

COVID Safe plan

Our COVID Safe Plan

Business name: Chelgrave Contracting Australia

Site location: Various Client Sites.

Contact person: John Wynne

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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</p>	<p>Chelgrave have undertaken a Covid -19 Site Systems Assessment to ensure that current clients are undertaking appropriate social distancing and other hygiene practices in line with recommendations including the provision and promotion of hand sanitiser and adequate supply of soap and paper towel.</p> <p>Chelgrave Area Representatives keep in regular contact with site contacts to keep abreast of site conditions:</p> <ul style="list-style-type: none"> • Maintaining a sanitary work environment, wiping down workstations at the beginning and end of shift; • All manufacturing plants, warehouses and workshop facilities are required to adhere to the client's Operational Cleaning Protocols for COVID-19 that they have introduced; and • Communal areas such as canteens, offices and toilets are cleaned on a frequent basis as to align with the recommendations from the DHHS. <p>Chelgrave will rely on our employees to raise concerns, firstly with their direct supervisor and then with their Chelgrave Area Representative if these conditions deteriorate during the Pandemic.</p>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p>Our Covid -19 Site Systems Assessment is used to ensure that our current clients are undertaking appropriate hygiene practices in line with government recommendations. Our site work is generally in larger open spaces, with airflow supply not being problematic. Where meal breaks are taken social distancing and break staggering is in place in lieu of air-conditioning changes.</p>
<p>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</p>	<p>Our Covid -19 Site Systems Assessment is used to ensure that current clients are undertaking in the provision of appropriate PPE and other hygiene practices in line with recommendations. Mandatory wearing of facemasks is monitored by client supervisors and they are aware of the reporting processes to Chelgrave in the instance of any non-compliance.</p> <p>Chelgrave will supply face coverings in a case where a client will not in the first instance, pending the employee sourcing their own. Specific site arrangements will be made in these cases using consultative processes.</p>

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	<p>Certain tasks may require additional levels of control such as PPE, including masks, this should be determined through Risk Assessment by the client, Chelgrave Field employees must abide by these decisions.</p>
<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<p>Information is provided to field employees on situational updates and the appropriate use of PPE such as masks and good hygiene practices. Chelgrave in its review of Client Covid Systems acknowledges that our clients are ensuring Chelgrave employees are included in local client hygiene communications and training, in particular the following is addressed:</p> <ul style="list-style-type: none"> • Frequent cleaning of hands by using alcohol-based (or approved alternative) hand-rub or soap and water (e.g. before/after eating, after coughing/sneezing, after going to the toilet, when changing tasks and after touching potentially contaminated surfaces); • When coughing and sneezing cover mouth and nose with flexed elbow or tissue – dispose of tissues immediately and wash hands; • Avoid close contact with anyone who has fever and cough. • Any employee with flu like symptoms should not be in the workplace; • Appropriate signage with regards to hygiene practices are to be posted throughout our client facilities.
<p>Replace high-touch communal items with alternatives.</p>	<p>We are consulting with clients to minimise high communal item contact and initiate thorough cleaning regimes where alternatives and replacements are not practicable. This means supporting our clients in providing training and information with respect to contact with high-touch items.</p> <p>Chelgrave will rely on our employees to raise concerns firstly, with their direct supervisor and then with their Chelgrave Area Representative if these conditions deteriorate during the Pandemic.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p>Our Covid -19 Site Systems Assessment is used to ensure that current clients are undertaking increased environmental cleaning. Examples of such regimes are:</p> <ul style="list-style-type: none"> • Maintaining a sanitary work environment, Individuals wipe down workstations at the beginning and end of the day or shift; • All manufacturing plants, warehouses and workshop facilities are required to adhere to the organisations Operational Cleaning Protocols for COVID-19; • Communal areas such as canteens, offices and toilets are to be cleaned on a frequent basis that aligns with the recommendations of DHHS; <p>Such regimes are key to reducing the transmission of COVID-19.</p> <p>Chelgrave will rely on our employees to raise concerns firstly, with their direct supervisor and then with their Chelgrave Area Representative if these conditions deteriorate during the Pandemic.</p>

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<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p>Our Covid -19 Site Systems Assessment is used to ensure that current clients are providing an adequate supply of cleaning products for use, including detergents and disinfectants that are appropriate.</p> <p>Chelgrave will rely on our employees to raise concerns firstly, with their direct supervisor and then with their Chelgrave Area Representative if these conditions deteriorate during the Pandemic.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Physical distancing and limiting workplace attendance</p>	
<p>Ensure that all staff that can work from home, do work from home.</p>	<p>This plan covers Field Employees only. These employees are required support for essential services under the guidance of Level 4 Restrictions. Chelgrave shall only supply labour to organisations authorised to continue operations under these restrictions.</p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>A higher percentage of our employees are permanently placed with one of several Clients or are long term casuals with one of several clients. The Pandemic has seen an industry wide reduction in the use of casual trade labour due to reduced operations and output.</p> <p>In the event trades are required for new casual work we minimise the use of the same casual employees across different work sites as much as practicable. Having a casual employee pool of over several hundred, we have the ability to achieve this.</p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p>Each client will have an established method of screening employees entering their sites. The process selected is recorded on our Covid -19 Site Systems Assessment for each client. Chelgrave also request and keep records of their clients COVID Safe Plans. Most clients are adopting:</p> <ul style="list-style-type: none"> • No visitors and minimising staff levels by encouraging working from home when possible; • Signed Declaration on Entry, and / or • Temperature Screening. <p>Chelgrave shall review our position on the supply of labour to Clients not using all of the above methods.</p> <p>Employees are encouraged to also adopt practical steps such as: self-isolation if not well, practice social distancing where necessary in the workplace and keep informed of any persons on the worksite that may be displaying flu like symptoms.</p>
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<p>Our Covid -19 Site Systems Assessment is used to ensure that current clients are establishing recommended or better workspace allocation.</p> <p>Chelgrave will rely on our employees to raise concerns firstly, with their direct supervisor and then with their Chelgrave Area Representative if these conditions deteriorate during the Pandemic.</p>

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<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p>In a manufacturing environment, floor markings are not necessarily a practicable means of creating social distancing as far as maintenance activities are concerned. Work planning needs to be considered in order to achieve this.</p> <p>Within these facilities, communal areas such as lunchrooms should be reset with these factors in mind at each site.</p> <p>Our Covid -19 Site Systems Assessment is used to ensure that current clients are establishing recommended guidance for employees.</p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p>In a manufacturing environment, as far as maintenance activities are concerned. Work planning needs to be considered in order to achieve this.</p> <p>It is uncommon in a maintenance situation that two employees will need to face each other for a length of time greater than a few minutes.</p>
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<p>Our Covid -19 Site Systems Assessment is used to ensure that current clients are establishing recommended guidance for employees.</p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p>Information is and has been regularly provided to field employees on situational updates and the appropriate physical and social distancing.</p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p>The only deliveries Chelgrave is responsible for is that of clean work wear and time books. This is handled directly by Chelgrave Area Representatives who have developed individual arrangements with each client to minimise face to face contact in all situations.</p> <p>Delivery of laundry services to Chelgrave are handled remotely so no personal contact is required. Chelgrave have received from our supplier their Covid safe Planning that highlights the need for sanitisation regularly so as no surface contamination of the garments occurs.</p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p>Chelgrave work with our clients to establish workable rosters in our bigger, permanent presence sites. These sites are generally large and distance between maintenance personnel and others on the manufacturing floor is considerable.</p> <p>Any client that does not fall into this category of space is looked at individually and assessed.</p>
<p>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule.</p>	<p>Our Covid -19 Site Systems Assessment is used to ensure that current clients are establishing recommended guidance for employees.</p>

