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| Project NameCOVID-19 Management Plan |

**Document and revision history**

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| Client reference no. |  |
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**Terms and definitions**

The following terms, abbreviations and definitions are used in this plan.

|  |  |
| --- | --- |
| Term | Definition |
| PPE | Personal Protective Equipment |
| RTW | Return To Work |
| SWMS | Safe Work Method Statement |
| Other | Insert other Abbreviations in the appropriate position in the table |

Table 1: Terms and definitions

Cross reference with contract requirements

The following table outlines where the requirements of the Contract Particulars are addressed within this COVID-19 Plan.

|  |  |  |
| --- | --- | --- |
| No. | Contract requirements  | Relevant sections of this plan |
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# Introduction

This COVID-19 Management Plan (Plan) describes the Laing O’Rourke management systems, procedures and controls that Laing O’Rourke will use to:

* Achieve all project COVID-19 objectives
* Deliver the project in a safe, productive manner
* Provide solutions that align with the Australian Government COVID-19 requirements for industry
* Achieve exceptional and demonstrable outcomes in COVID-19 heath and safety.

This COVID-19 Managament Plan is a dynamic document, which must be reviewed at a minimum of the six-monthly Plan review or after a significant change to the PRA, design risk assessment, company, project or legislative requirements.

## Purpose

This COVID-19 Management Plan (Plan) is a practical guide for both the Planning and Delivery Phases on site and in an office and peripheral activities that . The details of this Plan will be implemented on site/in the office to ensure delivery is aligned with the Australian Government COVID-19 management requirements and objectives. The Plan demonstrates our commitment to maintaining business as usual during project delivery and how the works will be managed to achieve healthy and safe outcomes.

## Scope of work

Insert Scope of the project / workplace here

The project is split into ## areas, as outlined in the following table.

|  |  |
| --- | --- |
| Stage  | Description |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |

Table 3: Scope of work

# Program and Construction Look Ahead

|  |
| --- |
| CRTICIAL WORK SUMMARY – 3-Month look ahead |
| DATE - DATE |  |
| RAil possessions / OCCUPATIONS |   |

# Roles and responsibilities

The key health and safety roles and responsibilities are outlined in Table 4.

|  |  |
| --- | --- |
| Role | Responsibility |
| Contractor's Representative | * Maintains overall responsibility for the project to deliver to client contractual obligations
* Acts as the primary point of contact attending all client meetings and key project forums and managing all reporting requirements.
 |
| Project Leader | * Maintains overall responsibility for the project to deliver the client contractual obligations
* Acts as the primary point of contact attending all client meetings and key project forums and managing all reporting requirements.
* Implements construction sequencing solutions that minimise disruption to operations and maximise delivery efficiency
* Defines constructability reviews and processes for a seamless interface from design to construction
* Develops and implement management strategies to mitigate health and safety risks and promote Inclusion & Welllbeing.
 |
| Construction Manager | * Manages on-site works safely
* Develops site induction and emergency response procedures
* Ensures management plan requirements are implemented
* Ensures all personnel are inducted and trained
* Provides updates to client via the Project Leader / Stakeholder Manager
 |
| Stakeholder Manager | * Assists Project Leader in maintaining client interface
* Acts as key communication conduit with Project personnel
* Acts as the Laing O'Rourke security representative.
 |
| Engineer | * Supports the Construction Manager to ensure the Construction Manager’s responsibilities are fulfilled with specific reference to the Engineer’s scope or package of works.
* Maintains site registers including personnel, vehicle and plant registers
 |
| WHS Manager | * Supports the Construction Manager in developing site induction and emergency response procedures
* Reports health and safety issues internally and to relevant regulatory bodies, advising any corrective actions necessary and assists in their implementation
* Closes out any feedback on health and safety issues.
 |

Table 4: Key COVID-19 management roles and responsibilities

# Mobilisation

* No person with symptoms should come to work or be allowed on site.
* No person who has been a contact of a person with COVID-19 should come to work or be allowed on site until State Health advice permits them to leave isolation.
* Inductions to site may need to be restricted to the minimum practicable and is subject to change based on government changes and Public Health Orders.
* Masks are mandated at all times for indoor and outdoor areas, excluding State Government approved times for removal (i.e. eating, drinking, safety critical works that require clear communication) or if a person has a confirmed medical exemption.

