

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Hospitality

Business details

Business name	Impala Kitchens
Business location (town, suburb or postcode)	5-7 Foundry Road Sevenhills
Project name	Various :
Project address (number, street, suburb and postcode)	Various:
Completed by	Mark Griffiths
Email address	mgriffiths@impala.com.au
Effective date	26 July 2021
Date completed	29 July 2021

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.

All workers must assess themselves for COVID symptoms.

Exclude workers who are unwell from the site.

All workers who feel unwell must leave the site.

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.

All workers must leave the site immediately if unwell

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.

All workers have been trained in how to wash hands and wear face masks.

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.

Not applicable for smaller sites less than 4 people

Encourage workers to access COVID-19 vaccination when eligible, including by:

- **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.**

All workers have been encouraged to seek a COVID 19 vaccine and have been offered time off work to have the Jab.

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.

COVID Marshals for Impala kitchens and Bathrooms. Note combined workforce less than 50.

Mark Griffiths

Robert Aguirrezabel

Matthew Sammut

Ensure workers comply with mandatory surveillance COVID-19 testing requirements, where applicable.

All workers from LGA's have been notified of their responsibilities, and where the Government Guidelines have mandated stay at home orders, these have been followed.

Physical distancing

Provide parking at or near sites to reduce use of public transport, where practicable. Communicate and promote compliance with rules relating to carpooling.

We are following HIA guidelines and common sense.

Restrict inductions to site to the minimum practicable, to reduce movement of workers between different sites.

We have managed to ensure workers are not sent all over Sydney to various projects.

On sites for construction, renovation and additions on unoccupied residential buildings two storeys and under:

- **limit the trades on-site to one at any time**
- **cap the number of sites visited by trades person in any week to five sites.**

Note: These restrictions do not apply to roles that involve inherently short and contactless visits to sites, such as supervisors, certifiers and professional services such as engineers and surveyors, delivery drivers and specialist installers working on their own.

We have only 1-2 trades on site and any given time. depending on risk assessment

factors and physical distancing.

Wherever practicable, create separation of people and teams on site:

- **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.

This is not possible on all sites, due to restraints of the site

Use contactless deliveries and invoicing where practicable.

This is being done where possible and Impala's preferred option for delivery.

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 onsite) they must be wearing a face mask.

This is being actioned.

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.

This is being actioned where possible.

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

Not practicable for smaller sites.

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.

This is being done where practicable.

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.

This is being done where practicable.

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).

This is being done where practicable.

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.

This is being done where practicable.

Monitor entry and exit points to maintain physical distancing and prevent overcrowding, including but not limited to provision of supervision, line marking, clear signage, video communications/doorbell.

This is being done where practicable.

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.

This is being done where practicable.

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.

This is being done where practicable.

Hygiene and cleaning

Face masks must be worn by workers, unless exempt.

This is mandatory, no exceptions.

Have hand sanitiser or wash stations at key points around the site, such as entry and exit points and meal areas.

Hand sanitiser is issued to each worker and all trades must carry Hand Sanitiser with them.

Bathrooms must be well stocked with hand soap and paper towels.

This is being done where practicable.

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.

This is being done where practicable.

Staff are to wear the required personal protective equipment when cleaning, including gloves, and wash hands thoroughly before and after with soap and water.

This is being done where practicable.

If sharing tools and equipment is unavoidable ensure cleaning with a detergent solution or disinfectant wipes in between use, where practicable.

This is being done where practicable.

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.

This is being done where practicable.

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.

All sites have a QR code on the premises.

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.

All trades have been instructed to use QR code.

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.

All sites have a QR code on the premises.

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.

All sites have a QR code on the premises.

Issue NSW Government QR codes electronically to delivery drivers prior to site entry, where practicable. Note: this may not be applicable for small sites.

All sites have a QR code on the premises.

Consider implementing use of tracing cards to track contacts between employees, drivers and visitors on site.

Not applicable for small sites

Cross check delivery crew induction details to ensure address details are registered

and compliant with public health order restrictions.

Not applicable for small sites

Employers must maintain records on their staff, including but not limited to:

- **records of other sites visited**
- **place of residence to determine whether staff are required to undertake surveillance COVID-19 testing**
- **mandatory surveillance COVID-19 testing results**
- **age and vaccination status – if a person declines to provide vaccination information, it is sufficient to record that fact.**

All sites have a QR code on the premises along with schedules showing all trades on site.

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.

Impala is fully committed to complying with all health orders and advices from Industry bodies

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes