

Workplace Guidance for project facilities and their use

This document helps workplaces apply the new requirements for COVID 19 at their sites and facilities, especially hygiene and social distancing measures. It updates and replaces previous versions, based on the latest infection control and government guidelines.

This document provides the guidelines, and the [COVID-19 Workplace Checklist](#) then helps you ensure key actions have been taken.

Project Facility/Activity	Layout/set up Considerations	Guidance
Crib room/break room	<p>Minimise touchpoints (keep doors open)</p> <p>Remove/reduce number of tables and chairs to ensure people are 1.5m apart</p> <p>Consider obtaining additional portables (on projects)</p>	<p>Increase cleaning frequency (minimum twice a day)</p> <p>Stagger meal breaks and ensure that everyone observes social distancing during breaks both inside and outside of site.</p> <p>Provide hand sanitiser</p> <p>Limit the number of people to ensure there is 1.5m between people</p>
Kitchen	<p>Minimise touchpoints such as handles, food containers etc</p> <p>Remove/reduce number of tables and chairs to ensure people are 1.5m apart</p>	<p>Increase cleaning frequency (minimum twice a day)</p> <p>Provide pre-packaged food (e.g. biscuits) where possible if it is provided in workplaces</p> <p>Provide tea, coffee and sugar in pre-packaged sachets</p> <p>Provide hand sanitiser or soap if hand sanitiser is not available.</p> <p>Provide paper towel</p> <p>Split teams and stagger their meal breaks</p> <p>Limit the number of people to ensure there is 1.5m between people</p> <p>Wash communal crockery and cutlery in a dishwasher at 60 - 70°C during the wash-cycle or encourage people to bring their own utensils to each meal</p>

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Meeting rooms	<p>Minimise touchpoints</p> <p>Remove/reduce tables and chairs to ensure people are 1.5m apart</p>	<p>Increase cleaning frequency, including touchscreens and intercom equipment (minimum twice daily) in accordance with <u>JH COVID 19 Workplace cleaning guidance</u></p> <p>Provide hand sanitiser</p> <p>No non-essential visitors/meetings at offices and projects wherever possible.</p> <p>Ensure there is 1.5m between people</p> <p>Where possible use technology instead of face-to-face meetings</p> <p>Cancel all face-to-face training</p> <p>At the start of all meetings, open by checking no-one has any symptoms including fever, cough, sore throat. Also confirm everyone is standing 1.5m apart</p> <p>Avoid unnecessary travelling to multiple sites/offices where possible</p>
Offices/Work areas	<p>Review office layout and make physical changes where required (remove/reposition desks and chairs) to ensure social distancing requirements can be met (i.e. people are more than 1.5 m apart)</p> <p>Remove chairs from unused desks or place signage to identify where people should not be sitting to stop people sitting too close</p>	<p>Work flexibly where possible, although this is not always feasible for all people on projects. People whose roles can be done remotely should work from home</p> <p>No non-essential visitors attending the workplace wherever possible.</p> <p>Increase cleaning frequency</p> <p>Provide facilities for regular and thorough hand washing</p> <p>Provide ample supplies of handwash/soap (or alcohol-based hand sanitiser if available), tissues and alcohol wipes for workspaces</p> <p>Split or roster teams working in the office to stagger their attendance (where possible)</p> <p>Where teams are working in split shifts and sharing desks/work stations, ensure cleaners are made aware of the location of these shared desks/workstations so that they can be thoroughly cleaned between shifts</p>
Meal breaks	<p>Hang social distance posters in areas commonly used for smoko and mingling</p>	<p>Remind teams that police are patrolling outside worksites and issuing on-the-spot fines for gathering in groups of more than two people and not 1.5 metres apart. This applies before work and after, and during breaks.</p>