|  |  |
| --- | --- |
| Induction | Description |
| Site-specific COVID-19 induction **(All personnel required to undertake work and Visitors)** | All persons required to undertake work at the workplace as well as visitors will undergo a full induction that covers off on the content of this Plan and site specific rules and produres. This induction is intended to ensure that all persons are informed of the arrangements contained within this Plan and to provide an opportunity to attendees to clarify any questions they have about the workplace. The induction is not required to be a power point presentation, however this in an acceptable method so to ensure that all persons receive the appropriate information prior to attending site. The workplace has implemented the following method to completing the induction:* All personnel, including subcontractors, who receive a site-specific induction will state and provide a copy of their qualifications and certificates of competency, be required to provide their individual details by completing a Site Induction Record for Employees and Subcontract workers, and complete the assessment to confirm they understand the induction.
* Copies of qualifications and certificates of competency will be filed with the induction record and record the details in a register.
* The site will file the completed records under the trade or subcontractor to which the person belongs.
* Laing O'Rourke’s site induction stickers and induction cards will be issued at the time of induction. Each person inducted will be required to immediately fix the sticker to their helmet in a visible position and carry their induction cards at all times on site.
* *Insert Induction booking requirements, timings etc.*
 |
| Ad-hoc Deliveries | Ad-hoc deliveries to the site office do not require a driver induction however details within this Plan include requirements if the driver must enter site/the delivery is not contactless. The following protocols apply to deliveries: * Contactless mail and parcel deliveries to the site office: Require no further action
* *Insert other details specific to the site requirements*
 |
| Delivery and driver inductions | Driver’s required to be unloaded by machinery at the workplace or that are required to drive into a construction / production related area at the workplace require a driver induction. The driver induction will cover basic emergency response information, traffic management information, loading and unloading requirements and details of this Plan. The driver induction may also cover off on Chain of Responsibility (COR) requirements for Heavy Vehicles where applicable. This includes the driver’s offsiders and passengers. Details will be recorded on s Site Induction Record for Delivery Drivers. The following protocols apply to deliveries: * One-off deliveries to site: Delivery drivers induction and briefing on the loading/unloading procedure
* Regular deliveries to site: Delivery driver induction or full site-specific induction as determined by PRA or any process delivered by the project to ensure delivery drivers are aware of the hazards and risks and aware of their obligations.
 |

## Staff Working Plan

|  |  |
| --- | --- |
| **Function ON PROJECT** | **WORKING PLAN**  |
| **Project Delivery** Project Leadership / Construction Management / Supervision  | Critical operations staff only on site full-time.A project seating plan has been implemented to ensure we manage social distancing seating arrangements within the office.  |
| **HSE**Safety Managers / Advisors  | Critical operations staff only on site full-time.A project seating plan has been implemented to ensure we manage social distancing seating arrangements within the office. |
| **Engineering**Site Engineers / PEs / SPEs / PTLs | Critical operations staff only on site full-time.A project seating plan has been implemented to ensure we manage social distancing seating arrangements within the office.  |
| **Other:*** Commercial / Procurement
* Planning / Project Controls
* Legal
* People / Sustainability
* Administration
* Site Administrators / Office Managers
* Quality & Document Control
* Communications and Community Stakeholder Engagement
* Design
* Digital Engineering
* Estimating / Cost Planning
* Finance
* IT
 | All staff will continue to work remotely where possible. Staff movements are managed via the site staff scheduling roster. A project seating plan has been implemented to ensure we manage social distancing seating arrangements within the office. Note: Total Percentage of staff combining all roles and functions will remain at XX% with onsite rostering to achieve this target during normal operations. Possessions / Occupations and critical scope may create short term peaks above this.This is monitored and reported on daily to ensure compliance.  |

## Record Keeping

* There is good information about interactions on site, so that the respective State Health department will be able to trace contacts and determine how a site can keep operating or reopen if there is a COVID-19 case on site.
* There are records of people and teams mixing or working separately that can assist the respective State Health department
* There are LORAC QR codes for separate areas of a site including meal areas, but mainly for indoor areas and only if it does not cause congregation at check-in points
* There’s a process in place to ensure the site adheres to new testing guidelines as they evolve.
* Names of all site personnel, including workforce, staff and supply chain when we’re informed, are being recorded in a COVID-19 Register if they are feeling unwell/have symptoms, have been a contact wth a case and/or have been recommended by a health professional to receive a COVID-19 test and isolate. This is to ensure they cannot attend site until advised by the State Government that they no longer need to isolate.
* Workers may be required to provide proof of residential address and evidence of a COVID-19 test (which may include an SMS text message or email from the testing organisation). This informaiton is being recorded.
* The Project leadership team receive an automated list from Pegasus/MTA/EIFY/Other every morning with names of all personnel, including workforce, staff and supply chain who are from specific LGA/Suburb/Other and are not not permitted to enter site, unless approved as per conditions of the respective State Government. This is subject to change as the COVID-19 situation evolves in each State and the project will ensure it is responding to the latest Public Health Orders.
* If it is not possible for check-in to occur via a respective State Government QR code, a record shall be maintained of the name, contact number and entry time for all workrs and visitors for a period of at least 28 days. These records will be provided via a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.
* Applicable site personnel will be required to provide evidence of their vaccination status as per the respective State Government Public Health Order. Records shall be maintained via Pegasus/MTA/EIFY/Other.

