

# MAKING SPACE ON SITE:

## an industry guideline to manage COVID-19 on renovation and repair 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 and those who undertake renovation or repair work commit to making space on site to minimise the risk of exposure to COVID-19.

Builders and trade contractors will adopt the following principles on renovation and repair 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
- Applying the **1 person per 4 square metre** rule for building work being undertaken in enclosed or internal spaces
- Adopting the **1.5 metre social distancing requirement** at all times
- Limiting any **external visitors or third parties** (e.g. building inspections) to be by exception and appointment only and when no one else is on site apart from builder and/or site supervisor

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

- **Contacting the home owner** prior to each working day to confirm that no person in the home is required to **self-isolate**
- 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 interstate immediately
- Keeping any person who has been in **close contact** and required to **self-isolate** away from the site
- Keeping any person who has been tested for COVID-19 off site until they have a **clear result**

### 3 Managing the customer (when home owner remains living at building site) by:

- Providing the home owner with an **outline of all COVID-19 site safety measures** that will be implemented on site and providing updates on any changes
- Developing an **action plan** in consultation with the home owner regarding site management
- Having **ongoing and open discussions** on a daily (or more frequent) basis with home owners on key issues such as scheduling, staging of work and site safety
- Communicating with home owners, using **phone or electronic means**, for decisions effecting building contract conditions or work scheduling

### 4 Isolating all building work areas from non-building work areas by:

- Providing all necessary **clear work zones** and work stations for dedicated tasks
- Providing dedicated (and sign posted) **'workers only' building access and egress points** where practical
- Providing **physical separation and barriers** between building work and non-building work areas
- Facilitating as much **off-site construction work** as practical
- Carrying out as many tasks as possible **external to the building** (with appropriate noise control and safety measures)

### 5 Managing 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 all persons on site** using a tool such as the HIA Site Manager QR Code or written site register
- Supporting workers to **travel alone** in company or private vehicles to and from site

### 6 Ensure workers have access to appropriate PPE 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

### 7 Ensure adequate hygiene and safety facilities are provided on site for all workers by:

- Providing adequate **cleaning products and facilities** for all people on site
- Implementing **regular handwashing schedules** for workers
- Regularly (daily) **cleaning and disinfecting** of any common work zone areas with occupants i.e. door handles, taps, etc.
- Increasing **ventilation** where internal work is being undertaken
- Minimise **dust, waste build up and removal of waste** to maintain a safe and comfortable environment for homeowners while work is carried out

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

- Going **contactless** as far as practicable with orders and site deliveries
- Maintaining work site **operation times** to allow workers to travel to and from sites in **off peak times**
- Maintaining work site **operation times** that coincide with when **home owners are off-site** (where possible)

### 9 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