confirmed

If Austraffic NSW becomes aware that a worker attended the workplace in the 48 hours prior to becoming symptomatic, Austraffic NSW must follow mandatory steps, including advising other workers at the worksite to:

- monitor for symptoms

- undertake a COVID-19 test if they have symptoms.

Individuals are most infectious 2 days before their symptoms start, and while they have symptoms. It is recommended that individuals with COVID-19 or who think they may have COVID-19 should isolate for at least 5 days until they don't have symptoms anymore or test negative on RAT. They may be infectious for up to 10 days. An individual who has tested positive to COVID-19 should:

1. **Stay home** until their acute symptoms have gone. If they are at higher risk of severe illness, speak with their doctor as soon as you test positive. They may be eligible for antiviral medicines or other treatments for COVID-19. Antiviral medicines work best when used as soon as symptoms start.

2. **Don't visit people at high risk of severe illness, anyone in hospital or an aged or disability care facility for at least 7 days.**

3. **Wear a mask** when indoors and on public transport, if you must leave their home.

4. **Avoid large gatherings and indoor crowded places,** especially where you will be in contact with groups of people you don't live with.

5. **Talk to your employer about when you should return to the workplace.**
   You should talk to your workplace about working from home, where possible. If you work in a high-risk setting such as health, disability and aged care, it is recommended that you stay away from the workplace for at least 7 days and until you have no symptoms to help protect other staff, patients, residents, and clients. If your employer needs you to return to the workplace before this time, they may ask you to take additional steps to protect others, subject to their work, health and safety assessment.

6. **Tell people that they live with, or spend a lot of time with, that they have COVID-19.**
   People they live with or spend a lot of time indoors with are at greatest risk of catching COVID-19 from them. They should tell them they have tested positive and try to separate from them as much as possible. They should test regularly and monitor for symptoms. If they get sick, they should get tested and stay home. They should follow the [Information for people exposed to COVID-19 fact sheet](#).

7. **Test regularly for at least 7 days,** even if you do not develop symptoms, especially when there are high levels of COVID-19 in the community. This is very important if you are at higher risk of severe illness or are in contact with [people at higher risk of severe illness.](#)

After being exposed to someone with COVID-19 you are at risk of getting COVID-19 for up to 14 days. Most people who develop COVID-19 will get symptoms in the first 7 days, however some people will develop symptoms between 7 and 14 days.

Some people with COVID-19 do not develop symptoms at all but may still infect others.

Who Is Responsible?

- Monitoring worker attendance at work sites: Survey Manager (field based teams) or General Manager (office based teams)

- Notifying SafeWork NSW if a worker is hospitalised or dies as a result of contracting COVID-19 at work: General Manager or Accounts and Administration Manager

- Informing all relevant staff if a worker tests positive for COVID if they attended an Austraffic workplace while infectious: General Manager

Encourage Use of Face Masks

Requirements

Ensure all workers follow the current face mask requirements. Visit https://www.nsw.gov.au/covid-19/stay-safe/guidance-on-wearing-face-masks the latest information and advice. Personal Protective Equipment (PPE) is recommended for use in sensitive or high-risk settings (Austraffic NSW is not a sensitive or high risk setting).

Actions

Procedure 15.3 Transmission High Risk Communicable Diseases has instruction and information for wearing Face Coverings in Workplaces. We will encourage the use of face coverings by all staff.

Supplies of masks are managed by the administration team with spare stock held available on request.

For field activity refer to the survey JSEA/s for Process Steps, Risk and Controls, and the relevant procedures.

Also see Austraffic procedures Face Coverings in Workplaces

Who Is Responsible?

Most senior person on site (office or field location) at any time – hierarchy as follows:

Accounts & Administration Manager

Survey/Project Manager

Team Leader/Supervisor

Senior Field Team Member

Practice good hygiene

Requirements

- Provide hand washing facilities such as running water and soap. Provide alcohol-based hand sanitiser where hand washing facilities are not available.

- Maintain good hygiene by encouraging workers to frequently wash their hands for at least 20 seconds with soap and water or use hand sanitiser.

- Limit contact with others.

- Avoid sharing equipment. Where this is not possible, such as with activity-based working or in lunchrooms, ensure equipment is cleaned appropriately between users.

- Ensure suitable cleaning equipment is provided and readily available.

- Make sure your workplace is regularly cleaned and disinfected. High touch surfaces such as door handles, lift controls and amenities should be cleaned more regularly – see Safe Work Australia cleaning and disinfecting guidance for further information

- Use posters and signage such as hand washing protocols to remind workers and others in the workplace of hygiene and cleaning requirements.

Action

Hand sanitizer is supplied for use by all staff and visitors to Austraffic work sites. Sanitizer is located in the office foyer, warehouse preparation area (wall mounted near stairs) kitchen upstairs, and is in all survey vehicles.

We avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment. We ensure workstations are adequately stocked for each individual's requirements. Desk sharing is discouraged.

Procedure 15.3 Transmission High Risk Communicable Diseases includes Managing Coronavirus Exposure Risks (Travelling In Vehicles) and Identifying Risks and Controlling Risks (distancing, ventilation, hygiene, and cleaning) along with Office Management Procedure 13.9 subsection 'Cleaning'

High touch surfaces including but not limited to doors, handrails, access buttons, alarm code pads and cupboard handles, kitchen counters, tablet screens have been identified. Cleaning of high touch surfaces will be documented on BMS Tool 04 Cleaning Schedule. Office/warehouse cleaners have been given new work instructions including the treatment of high touch areas. Refer to Covid Cleaning Procedure for more details.

For field activity refer to the survey JSEA/s for Process Steps, Risk and Controls, and the relevant procedures. Direction on maintaining vehicles and field supplies is contained in procedure 13.19 Motor Vehicle and documented in form RM 17 Daily Vehicle Inspection.

Who Is Responsible?

Accounts & Administration Manager

Improve indoor air quality

Recommendations

Improving indoor air quality can reduce the risk of COVID-19 transmission in the workplace.

This can be improved by:

- opening windows

- leaving doors open in hallways and corridors

- adjust the settings on heating, ventilation and air conditioning (HVAC) systems or air conditioning units to increase the proportion of outdoor air.

Visit https://www.nsw.gov.au/covid-19/business/rules-guidance/ventilation for information on how to improve ventilation systems in the workplace.

Action

Windows should be opened in the upstairs office area or in the meeting room (if in use) when weather permits. The upstairs HVAC system should be turned on whenever the upstairs office is in use.

The pedestrian door to the warehouse should also be left open when weather permits (leave the security grate door closed). The two fans in the warehouse may also be turned for air flow.

Both the HVAC system and the wall mounted air conditioning units shall be serviced and maintained on a regular basis to ensure they are in good working order and their filters are cleaned or replaced as required.

At present, minimal staff attend the office site at any one time, and we are not open to the general public.

Who Is Responsible?

Most senior person on site (office or field location) at any time – hierarchy as follows:

General Manger

Accounts & Administration Manager

Survey/Project Manager

Administration Staff