## Testing & Vaccinations

* Identify and communicate areas close to site where vaccinations can be booked.
* Establish on-site communication program to encourage vaccination with staff, subcontractors and suppliers.
* Identify and communicate locations near work sites where vaccinations are available.
* Communicate the respective State Health eligibility processes for vaccinations.

# Entry to / Exit of Site / Office

* Implement travel guidelines
* Do not share a car to get to work if it can be avoided.
* Do not congregate at arrival points.
* Confirm that each person arriving has no symptoms or contacts with a COVID-19 case.
* Processes for arrival on site should be done without causing congregation or close contact with a person undertaking checks. Social distancing should apply.
* Every person arriving on site must check in with a QR code using the respective State COVID-19 App / website.
* Refer to Appendix 2: COVID-19 Signage Catalogue

## Health Screening

* Sites may perform temperature checks on all workers on entry to site in a manner that avoids congregation at entrances or close contact with testers.
Note: Walk through screening preferred to handheld testing (subject to availability).
* *Describe what protocol is in place to manage sites where a person who becomes unwell at work, tests positive to antigens and for workers to notify site owner as soon as they become aware of having tested positive to COVID-19.*
* First Aid personnel are provided with additional training regarding COVID-19 risks, have been provided with their own individual mouth covering and surgical gloves and have 24/7 access to PPE (to manage COVID-19 exposure).

## Rapid Antigen Testing

The Project will conduct Rapid Antigen Testing, as part of respective State Government, Laing O’Rourke, Client and/or industry requirements. Testing does not require mandatory participation but all personnel will be encouraged to take part. Refer to Appendix 5 for the Rapid Antigen and PCR Testing Scenario Planner.

## AOD Screening

### Hand-held breathalysers

* No person who is symptomatic (showing signs of respiratory or viral illness) shall be tested by LORAC or onsite personnel;
* All persons being tested need to wash their hands or use hand sanitiser prior to being tested;
* Tools and equipment are cleaned with disinfectant solutions between each use;
* All authorised testers will wear double disposable medical gloves;
* The top layer should be removed between tests and replaced;
* The sealed straw or mouthpiece is to be handed to the participant to open and fitted to the testing unit (where applicable);
* The authorised tester shall hand the person the testing unit (for either an active or passive test) to attach the mouthpiece / straw and step away from the participant whilst they carry out the test (where applicable);
* The authorised tester to remain 2m away from the participant at all times; and
* On completion of the test the participant removes the mouthpiece or straw, places it in a sealed container / bin and hands the testing unit back to the authorised tester (where applicable);

### Wall mounted breathalysers (not in use in NSW)

* Tools and equipment are cleaned with disinfectant solutions regularly;
* The straws are to be sealed or single item dispensary;
* The participant places the straw into the machine without touching any other area of the unit;
* The participant completes the test and then places the straw in a closed container/ bin;
* The second test person remains 1.5m away from the person who is completing the test.

### Urine or Oral fluid or urine drug test

Whilst every collection space and situation is different, every effort will be made to remain at a distance of 1.5 metres;

* Collectors will double glove and wear new top layer gloves for each person
* Work surfaces are to be wiped down with disinfectant between each donor

## Visitors

* Consider whether a visitor is required to attend site and where practicable, limit to only critical needs.
* Every person arriving on site must check in with a respective State Government QR code
* Designated contact person must meet their visitors upon arrival – or prior to arrival to greet them and escort them through the site
* Ensure visitors are asked to confirm the following questions when visiting offices:
* Do you have cold or flu-like symptoms?
* Have you been or do you have any reason to suspect you've been exposed to someone with or suspected to have COVID-19?
* Have you returned from any overseas location in the past 14 days?
* Have you been asked to self-isolate due to having had contact with someone with suspected or diagnosed COVID-19?

