



HIA MAKING SPACE ON SITE: Guide to preparing a COVIDSafe Plan for small residential building sites in the ACT

In order for a small residential building site (being a site less than 1,500m² or buildings 3 storeys or less excluding the basement) to operate an ACT COVIDSafe Plan must be completed in accordance with the [ACT Building and Construction Industry COVID-19 Requirements](#).

This Guide has been prepared to assist residential building businesses ensure appropriate COVID-19 safety measures are in place while building work is carried out.

This Guide outlines each relevant requirement in the ACT Building and Construction Industry COVID-19 Requirements and how the HIA COVIDSafe Plan for small residential building sites in the ACT address that requirement.

ACT Building and Construction Industry COVID-19 Requirements	HIA Making space on site: ACT COVIDSafe Plan for small residential building sites
SCREENING WORKERS COMING TO SITE (SECTION 3.1, 3.2, 3.6 & 3.19)	
All persons must check-in using the ACT Government Check In CBR QR code to record all workers, delivery drivers, site supervisors and specialist building professionals attending the site.	A site specific Check-in CBR QR code will be placed at the entrance to the site. Note – Not applicable for renovation sites.
Processes must be in place to ensure that all people attending the site provide the required contact information, time of attendance and declaration of fitness to attend the site.	Any person entering the site will be required to complete the HIA COVID-19 Site Induction for ACT residential building sites which requires a person to enter their name and contact details.
Ensure any workers that are not fit for work or required to be in isolation or quarantine do not attend the site.	Any person entering the site will be required to complete the HIA COVID-19 Site Induction for ACT residential building sites which requires a person to declare they are fit and well each time they enter the site.
Workers from outside the ACT are not permitted to attend the site unless they have the required travel exemption from the ACT Government.	Any person entering the site from outside the ACT will be required to confirm they have the required ACT exemption by completing the HIA COVID-19 Site Induction for ACT residential building sites.
Workers from outside the ACT must provide evidence of a negative COVID-19 test prior to entering the site and of surveillance testing every 3-7 days whilst attending the site.	Any person entering the site from outside the ACT will be required to confirm they meet the required COVID-19 surveillance testing by completing the HIA COVID-19 Site Induction for ACT residential building sites.
Carpooling to and from the worksite is discouraged unless the people are from the same household.	Staff will be encouraged to drive their own vehicle or work vehicle to and from site. During work hours carpooling in work vehicles will be kept to a minimum.
ACCESS AND EGRESS TO SITE (SECTION 3.3)	
Establish clear arrangements for distancing and separation at points of general access and egress including stairways, lifts, hoists, evacuation routes and muster points.	For a single dwelling site – not applicable. For multiple dwelling low rise sites – entry points to the site will be clearly identifiable and workers will not be permitted to gather in these areas.
SITE INDUCTIONS & GENERAL INFORMATION (SECTION 3.4 & 3.21)	
Site inductions and SWMS reviews/toolboxes should utilise on-line and video conferencing where possible and be conducted during paid work hours.	All people attending the site will be required to complete the HIA COVID-19 Site Induction for ACT residential building sites.