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Prestart/ Toolbox	<p>Ensure social distancing requirements can be met (i.e. people are standing more than 1.5 m apart)</p> <p>Conduct the prestart meetings in open areas where appropriate facilities are available (microphone and portable speaker may be required)</p>	<p>All staff and workforce to have their temperature checked as defined by the workplace testing regime.</p> <p>Stagger pre-start meetings to limit large groups of people</p> <p>Split teams and rotate their attendance to toolbox/Prestart meetings</p> <p>Check in on team's mental health and wellbeing, given current isolation</p> <p>At the commencement of all Pre-starts open by checking no-one is showing any symptoms including fever, cough, sore throat. Also confirm everyone is standing 1.5m apart.</p> <p>Remind teams that strict social distancing rules apply outside of site and on meal breaks and smoko.</p> <p>Police are patrolling and issuing spot fines.</p> <p><i>NOTE: How does a split team work?</i></p> <p><i>Consider splitting workgroups into teams where each team alternates working remotely, different hours or on a different site with normal work location/roster. By doing this, if one of the teams needs to isolate due to their proximity to an infection case, the alternate team will be unaffected.</i></p> <p><i>Where working different hours or different location isn't possible, physically separate alternate work team to opposite ends of the office. Make sure separated team members (eg. "Team A members and Team B) do not interact, such as attending the same meetings.</i></p>
Toilets	<p>Minimise touchpoints</p> <p>After people have washed their hands, encourage them to open external doors using a handtowel which is disposed of in a bin outside the facility</p>	<p>Increase cleaning frequency (minimum twice daily)</p> <p>Provide ample supplies of:</p> <ul style="list-style-type: none"> -Handwash / soap (or alcohol-based hand -sanitiser if available) - Paper towel - Tissues

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Receptions	Review layout to ensure social distancing requirements can be met (i.e. people are more than 1.5 m apart)	<p>All staff and workforce to have their temperature checked as defined by the workplace testing regime.</p> <p>No non-essential visitors to our offices and projects where possible.</p> <p>Only essential deliveries to occur at receptions</p> <p>Provide hand sanitiser</p> <p>Create a hygienic visitor sign-in station away from receptionist. providing hand sanitiser, paper towels or tissues</p> <p>Upon sign in, visitors must confirm that they have not travelled overseas or been in contact with a known Confirmed COVID-19 case in the last 14 days and they do not have symptoms such as fever, sore throat or cough (a pre-prepared sign is available on the HSE SharePoint site)</p> <p>Project could consider taking temperatures of visitors</p>
Workers (≥ 2) required to work in close proximity (≤ 1.5 m)	<p>Works to occur in an external or open environment where practical.</p> <p>Where work is occurring in an enclosed space, ensure all preventative hygiene measures are in place</p> <p>Ensure measures in place to clean touch points before worker change over.</p>	<p>TRA to include the following controls:</p> <ul style="list-style-type: none"> Workers must confirm they have no reason to be isolated from others – refer to COVID-19 Exposure Guide Workers must employ proper cough, sneeze and hand hygiene techniques including: <ul style="list-style-type: none"> handwashing/use of hand sanitiser Use of P2 masks ensuring long pants and shirts are worn to minimise any potential contact Provide alcohol or detergent impregnated wipes to wipe over touch points in the cab or on the equipment.

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Plant or equipment being operated by ≥ 2 workers	<p>Works to occur in an external or open environment where practical</p> <p>Where work is occurring in an enclosed space ensure all preventative hygiene measures are in place</p> <p>Ensure measures in place to clean touch points prior to worker change over</p>	<p>TRA to include the following controls:</p> <ul style="list-style-type: none"> Workers must confirm they have no reason to be isolated from others – refer to COVID-19 Exposure Guide Workers must employ proper cough, sneeze and hand hygiene techniques including: <ul style="list-style-type: none"> handwashing/use of hand sanitiser Use of P2 masks ensuring long pants and shirts are worn to minimise any potential contact Provide alcohol or detergent impregnated wipes to wipe over touch points in the cab or on the equipment
People movement within facilities (e.g. use of office lifts, or site-based personnel hoists)	<p>Ensure social distancing requirements can be met (i.e. people are standing more than 1.5 m apart)</p> <p>Ensure all preventative hygiene measures are in place</p>	<p>Where possible mark out floor within hoist/lift, identifying where people stand, what direction they must face whilst in the hoist/lift, and sequencing of entering and exiting</p> <p>Where possible mark the floor of Lift/Hoist waiting areas with a number of places equivalent to the maximum number of people that can fit within hoist/lift based on social distancing requirements</p> <p>Where possible use posters to guide people as to where they must stand in hoist/lift and waiting area.</p> <p>Stagger break times to ensure people can exit work areas and travel in hoist/lift ensuring social distancing</p> <p>Increase cleaning frequency (minimum twice daily)</p> <p>Provide alcohol or detergent impregnated wipes to wipe over touch points</p> <p>Provide hand sanitiser</p>