## FIFO Airport

### Social Distance and Segregation

* Ensure 4m2 and 1.5m social distance is maintained – including lounge area
* Incoming and outgoing passengers are segregated
* Where possible passengers are accessing web or mobile check-in
* Passengers to move through zones as directed by airport staff and not accessing zones dedicated to other airlines
* Workspace for screening is set with 1.5m demarcation for social distancing standards
* Screening area has been marked for people to cue with 1.5m spacing

### Clean & Sanitise

* LORAC Airport screening staff to wear PPE – mask, gloves sanitiser
* Passengers to use separate pens for completing questionnaires
* Hand sanitiser available for passengers waiting for flights
* All passengers wash or sanitise hands after entering area
* All passengers wash or sanitise hands prior to boarding plane
* Avoid any unnecessary contact on surfaces where possible

### Visual Management

* Floor markings for 4m2 and 1.5m social distancing
* Seat positioning in waiting areas for 4m2 and 1.5m social distancing – extra chairs barricaded or removed
* Hard barriers in place to manage queues and segregation
* Maximum allowable persons and visual standards displayed
* Posters displayed communicating hygiene practices
* Refer ot Appendix 2: COVID-19 Signage Catalogue

## Deliveries

* Cross check delivery crew induction details to ensure address details are registered to ensure that all drivers from the restricted LGAs have received the required PCR test.

### Social Distance and Segregation

* Contactless deliveries where practicable
* Ensure 4m2 and 1.5m social distance is maintained
* Procurement department to provide information to supply chain partners prior to delivery
* Paperless delivery documentation where practicable
* Respecive State Government QR codes to be issued electronically to delivery drivers prior to site entry where practicable
* Driver completes the COVID-19 Screening Tool this is reviewed by LORAC Staff and if appropriate the driver can enter the work site & exit the vehicle
* Delivery drivers and other occupants should remain in their vehicles if not required to unload where practicable. If they wind down their windows (e.g. to engage with people onsite) they must be wearing a mask (properly fitted).
* Where a driver is required to unload, no one else should touch the vehicle with staff remaining minimum 3m away from the driver where practicable e.g. some unloading will require contact with vehicles
* Drivers must use dedicated visitor amenities if available (not amenities used by construction workers)

### Clean & Sanitise

* Delivery driver sanistises hands before manually unloading goods and materials
* Delivery/goods receipt area cleaned regularly

### Visual Management

* Visual standards displayed on the Machine
* Floor markings for 4m2 and 1.5m social distancing in delivery bays
* Refer ot Appendix 2: COVID-19 Signage Catalogue

# Communication and Consultation

The Project conducts online meetings with site personnel to ensure information is communicated regularly. These include but are not limited to:

* LORAC Senior Leadership Team: Daily during critical COVID response periods
* LORAC staff: Bi-weekly
* Supply Chain: Weekly
* Other

## Daily Activity Briefings / Pre-Task Briefings

### Social Distance and Segregation

* Ensure 4m2 and 1.5m social distance is kept from all others in area
* Prestart to be held in open areas and outside where possible
* Crews split into teams for different start times and groups kept to minimal numbers
* Time minimised to under 10 minutes
* Screening questionnaire checklist prominently displayed at sign-in locations
* Electronic swipe on (EIFY / Pegasus / RIW / MTA / Other) to be used where possible.
* Sign on pens not to be shared
* Dynamic LORACQR code used to sign on where practicable

### Clean & Sanitise

* Wash or sanitise hands before commencing
* Minimise paper print out to supervisor only
* Supervisor to inform team members of any changes to Covid-19 controls
* Where writing is required individual pens to be used
* Encourage use of digital technology (e.g. Dynamic QR codes)

### Visual Management

* Ground/Wall markingsfor social distance in place
* Refer ot Appendix 2: COVID-19 Signage Catalogue

## Toolboxes

### Social Distance and Segregation

* Ensure 4m2 and 1.5m social distance is kept from all others in area
* Prestart to be held in open areas and outside where possible
* Crews split into teams for different start times and groups kept to minimal numbers
* Time minimised to under 10 minutes
* Screening questionnaire checklist prominently displayed at sign-in locations
* Electronic swipe on (EIFY / Pegasus / RIW / MTA / Other) to be used where possible.
* Sign on pens not to be shared
* Dynamic QR code used to sign on where practicable

### Clean & Sanitise

* Wash or sanitise hands before commencing
* Minimise paper print out for supervisor only
* Supervisor to inform team members of any changes to Covid-19 controls
* Where writing is required individual pens to be used
* Encourage use of digital technology (e.g. Dynamic QR codes)

### Visual Management

* Ground/Wall markingsfor social distance in place
* Refer ot Appendix 2: COVID-19 Signage Catalogue

## Meetings

### Social Distance and Segregation

* Where meetings are required they are moved to Microsoft teams or Zoom.
* The room layout with desks, chairs and markings (stickers, posters and signage) is to ensure 4m2 and 1.5m distancing requirements are met (i.e. excess meeting room chairs are removed)
* Doors and windows to remain open where possible for increased ventilation
* Limit meeting times and attendees – no meetings longer than 2 hours if required inside a room.