Guidance	Action to ensure effective record keeping
Record keeping	
<p>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<p>Our Covid -19 Site Systems Assessment is used to ensure that current clients are establishing recommended guidance for employees.</p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p>OHS Reporting forms a part of the Chelgrave Induction. It covers all forms of EHS Reporting. The Client's Induction will also be inclusive of this.</p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p>The Chelgrave BCP is under review to include new developments learned from the COVID-19 Pandemic.</p> <p>Many of the processes in place were developed from the BCP prior to the Pandemic occurring such as the ability to operate the business remotely.</p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p>Chelgrave have ensured that all assignments are appropriately added and closed off. This ensures accuracy in tracing where an employee was assigned at any given period of time.</p> <p>This coupled with Timesheets and our Payroll System we can provide accuracy down to the day and hour of attendance. This enables cross referencing shift patterns to establish contact periods.</p> <p>Contact Tracing within the client site will need to rely on the detail of an individual's movement within the site, including client staff. Our Covid -19 Site Systems Assessment is used to ensure that current clients are establishing recommended practices.</p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p>Our Covid -19 Site Systems Assessment is used to ensure that current clients are establishing recommended cleaning and access for employees.</p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p>Suspected or confirmed cases are handled as recommended by DHHS. https://www.dhhs.vic.gov.au</p> <p>If a case is suspected:</p> <ul style="list-style-type: none"> • Employee reports they have symptoms • Instruct the employee to go home and get tested • Instruct to Self-Isolate until the results come in via text or arranged method.

Guidance	Action to prepare for your response
	<ul style="list-style-type: none"> • Advise Client • Send Chelgrave a copy of the Text • If negative Chelgrave shall advise client and get approval for return • Advise employees of return date and time. <p>If a Positive Test is confirmed:</p> <ul style="list-style-type: none"> • Instruct Employee to self-isolate for 14 Days as per DHHS Recommendations. They should consider all other contacts externally to work and advise those individuals. • Report to WorkSafe Victoria and DHHS • Advise Client immediately so they may enact their internal process to begin Contact Tracing and advise known contacts internally • Advise Chelgrave Area Representative for that area. Area Representative to prepare details of all other Clients or Chelgrave Employees they have been in contact with for past 14 days. Their Work Permit Multiple Site Log can be used for this. • Advise all work-related contacts from Area Representative if they have been in contact with affected person in the last 14 days. (This will mean a minimal number as our protocols are to not have face to face contacts where possible). • Receive Contact Tracing from Client where there is more than one Chelgrave employee on site. • Prepare all Contact Tracing Information and advise Chelgrave Employees listed. • Deliver Contact Tracing Information to WorkSafe and DHHS as soon as possible as instructed by these departments. • Receive Negative test Result and Clearance for work from Employee • Advise client and get approval for return • Advise employees of return date and time.
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p>On receipt of a positive test result the Client shall be notified, and they shall enact their own procedures for advising visitors and other contractors or to the site.</p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>All Staff are aware that if a positive result is received from an employee via a call through the office phone number, it must immediately be reported. The staff member taking the call must request the test result to be texted to the Area Representatives mobile phone number and/or emailed to Operations@chelgrave.com.au</p> <p>This text or email shall be forwarded to the Systems Manager, followed by a phone call advising of the result. If not available, the National General Manager or General Manager – Technical.</p> <p>The Chelgrave Systems Manager, National General Manager or General Manager - Technical shall notify WorkSafe Victoria on 13 23 60 and DHHS as soon as a positive test report is received from the employee.</p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p>The client shall be responsible for their work environment and take the necessary steps for any deep cleaning that needs to be undertaken. Once the appropriate clearances are received the Client shall notify Chelgrave that employees can return or advise of any reductions in the employees required or working arrangements.</p> <p>Chelgrave shall make the necessary contacts with the employees to provide the advice.</p>

I acknowledge I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed: 

Name: John Wynne

Date: 7th August 2020