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Site tests or inspections (e.g. conducting ITP hold/witness points, or SQE mandatory inspections/audits) requiring travel by vehicle.	<p>Only mandatory inspection, audits and ITP surveillance to occur</p> <p>Inspection and test participants to be kept to the absolute minimum</p> <p>Only two people per site vehicle/utility (driver and one passenger)</p>	<p>At the commencement of all tasks reiterate the requirement for observing social distancing</p> <p>Pre-start meeting to occur before inspection, workers to:</p> <ul style="list-style-type: none"> Confirm they have no reason to be isolated from others – refer to COVID-19 Exposure Guide Workers must employ proper cough, sneeze and hand hygiene techniques including: <ul style="list-style-type: none"> handwashing/use of hand sanitiser Use of P2 masks ensuring long pants and shorts are work to minimise any potential contact
Communal/Shared tools	Tools used by the workforce that are shared.	<p>At the commencement of all tasks reiterate the requirement for observing social distancing and hygiene practices</p> <p>Limit sharing of tools where possible</p> <p>Workers must employ proper cough, sneeze and hand hygiene techniques</p> <p>Cleaning tools using alcohol or detergent impregnated wipes must be undertaken after each use</p> <p>Provide alcohol or detergent impregnated wipes for cleaning</p> <p>Provide hand sanitiser</p>
Induction	<p>Minimise touchpoints</p> <p>Remove/reduce tables and chairs to ensure people are 1.5m apart</p>	<p>Where possible use technology instead of face-to-face sessions</p> <p>No non-essential visitors to our offices and projects where possible</p> <p>Provide hand sanitiser</p> <p>Ensure there is 1.5m between people</p> <p>At the commencement of induction open by checking no-one is showing any symptoms including fever, cough, sore throat. Also confirm everyone is positioned 1.5m apart</p> <p>When taking new starters on a tour of the workplace, stagger tours and limit the number of people to achieve social distancing (for example take two at a time)</p>

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Bus transportation	<p>Buses to take half the allowed passengers i.e. if the legal capacity is 15 passengers, then the number permitted is seven (including the driver).</p> <p>Identify seating to be used to ensure social distancing – every alternate seat (ideally diagonally opposed)</p> <p>Bus loading point to include social distancing controls (line marking / boxes / squares)</p>	<p>Cleaning of key touchpoints using alcohol or detergent impregnated wipes must be undertaken after use and before returning keys</p> <p>Provide alcohol or detergent impregnated wipes for cleaning.</p> <p>Provide hand sanitiser</p> <p>Workplaces should clean the inside of each vehicle once a day</p>
Site Vehicles	<p>Double cab / sedans / 4WD - Only two people per site vehicle (driver and one passenger who should be seated diagonally opposed)</p> <p>Single cab light vehicle – one person per vehicle only.</p>	<p>Limit sharing of pool vehicles where possible</p> <p>Cleaning of key touchpoints using alcohol or detergent impregnated wipes must be undertaken after use and before returning keys</p> <p>Provide alcohol or detergent impregnated wipes for cleaning of vehicles.</p> <p>Provide hand sanitiser</p> <p>Workplaces should clean the inside of each vehicle once a day</p>
First Aid Room/providing first aid	<p>Workplaces to have First Aider PPE including: P2 mask or equivalent, coveralls, gloves and face shield.</p> <p><i>NOTE: Minimum PPE should include P2 masks and gloves.</i></p>	<p>Ensure that the First Aider puts on PPE provided prior to administering first aid</p> <p>Provide hand sanitiser</p> <p>Increase cleaning frequency (minimum twice daily)</p> <p>Provide alcohol or detergent impregnated wipes to wipe over touch points</p>

Other Considerations	Layout/set up Considerations	Guidance
People who are more at risk of serious illness (for example people with compromised immune systems (e.g. cancer); people with chronic medical conditions or older people)	Identify any people in the workplace who are more at risk	<p>Where possible, mandate that people who are more at risk work from home.</p> <p>Where working from home is not possible, provide duties that can be completed where social distancing requirements can be met (i.e. people are positioned more than 1.5 m apart)</p> <p>Increase cleaning frequency (minimum twice daily)</p> <p>Provide alcohol or detergent impregnated wipes to wipe over touch points</p> <p>Provide hand sanitiser</p>