### Clean & Sanitise

* Anti-bacterial gel and disinfectant wipes available in all meeting rooms
* Regularly wipe down ‘high touch’ areas
* Provide hand sanitiser for hands and encourage on entry and exit

### Visual Management

* Display maximum number of people allowed in room at any time on entry
* Floor markings for 4m2 and 1.5m social distancing
* Seating identification clearly marked
* Posters displayed communication hygiene practices
* Refer ot Appendix 2: COVID-19 Signage Catalogue

## COVID-19 Marshalls

COVID-19 Marshalls on site to assist to ensure that good practices are followed and sites stay open. E.g. offering guidance on:

* Checking can happen across the site – not just at arrival points.
* Explain what to do if a person becomes unwell at work

Relevant State Sites must have a nominated person and/or COVID-19 Marshall (at least one nominated person and one per 50 workers) who is responsible for ensuring compliance with all restrictions, including site checks ins, wearing of masks, physical distancing and testing protocols. Supervision may be applied to multiple sites for smaller projects.

# Training

The project/office/site training room has capacity to hold XX persons while still complying with the 4m2 rule. The following conditions will be implemented and maintained for any on site training conducted:

### Social Distance and Segregation

* Virtual delivery where possible
* Social distancing must be maintained to 4m2 and 1.5 distancing requirements
* Control and monitor anywhere attendees may gather before, during breaks and after training concludes.
* Divide room into two metre by two metre squares that are marked on the floor and across any tables to provide a 4m2 workstation for each participant
* Remove excess meeting room chairs

### Clean & Sanitise

* Clean and disinfect all surfaces prior to training by a person who has washed & sanitised their hands
* Gloves are recommended to be worn after sanitising for cleaning activities
* Anti-bacterial gel and disinfectant wipes available in all training rooms
* Regularly wipe down ‘high touch’ areas
* Provide hand sanitiser in room
* Disposable drinking cups should be positioned singularly, upside down on a sanitised surface
* Individual sachets of coffee, tea, hot chocolate etc. and sugar should be made available with single use stirrer's or plastic spoons.
* Paper items, pens, and other workshop resources should be laid out in each individual workstation prior to the commencement of the workshop to reduce exposure to unnecessary face-to-face contact.

### Visual Management

* Display maximum number of people allowed in room at any time on entry
* Floor markings for 4m2 and 1.5m social distancing
* Signage should be placed at all entrances and contact points, including distancing reminders on the floor
* Use desk decals for any desks not to be used
* Use floor marking to denote flow
* Refer ot Appendix 2: COVID-19 Signage Catalogue

# Site / Office Locations

There are LORAC dynamic QR codes for separate crib rooms, offices and pre-start/toolbox areas within each zone/bubble and they are signposted at multiple locations and long pathways so that they do not cause congregation at check-in points.

## Reception

### Social Distance and Segregation

* Implement visitor induction requirements
* All visitors contact meeting organiser on arrival – or prior to arrival to greet and escort through workplace
* Ensure 1.5m social distance is maintained during visit
* Limit number of personnel allowed in area to maintain 4m2 1.5m social distancing requirements– others to queue outside
* Departing personnel to move through reception without standing around
* Do not lean over the reception desk whilst talking to the reception team, remember their safety as well
* Be prompt with your request to reduce number of people within area
* Outer doors to stay latched/held open where possible to reduce hard surface object

touching

* Consider the removal of sign in pens and utilise Eify / Pegasus / MTA / RIW / Other swipe in where possible or having the receptionist sign personnel in and out
* Health declaration completed (FFW confirmed prior to entry)

### Clean & Sanitise

* Wash/Sanitise hands before entering or touching anything, especially hard surfaces
* Reception staff to wear gloves whenever handling external goods. (ie. Freight containers)

### Visual Management

* Maximum allowable persons and visual standards displayed on the entrance doors
* Floor markings for 1.5m social distancing
* Posters and TV’s communicating hygiene practices
* Refer ot Appendix 2: COVID-19 Signage Catalogue

## Office

### Social Distance and Segregation

* Ensure 1.5m social distance is maintained at all times
* Reorient desks so not directly facing each other where there are no high barriers between seating
* Limit number of personnel in the area as per calculation of 4m2
* Minimise entry into office areas where possible to comply with 1.5m social distancing
* Clearly display entry and exit points
* Create a clockwise or anticlockwise flow for entry and exits of the office where possible
* Ensure clean desk policy is in place daily to ensure that all belongings are taken/stored daily and between use