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All workers should be provided with regular information and advice about COVID safety measures.	The COVID Marshal will provide information and advice to any person entering the site and providing regular toolbox talks for all employees on COVID updates, COVID safety measures and any changes to work practices required due to changes in COVID safety rules. Trade contractors are responsible for providing regular toolbox talks any employees.
WORKPLACE MAPPING (SECTION 3.5)	
All people attending the site must provide confirmation of their attendance at the site including the: <ul style="list-style-type: none"> • Day and time of site attendance • Full name and contact phone number • Members of teams that worked together • Specific work area on the construction site • Any breaks taken, including time and location. 	All people attending the site will be required to complete the HIA COVID-19 Site Induction for ACT residential building sites. The builder/principal contractors will keep all records of site attendance and make these available on request.
Workers should only work on one construction site at a time and must not attend any other worksite. Where a worker cannot reasonably work on one site only, due to specialist and critical skills, arrangements must be made to ensure they remain isolated from other workers as far as possible. Movement between sites, or areas within large sites should be minimised as much as possible. Where attendance at multiple sites is necessary movement between sites should be recorded.	All people attending the site will be required to complete the HIA COVID-19 Site Induction for ACT residential building sites. The builder/principal contractors will keep all records of site attendance and make these available on request. Any worker that is attending this site that has attended another site on the same day will be required to remain separate from other workers on this site as far as possible.
PHYSICAL DISTANCING & DENSITY LIMITS (SECTION 3.7 & 3.9)	
Wherever practicable, maintain 1.5m 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.	All persons attending the site must maintain 1.5m separation from other people when on site. Where specific work tasks require two or more workers to be within close proximity: <ul style="list-style-type: none"> • the number of workers for the task will be kept to a minimum, • the time to complete the task will be kept to a minimum; and • masks will be worn unless other personal protective equipment is being worn.
For unoccupied residential construction sites employers must ensure the density limit is the less of 1 person per 4m ² OR 5 people plus a site supervisor. For renovation sites commenced prior to 12 August employers must ensure the density limit is 5 people plus a site supervisor with a maximum of 2 people working in any indoor part of the building. For renovation sites commenced on or after 9 September employers must ensure that only outdoor work is carried out and that the density limit of 5 people plus a site supervisor is maintained. No new indoor work will be permitted at occupied renovation sites.	All persons working in the site will be required to meet the density limit for the type of work being carried out.
Where the site is an occupied renovation project of a residential building, all persons attending the site for work must either remain physically separated from any residents while in the building and entering or leaving the building. Where physical separation is not possible, residents must wear masks.	All persons working on the site will ensure they are physically separated from any resident in attendance at the site during working hours.

ACT Building and Construction Industry COVID-19 Requirements

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NON-ESSENTIAL WORKERS (SECTION 3.8)

All non-essential visitors to the site should be restricted from entering unless they are required to be physically on site.

Specialist associated professionals such as building certifiers, engineers and architects and other authorised persons must adhere to all COVID safety requirements for the site including check in and site induction.

A site specific Check-in CBR QR code will be placed at the entrance to the site.

All people attending the site will be required to complete the HIA COVID-19 Site Induction for ACT residential building sites.

HYGIENE AND CLEANING (SECTION 3.10 & 3.12)

Relevant health and safety information must be displayed at the site, for example:

- Face masks signs
- Hand hygiene signs
- Coughing etiquette signs.

Health and safety signage will be placed in a visible location at the entry to the site.

Every effort must be made to upgrade personal hygiene and minimise workers to worker contact. All workers must co-operate in all necessary health and hygiene measures.

People attending the site will be advised that they must adopt good health and hygiene practices while on the site and cooperate with any directions given by the site supervisor.

Hand sanitiser or wash facilities must be provided on the site, such as entry and exit points and meal areas.

Hand sanitiser or wash facilities will be available on the site.

Face masks must be worn by workers, unless an exemption applies.

Face masks will be worn by all workers unless an exemption applies.

Ensure access to appropriate amenities on site including hand washing facilities, touch free rubbish bins with regular cleaning and waste management.

Access to a toilet and wash facilities will be maintained on this site at all times during work.

Cleaning and disinfecting of any shared amenities, tools or equipment should occur when such activities occur on this site.

All people working on this site will be required to clean any hard surface areas, shared tools or equipment at the end of working in shared areas or with shared tools.

SHARED TOOLS AND EQUIPMENT (3.11)

If sharing tools and equipment is unavoidable ensure cleaning with a detergent solution or disinfectant wipes in before and after each use.

All persons entering this site will bring their own tools of trade and limit any sharing of tools.

Where any tools are shared, the owner of the tools will supply cleaning products that will be used before another person uses the tools.

PERSONAL PROTECTIVE EQUIPMENT & FACE MASKS (SECTION 3.14 & 3.15)

Any shared personal protective equipment needs to be adequately maintained and cleaned.

Information and instruction on the safe use of personal protective equipment must be provided to all workers.

Any person attending this site must supply their own personal protective equipment relevant to the work they are undertaking.

