

MAKING SPACE ON SITE:

an industry guideline to manage COVID-19 on small commercial construction sites



In line with national work, health and safety requirements and the current health and safety obligations to meet COVID-19 working arrangements, the 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 small commercial construction 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 access for any **external visitors or third parties** (e.g. building inspections) to be by exception and prior arrangement at a time with limited people on site.
- 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 or limit the number of workers travelling together.

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.

3 Ensure adequate hygiene facilities and appropriate safety equipment are provided on site for all workers by:

- Providing **adequate cleaning products** and facilities for all workers on site.
- Implementing **regular handwashing** schedules.
- Providing all workers with access to **personal protective equipment** including gloves, masks and eye protection appropriate to the work they are performing on site.
- Ensuring all contractors entering the site have their own **personal protective equipment**.

4 Effective management of communal spaces, shared tools and plant by:

- Implementing regular (at least twice daily) **cleaning and disinfecting** for frequently touched surfaces, such as toilets, door handles, stair handrails, light switches, table top, lunch rooms, etc.
- Reviewing use of **shared or communal tools and plant** (e.g. drop saws, grinders, ladder, scaffolds, hoists, etc). and eliminate shared use where possible.
- Where this is not possible, implementing **regular cleaning** of any shared tools/plant before and after each use and/or **varying work activities** to minimise the shared use.

5 Manage project scheduling to minimise numbers on site by:

- Limiting the number of workers on site at any one time to meet necessary **social distancing** requirements.
- Carrying out a **risk assessment** for any specific task where social distancing may be compromised to identify additional controls that can be implemented to protect workers e.g. use of physical barriers, reduce the duration of task, minimise face to face interactions, wear appropriate PPE (gloves, masks, etc.)
- Scheduling sub-trades and work to **minimise people on site** and have **designated work zones** away from other workers performing different tasks.
- **Scheduling/staggering break times** for workers i.e. lunch and morning break to avoid on-site gatherings during these times.
- Maintaining work sites operation times to allow workers to travel to and from site in **off peak times**.
- Facilitating **contactless** deliveries as far as practicable including coordinating delivery arrangements and delivery times.

6 Facilitate site inductions and update workers on latest Government requirements by:

- 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.

7 Managing the client (when work is carried out in a building that is occupied) by:

- Communicating regularly about necessary decisions, variations and work scheduling using **phone or other electronic means**.
- Providing an **outline to the client** on the COVID-19 site safety measures that will be implemented on site and providing updates on any changes.
- Developing an **action plan in consultation with client** regarding site management that may include providing physical barriers and separation between building work and non-building work, where possible.