### Clean & Sanitise Facilities

* Ensure a full clean and disinfect occurs at least once a day with increased cleaning of touchpoints (2-3 times per day)
* Deep clean and disinfect to be undertaken every weekend
* Have anti-bacterial gel auto-dispensers in each main building and floor entry and exists
* Ensure the paper desk covers are available for people in all main entrances to pick up on way in
* Cleaning solutions are provided to clean and disinfect surfaces
* Clean keyboard, mouse, desk space, phone, photocopier, printer, AR equipment, touch screen, smart boards and other contacted areas before use
* Consider adjusting the settings of the HVAC so that it doesn’t recirculate the air or limits the level of recirculation.
* Exhaust Fans are set at full capacity when occupied, and the exhaust is directed outdoors and away from windows and air intake systems of buildings.
* Personal fans and portable air cleaners or purifiers should only be used where the air is not directly blowing from one person to another and where fresh air is available.

### Clean and Sanitise People

* Wash or sanitise hands before entering
* Wash or sanitise hands after entering
* Wash or sanitise hands before leaving

### Visual Management

* Maximum allowable persons and visual standards displayed on the entrance doors
* Use arrow decals on floor to demonstrate flow
* Desk identification for 1.5m social distancing
* Extra desks and chairs removed
* Seating plan and workstation assignments on display
* Desk decals are placed on desks not available for use
* Posters displayed at main exits as a reminder to wipe down desks and pack up belongings
* Posters displayed communicating hygiene practices
* Where TV’s are provided use to display Covid-19 messages
* Refer ot Appendix 2: COVID-19 Signage Catalogue

## Crib Room

### Social Distance and Segregation

* Ensure 1.5m social distance is kept, floor marking to be in place
* Crib times staggered to avoid overcrowding
* Crib room capacity capped as per social distancing requirements
* Dedicated crib rooms per crew where possible or assignment of crib room appliances
* Shared condiments and sauces removed
* Use of disposable plates, cutlery, coffee cups and plastic cups only if a dishwasher is not available
* There are QR codes for separate areas of a site including meal areas, but mainly for indoor areas and only if it does not cause congregation at check-in points.
* Creating additional meal areas to reduce the number of people gathering.
* Additional meal areas should be in outdoor or fresh air environments wherever possible. This might include ground level areas, or on levels of buildings that are structurally sound and otherwise safe, but open to fresh air (without facades)

### Clean & Sanitise

* Wash or sanitise hands before entering
* Use paper towels and spray & wipe to clean if antibacterial wipes are not available
* Clean the table/bench before you use it. Throw out paper towels after use.
* Clean the table/bench after you are finished
* Wash or sanitise hands before leaving
* Industrial grade cleaning 4 times a day (after prestart, smoko, lunch and end of day)

### Visual Management

* Maximum allowable personnel and visual standards to be displayed on entrance door including

who crib room is assigned to

* Table toppers in place on social distancing or posters displayed communicating hygiene practices
* Only 2 seats at a bench table
* Seat positioning for 1.5m social distancing (excess chairs removed)
* Floor markings for 2m social distancing
* Refer ot Appendix 2: COVID-19 Signage Catalogue

## Kitchen

### Social Distance and Segregation

* Room layout to allow 4m2 and 1.5m distancing requirements
* Create a clockwise or anti-clockwise flow for the entry and exits
* Remove all excess chairs

### Clean & Sanitise Facility

* Remove all shared consumables – biscuit, tea etc and replace with individually wrapped options
* Wash or sanitise hands before and after using plates/cutelry etc. and place directly into dishwasher
* Exhaust Fans are set at full capacity when occupied, and the exhaust is directed outdoors and away from windows and air intake systems of buildings.

### Clean & Sanitise People

* Provide sanitiser in kitchen areas (preferably in an automatic dispenser)
* Provide hand wash and anti bacterial wipes near sinks

### Visual Management

* Display maximum number of people allowed in room at any time on entry
* Floor markings for 4m2 and 1.5m social distancing
* Refer ot Appendix 2: COVID-19 Signage Catalogue

## Toilet / Bathroom and Change Room

### Social Distance and Segregation

* Ensure 4m2 and 1.5m social distance is kept from all others in area
* Outer doors to stay latched/held open where possible

### Clean & Sanitise

* Avoid making contact with as little surfaces as possible
* Hand Wash or soap to be available near all sinks
* Ensure water temperature and pressure is high enough to support hand washing (preferably over 20 degrees), however key is over 20 seconds of washing not temperature
* Wash hands before leaving bathroom and sanitise when entering workplace
* Where possible use paper towel to open doors and place in sealed bin
* Exhaust fans are set at full capacity when occupied, and the exhaust is directed outdoors and away from windows and air intake systems of buildings.