Spare face masks and cleaning products will be available on the site or by contacting the site supervisor.

Employers should ensure that an adequate supply of suitable face masks is available for use on site and that appropriate waste disposal is provided for used masks.

All persons attending this site must arrive wearing their own face mask. Spare masks will be made available to replace any damaged or lost face masks.

INSPECTION (SECTION 3.17)

An authorised officer from WorkSafe ACT, ACT Government Compliance Teams or ACT Policing may inspect the site at any time.

The contact details for the COVID Marshal (site supervisor) will be clearly shown on relevant site signs. An authorised officer from WorkSafe ACT, ACT Government Compliance Teams or ACT Policing may inspect the site at any time.

ACT Building and Construction Industry COVID-19 Requirements**HIA Making space on site: ACT COVIDSafe Plan for small residential building sites****COVID MARSHAL (SECTION 3.18)**

A COVID Marshal must be appointed for each construction site. The contact details of this person should be displayed and clearly visible at the site entrance or property boundary.

The contact details for the COVID Marshal (site supervisor) will be clearly shown on relevant site signs displayed at the entry to the property.

The COVID Marshal is responsible for implementing COVID Safety measures and supporting site compliance with the Public Health Directions, along with providing advice to any person entering the site on the relevant COVID safety measures in place on the site.

The COVID Marshal (site supervisor) will provide a copy of the COVIDSafe plan for the site to all people entering the site.

The COVID Marshal must have certifications and training for:

- Infection Control Awareness Training (mandatory).
- First Aid (Level 2/Senior First Aid) (recommended).

The COVID Marshal has completed appropriate training on infection control and first aid.

DELIVERIES (SECTION 3.20)

Delivery drivers visiting the site must comply with the National Freight Code where relevant.

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Delivery drivers must comply with the safety protocols while outside the ACT, as outlined by ACT Health.

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Delivery drivers should remain in their vehicle wherever possible.
Where it is unavoidable for a delivery driver to remain in their vehicle, they must maintain a 3 metre distances from all others on site at all times and must be segregated from others on site to the fullest extent possible.

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Where it is unavoidable for a delivery driver to remain in their vehicle, they must maintain a 3 metre distances from all others on site at all times and must be segregated from others on site to the fullest extent possible.
Delivery drivers that leave their vehicle and enter the site must use the Check In CBR app and COVID Site Induction for this site.

Drivers must use dedicated visitor amenities if available (not amenities used by workers). Note: this may not be applicable for small sites.

Not applicable

VACCINATIONS (SECTION 3.23)

All workers should be actively encouraged to get vaccinated as soon as possible.
Employers must support workers to get vaccinated by allowing flexible work arrangements, allowing paid leave or paid time off work to get vaccinated, and use of personal leave if suffering side effects.

The COVID Marshal will provide Government information in relation to vaccinations to encourage all workers to get vaccinated.
Employees will be permitted to get vaccinated at an appropriate time in consultation in consultation with their employer.

MANAGING A POSITIVE CASE OR CLOSE CONTACT ON THE WORKSITE (SECTION 4.0)

The Builder/COVID Marshal must advice WorkSafe ACT should a worker report they have tested positive to COVID-19.

The Builder will notify WorkSafe ACT if a worker reports that they have tested positive to COVID-19 by submitting a Notifiable Incident form.
Self-employed persons must notify WorkSafe ACT immediately if they test positive.

If a worker confirms they have tested positive to COVID-19 the site must be closed until a 'deep clean' has been completed.
All other workers that have attended the site at the same time as the positive worker, including in the 2 days prior to the positive test, must self-isolate until advised by ACT Health on actions to take.

The site will be closed and 'deep cleaned' following notification of a positive COVID-19 workers attending the site. All workers that have attended the site during the time as the positive worker will be required to self-isolate and follow ACT Health advice.

Notes:

- Section 3.13 Personal Hoists is not applicable to small residential building sites as no hoists or lifts are used.
- Section 3.16 Common areas is not applicable to small residential building site with no meal rooms, amenity areas, site offices, etc.
- Measures relevant for small sites are covered in Section 3.10 Hygiene.