



HIA GUIDE: Completing your COVID-19 safety plan for small construction sites in Greater Sydney

In order for construction sites to operate in Greater Sydney you must complete a **NSW COVID-19 Safety Plan**. This guide can be used to help you fill out a COVID-19 Safety Plan for each building site you operate if you choose to use the **HIA Making space on site COVID-19 Safety Plan for small construction sites and HIA COVID-19 Site Induction**.

NSW COVID-19 Safety plan for construction sites in Greater Sydney	HIA Making space on site COVID-19 Safety Plan for small construction sites in Greater Sydney
WELLBEING OF WORKERS	
Perform symptom check and exposure assessment on all workers upon entry to site in a manner that avoids congregation at entrances or close contact with screeners, where practicable.	Section 2 – Site safety induction & HIA COVID -19 Site Induction
Exclude workers who are unwell from the site.	Section 2 – Site safety induction & HIA COVID-19 Site Induction
Have protocols in place to manage sites where a person becomes unwell at work and to identify contacts in the event a worker tests positive for COVID-19. Request workers notify site owner as soon as they become aware of having tested positive to COVID-19 or have been notified they are a close contact.	Section 2– Site safety inductions & HIA COVID-19 Site Induction & Section 3 – Responsibilities of Builder/Site Supervisor
Provide staff with training and advice in relation to personal hygiene, updated infection control practices and adherence to COVID-19 control requirements. Display signage about COVID-19 control measures such as physical distancing, face masks and hand hygiene around the workplace where practicable.	Section 2 - Site safety inductions & Section 3 – Responsibilities of Builder/Site Supervisor
Ensure first aid personnel are provided adequate training and access to PPE (to manage COVID-19 exposure), where practicable. Note: this may not be applicable for small sites.	Section 3 – Responsibilities of Builder/Site Supervisor
Encourage workers to access COVID-19 vaccination when eligible, including by: <ul style="list-style-type: none"> • communicating COVID-19 vaccine eligibility criteria as outlined by the Australian Government • informing workers about how to make a COVID-19 vaccination booking through the COVID-19 Vaccine Eligibility Checker • sharing resources and information about COVID-19 vaccines from trusted sources (e.g. Australian Government Department of Health, NSW Health) • identifying locations near work sites where COVID-19 vaccinations are available • allowing workers to get vaccinated during working hours in a manner consistent with site arrangements and ongoing site operations. 	Section 3 – Responsibilities of Builder/Site Supervisor Builder will post NSW Government authorised poster on worksite and email all employees and contractors a copy where practical
Have at least one nominated person and/or COVID Marshal (one per 50 workers) who is responsible for ensuring compliance with all COVID-19 safety measures, including site checks-ins, face masks and physical distancing. The nominated person may ensure compliance across multiple sites for smaller projects.	Section 3 – Responsibilities of the Builder/Site Supervisor
Ensure workers comply with COVID-19 vaccination, COVID-19 testing and Service NSW permit requirements, where applicable.	Section 2 – Site safety induction & HIA COVID-19 Site Induction
PHYSICAL DISTANCING	
Capacity at a construction site must not exceed the lesser of one person per 4 square metres of space on the construction site or, for a construction site with a resourcing plan, 50% of the maximum daily workforce of the construction site.	Section 1 – limits on the number of workers on-site will be limited to meet current restrictions at all times
Provide parking at or near sites to reduce use of public transport, where practicable.	Not applicable
Communicate and promote compliance with rules relating to carpooling.	Section 4 – Site safety measures
Restrict inductions to site to the minimum practicable, to reduce movement of workers between different sites.	Not applicable
Wherever practicable, create separation of people and teams on-site: <ul style="list-style-type: none"> • establish separate zones and limit movement of people and teams between zones. • create separated shifts or staggered shift start/finish times, as permitted by conditions of consent for working hours and related planning orders. Note: this may not be applicable for small sites.	Not applicable
Use contactless deliveries and invoicing where practicable.	Section 5 – Managing deliveries to site
Where practicable, delivery drivers and other occupants must remain in their vehicles if not required to unload. If they wind down their windows (e.g. to engage with people on-site) they must be wearing a face mask.	Section 5 – Managing deliveries to site
Where a driver is required to unload and it is practicable to do so, no other person should touch the vehicle and other workers should maintain at least 3 metres physical distance from the driver.	Section 5 – Managing deliveries to site