### Visual Management

* Maximum allowable persons and visual standards displayed on the entrance doors
* Cleaning regime identified with last cleaning time by who
* Floor markings for 1.5m social distancing
* Posters displayed communicating hygiene practices
* Refer ot Appendix 2: COVID-19 Signage Catalogue

### In addition where possible it is best practice to:

* Provide automation of bathroom doors
* Provide automatic sensor based faucets that run for 20 seconds
* Replace hand soap dispensers with automatic soap dispensers
* Purchase recycled paper towels

## Ice Room

### Social Distance and Segregation

* Ensure 1.5m social distance is kept inside the ice room, floor marking to be in place
* Limit number of personnel in area as per allowance - others to queue outside at 1.5m social distancing
* Segregation of teams to separate ice rooms where possible

### Clean & Sanitise

* Wash hands for 20 sec or sanitise before entering
* Avoid touching any unnecessary surfaces
* Keep water bottle as far away from dispensers as possible
* Use elbow/forearm to open door on exit
* Wash or sanitise hands when finished

### Visual Management

* Maximum allowable personnel and visual standards to be displayed on entrance door
* Floor markings for 1.5m social distancing inside ice room
* Posters displayed communicating hygiene practices
* Refer ot Appendix 2: COVID-19 Signage Catalogue

# Transportation

## Lift / Hoist

### Social Distance and Segregation

* Limit the number of people in the hoist/lift 1.5m between people. Mark-up the lift floor
* Occupants should try to face the lift hoist door / outwards where possible away from each other and spend no more than 10 minutes in the hoist
* Avoid groups of people waiting. Consider scheduling work group lift times. Establish a roster (i.e. structure 6.30 – 7.00, services 7.00 – 7.30 where practicable)
* Mark-up the lobby/waiting area 1.5m between people
* Establish dedicated floors for pick-up/drop of passengers or express type services to specific floors
* In the case of hoists, remove perspex from sides to increase ventilation
* External standard size man/material hoists (e.g. Alimak or Scando 20/32) there should be no more than 6 workers including the driver (i.e. one worker in each corner facing out and 2 others located appropriately in the middle of the lift
* Driver to wear respiratory mask, safety glasses and gloves and to be rotated throughout the day with 2 hourly shifts
* Reduce the need to use hoists by assigning teams to particular floors or areas for their shift.
* As far as possible, do not mix between teams in hoists and lifts.
* All occupants to wear a mask

### Clean & Sanitise

* Clean wipe down control panel (inside + outside, handrails & common touch points throughout the shift).
* NOTE: Use wipes only on control panels, not spray-on or liquid cleaners/sanitisers

### Visual Management

* Standards displayed
* Floor markings for 1.5m social distancing
* Refer ot Appendix 2: COVID-19 Signage Catalogue

## Light Vehicle

### Social Distance & Segregation:

* No sharing of vehicles between functions unless cleaned between drivers
* Limit to one driver per shift where possible
* When traveling for more than 15 minutes, maximum 1 driver and 1 passenger, passenger to sit in the rear left seat. Air conditioning must be set to external airflow or windows should be opened for the duration of the trip. Practice good hygiene and consider wearing face coverings (e.g. masks)
* Air-conditioning to be on fresh air inflow, not on recycle
* There is no passengers when travelling with cold or flu symptoms (Travel home or to the doctors). COVID-19 flow chart for persons feeling unwell apply
* People classified as vulnerable to COVID-19 should travel alone.
* People traveling alone must follow journey management practices.

### Clean & Sanitise:

* Ensure to clean all high contact areas e.g. door handles, steering wheel, keys, gear selector, seat belt buckle, dash, radios when entering and exiting the vehicle
* Vehicles cleaned thoroughly by cleaner each R&R, fly out and/or driver
* Vehicles stocked with cleaning and disinfectant supplies



|  |  |  |  |
| --- | --- | --- | --- |
| **1** | Wash your hands for 20 seconds or use sanitiser | **6** | Close all doors |
| **2** | Sanitsise the keys If sharing cars | **7** | Sit in the seat and wipe all surface areas that you may touch |
| **3** | Wipe all handles and areas that people touch | **8** | Adjust mirrors |
| **4** | Open all doors and allow fresh air in | **9** | You are ready to Go |
| **5** | Walk around inspection and complete your prestart with gloves on | **10** | When finished wipe all surfaces and bin the waste |

### Visual Management

* Standards displayed on each vehicle dash
* Visual Controls such as seat identification
* Refer ot Appendix 2: COVID-19 Signage Catalogue

