

MAKING SPACE ON SITE: an industry guideline to manage COVID-19 on new housing sites



In line with national work, health and safety requirements and the current health and safety obligations to meet COVID-19 working arrangements, the residential (domestic) building industry commits to making space on site to minimise the risk of exposure to COVID-19.

Builders and trade contractors will adopt the following principles on residential (domestic) building sites:

1 Ensure the Government's social distancing criteria are met at all times by:

- Limiting access to any building site to **essential workers** involved in activity on the given day
- Adopting the **1.5 metre social distancing** requirement at all times
- Applying the **1 person per 4 square metre** rule for work being undertaken in enclosed or internal spaces
- Limiting any **external visitors or third parties** (e.g. building inspections) to be by exception and at a time when no one else is on site apart from the builder and/or site supervisor
- Providing all **necessary clear work zones** and work stations for dedicated tasks
- Supporting workers to **travel alone** in company or private vehicles to and from site

2 Ensure the Government's self-isolation rules are met at all times by:

- Keeping any person displaying cold, flu or similar symptoms away from sites until the symptoms have passed or a negative test is provided to the site supervisor
- Enforcing the **14 day self-isolation** policy for anyone returning from overseas or from interstate
- Keeping any person who has been in **close contact** and required to **self-isolate** off site
- Keeping any person who has been tested for COVID-19 off site until they have a **clear result**

3 Ensure adequate hygiene facilities are provided on site for all workers by:

- Providing **adequate cleaning products and facilities** for all workers on site
- Implementing **regular handwashing** schedules
- Regularly (at least daily) **cleaning and disinfecting** of any common areas
- **Cleaning any shared tools/plant** before and after each use
- **Increasing ventilation** for building sites where internal work is being undertaken

4 Ensure all workers have access to appropriate safety equipment by:

- Providing access to **personal protective equipment** that does not need to be shared including gloves, safety masks and eye protection appropriate to the work being performed
- Ensuring all contractors entering the site have **their own** personal protective equipment appropriate for the work they are undertaking
- Ensuring where face masks are required to be worn, that all people are wearing **face masks** on site

5 Manage project scheduling to minimise overlaps and numbers of people on site by:

- Scheduling sub-trades and work to **minimise people on site** and have **designated work zones** away from other workers performing different tasks
- Maintaining a **daily record of persons on site** using a tool such as the HIA Site Manager QR Code or written site register
- **Scheduling/staggering break times** for workers i.e. lunch and morning break to avoid on-site gatherings during these times

6 Facilitate contactless deliveries, payments and travelling out of peak times by:

- Going **contactless** as far as practicable with orders and site deliveries
- Maintaining work sites **operation times** to allow workers to travel to and from site in **off peak times**

7 Facilitate site inductions and updates on latest Government requirements by:

- Encourage all workers entering the site to download the **COVIDSafe app** to allow easy contact tracing should a person later be identified as having the virus
- Ensuring all persons, prior to entering the site, complete a **COVID-19 site induction** using a non-contact induction tool e.g. using HIA's SafeScan QR Code available online
- Conducting regular 'tool box' discussions to enable workers to **stay informed** on risks and hazards including specifically about latest Government COVID-19 updates
- Developing an **action plan** for how the site will be managed should a person enter the site with the virus or advise the site supervisor that they have been in close contact
- Providing advice to all workers about the **action plan** that will be implemented should a person enter the site with the virus or advise the site supervisor that they have been in close contact

8 Managing the customer (home owner) by:

- Confirming **before entering a work site** that nobody else will be on site that has been overseas, is showing symptoms or has the virus
- Communicating with home owners on all necessary decisions, variations and work scheduling using phone or electronic means