NSW COVID-19 Safety plan for construction sites in Greater Sydney	HIA Making space on site COVID-19 Safety Plan for small construction sites in Greater Sydney
Drivers must use dedicated visitor amenities if available (not amenities used by workers). Note: this may not be applicable for small sites.	Not applicable
Establish physical distancing for meetings, break periods, meals site sheds, crib rooms, general access and exit including stairways, lifts, evacuation routes and muster points where practicable.	Not applicable
Wherever practicable, create additional meal facilities and amenities in outdoor, open fresh air environments within the confines of the site. This may include covered areas on ground level, or on floors of buildings that are structurally complete and otherwise safe, but have no facade restricting flow of fresh air.	Not applicable
Limit the number of people in any indoor areas, including indoor meal areas, to one person per 4 square metres of space where it is safe to do so (unless other legislated WHS requirements apply, e.g. working in confined spaces).	Not applicable
Limit hoist movements to teams who are working together and, where practicable, have teams work only on specified floors for their whole shift to avoid the need to move around the site.	Section 1 – limits on the number of workers on-site will be met at all times
Monitor entry and exit points to maintain physical distancing and prevent over-crowding, including but not limited to provision of supervision, line marking, clear signage, video communications/doorbell.	Section 1 – limits on the number of workers on-site will be met at all times
Conduct a task risk assessment to identify control measures necessary to mitigate the spread of COVID-19 when 1.5 metre physical distancing cannot be adhered to. For essential work activities where physical distancing is problematic, establish clearly documented processes of control and approval.	Not applicable
Implement a strategy suitable to the circumstances of the site to avoid crowding and contact, such as using telephone or video for essential meetings, considering what work can be done offsite (such as prefabrication or administration), holding inductions and toolbox talks in smaller groups and in open, well-ventilated spaces within the construction site and discouraging congregation outside sites before/ after shifts and on meal breaks.	Not applicable
HYGIENE AND CLEANING	
Face masks must be worn by workers, unless exempt.	Section 4 – Site safety measures
Have hand sanitiser or wash stations at key points around the site, such as entry and exit points and meal areas.	Section 4 – Site safety measures
Bathrooms must be well stocked with hand soap and paper towels.	Section 4 – Site safety measures
Clean indoor hard surface areas frequented by workers at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces, including delivery areas, turnstiles, lifts, hoists, printers, plant and machinery controls, handrails, taps and washing facilities, several times per day with a detergent or disinfectant solution or wipe, where practicable. Note: this may not be applicable for small sites.	Not applicable
Staff are to wear the required personal protective equipment when cleaning, including gloves, and wash hands thoroughly before and after with soap and water.	Section 3 – Responsibility of builder/site supervisor
If sharing tools and equipment is unavoidable ensure cleaning with a detergent solution or disinfectant wipes in between use, where practicable.	Not applicable
Site vehicles and plant must be operated by a single designated operator and regularly cleaned where practicable. Where shared use is unavoidable, regularly clean the inside of vehicle cabs and between use where practicable. Note: this may not be applicable for small sites.	Not applicable
RECORD KEEPING	
Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, site visitors and contractors.	Section 2 – Site safety induction & HIA COVID-19 Site Induction
Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in. QR codes should be clearly visible and accessible including at entrances to the premises.	Section 2 – Site safety induction & HIA COVID-19 Site Induction
Wherever practicable, establish unique NSW Government QR codes for different zones and locations on-site, including meal rooms, toilet facilities and delivery points to assist NSW Health contact tracing if a positive COVID-19 case is identified. Note: this may not be applicable for small sites.	Not applicable
If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur via a Service NSW QR code, keep a record of the name, contact number and entry time for all workers and visitors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.	Section 2 – Site safety induction & HIA's COVID-19 Site Induction
Issue NSW Government QR codes electronically to delivery drivers prior to site entry, where practicable. Note: this may not be applicable for small sites.	Not applicable
Consider implementing use of tracing cards to track contacts between employees, drivers and visitors on-site.	Not applicable
Cross check delivery crew induction details to ensure address details are registered and compliant with public health order restrictions.	Not applicable
Employers must maintain records on their staff, including but not limited to: <ul style="list-style-type: none"> • records of other sites visited • place of residence to determine whether staff are required to undertake COVID-19 testing and/or be vaccinated against COVID-19 • COVID-19 testing results • vaccination status 	Section 2 – Site safety induction & HIA COVID-19 Site Induction
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50 .	Section 3 – Responsibility of Builder/Site Supervisor