

# AIR CONTROL PTY LTD COVID SAFE PLAN



Business Name: Air Control Pty Ltd	Manager Approval: 13/12/2021	Date Completed: 12/12/2021
Division: Projects	Safety Officer: Sharee Lutzke	Date Distributed: 13/12/2021
		Review Date: 13/03/2022
Workers' Representative	Alexandra Lutzke/ Nicholas Tuskan	
Management Representative	Sharee Lutzke	

Area	Response	Who is Responsible?
<b>Preparation and Checks</b>		
<b>Air Control completes prior to start of Project</b>		
<b>Policies to comply with social distancing requirements</b>	<p>Staying at least 1.5m apart where reasonably practicable. This includes during work, breaks, and before and after shifts</p> <p>Limiting access to the site to only essential workers involved in activity on the given day</p> <p>Limiting any external visitors or third parties (clients, salespeople etc)</p> <p>Staggering of meal breaks to avoid gatherings of larger numbers of people</p>	
<b>Additional Measures to assist with visitors onsite</b>	<p>Postponing or cancelling non-essential face to face gatherings, meetings, or training</p> <p>Limiting workers from working across multiple sites where possible</p> <p>Considering alternative work arrangements where possible for workers considered at increased risk</p> <p>In the case of a confirmed COVID-19 test result in our workplace, Queensland Health (13HEALTH - 13 43 25 84) will be contacted for further advice</p> <p>Monitoring of the COVID-19 situation as it develops and relying on information from authoritative sources such as health authorities and industry associations to update and review this plan</p>	
<b>Policies and training to protect workers</b>	<p>Training workers on new or amended work practices</p> <p>Providing signs in the workplace promoting proper hygiene and hand washing practices</p> <p>Providing workers with training on proper hygiene and hand washing practices</p> <p>Providing signs and up to date information in the workplace outlining how to identify COVID-19 symptoms</p> <p>Regular toolbox talks to keep workers up to date on any changes</p> <p>Consultation with staff on the effectiveness of COVID-19 processes</p> <p>Providing COVID-19 information at all site inductions</p> <p>Providing subcontractors and other PCBU's that work on our projects, with a copy of this COVID-19 WHS Plan</p>	
<b>Policies and training to meet cleaning and hygiene requirements</b>	<p>Providing workers with instruction on how to practice good hygiene</p> <p>Providing adequate types and amounts of cleaning products and facilities for all workers on site</p>	

Providing handwashing facilities and/or alcohol-based hand sanitiser at entry/exit points and common areas  
Regularly cleaning and disinfecting of any frequently touched common areas/surfaces  
Following hand over cleaning protocol  
Cleaning any shared tools/plant before and after each use  
Providing PPE necessary for the work activity, in accordance with Government guidelines  
Undertaking meetings and gatherings (e.g. toolbox talks) outdoors where possible  
Reducing shared equipment and tools where possible  
Scheduling appointments/meetings to allow for sufficient cleaning time  
Encourage workers who are sick with respiratory illness to stay home until they are recovered  
Developing a cleaning protocol for the worksite outlining our system for cleaning and relevant responsibilities

**Managing deliveries and contractors**

Minimising contact with delivery drivers, wearing gloves when handling shared loading equipment  
Minimising time on site for delivery drivers (i.e. delivering supplies and leaving immediately after the transaction takes place)  
Keeping records of visitors to the workplace such as delivery drivers, clients, consultants etc  
Implementing designated drop off points for deliveries  
Installing signage at entry/exit points of the project to advise delivery drivers, contractors and visitors of site policies regarding  
COVID-19 symptoms/recent travel/contact with COVID-19 cases  
Requesting delivery drivers, contractors and visitors complete self-disclosure forms prior to entering site to screen for COVID-19 symptoms/recent travel/contact with COVID-19 cases

**Review of Health and Safety Compliance**

Meeting every quarter with safety committee to discuss effectiveness and implementation of this safety plan  
The current safety committee is:  
Sharee Lutzke  
Nicholas Tuskan  
Alexandra Lutzke