## Bus

### Social Distance & Segregation

* Buses not to exceed 50% capacity
* Pick-up areas to ensure 1.5m social distance is kept, floor/bollard marking to be in place
* Stagger bus arrivals
* Coordinated boarding and disembarking to maintain 1.5m social distancing
* When traveling for more than 15 minutes air conditioning must be set to external airflow or windows should be opened for the duration of the trip. Practice good hygiene and consider wearing face coverings (e.g. masks).
* Crew numbers to allow for 1 person per section of seating – no occupants are to be seated shoulder to shoulder
* If possible eliminate the need for bus travel
* Minimise wait time at pick-up areas – personnel to arrive no more than 10 minutes early where possible

### Clean & Sanitise

* Wash or sanitise hands before entering the bus
* Seats and seatbelt touch points to be sprayed or wiped down after each trip using disinfectant provided Spray & Wipe
* Discourage unnecessary touching of contact surfaces
* Clean fuel bowser handles and wear gloves prior to use

### Visual Management

* Floor markings at the pick-up areas
* Maximum allowable passengers and visual standards to be displayed on the bus door
* Seat identification (Bus and pick-up waiting areas)
* Refer ot Appendix 2: COVID-19 Signage Catalogue

## Plant

### Social Distance and Segregation

* Ensure 1.5m social distance is kept from all others in area

### Clean & Sanitise

* Clean when entering and exiting the machine
* Open windows/door while conducting the cleaning
* Wear gloves while cleaning
* Use provided hand sanitiser after removing gloves on completion of cleaning
* Clean door handles, rails, steering wheel, gear leavers, indicators, arm rests, joysticks, seating, sun visors, dash and any other contact areas
* Hot seating handover completed from dedicated locations

### Visual Management

* Visual standards displayed on the Machine
* Floor markings for 1.5m social distancing for hot seating hadover
* Refer ot Appendix 2: COVID-19 Signage Catalogue

# Equipment and Tools

* Sharing of equipment and tools should be limit so far is reasonably practicable
* Equipment and tools that are shared should be cleaned between shifts/work groups
* Equipment and tools returned to a Stores, containers and/or toolboxes should be cleaned regularly with disinfectant wipes or sprays
* Where zones / work groups / bubbles exist on site, equipment and tools should not be shared unless they have been cleaned with disinfectant wipes or sprays

# Personal Protective Equipment (PPE)

## Respiratory Protective Equipment (RPE)

Although social distancing of over 1.5m should be maintained where possible, persons may need to work together to safely complete a task. In this case they may need to wear respiratory protective equipment such as;

* Non-powered respirator: these devices rely on the wearer's breathing to draw air in through the filter which filters out contaminants.

Well fitted masks or respirators can provide good levels of protection from airborne contaminants and should be worn in safety critical tasks where 1.5m can't be guaranteed.

In relation to COVID-19:

* You only need to wear a mask when working within 1.5m of someone else, however we should be dynamic in our risk assessments of this
* No masks are currently required to be worn by personnel working outside the 1.5 M radius
* Masks that are authorised for COVID-19 risks include: P1, P2 and P3 .

Single use RPE must be disposed of appropriately after use. Multi-use RPE must be suitably cleaned after use, in line with the manufacturer’s guidance.

Face fit-testing must be undertaken for wearers of any RPE to ensure appropriate face seal.

# Work Groups, Zones and Bubbles

* There is good information about interactions on site, so that the respective State Government will be able to trace contacts and determine how a site can keep operating or reopen if there is a COVID-19 case on site.
* There are LORAC QR codes for separate areas of a site including meal areas, but mainly for indoor areas and only if it does not cause congregation at check-in points
* Records of people and teams mixing or working separately that can assist the respective State Health department are being retained
* Designate ‘mini sites’ within a site, with separate LORAC QR codes to limit entire workforce being in contact with one another where practicable.
* Introduce staggered start and finish times or multiple shifts to reduce congestion at entry/exits and contact time onsite where practicable.
* When personnel are assigned a Work Bubble, they will not be able to access another Work Bubble without it being planned, communicated and controlled. This will be documented and approved on the [Bubble Relocation Request form](file:///%5C%5Cgroup.local%5CDFSDATA%5CAU%5CConstruction%5CSouth%5CProjects%5CK51%5CK51Data%5C1100%20Internal%20%26%20Admin%5C1120%20Management%20Plans%5CCovid%20Management%20Plan%5CWork%20Bubble%20Lists%20%26%20LOR%20QR%20Codes%5CBubble%20Relocation%20Request.docx). Personnel will be encouraged to receive a COVID-19 test.

### Social Distance and Segregation

* Works to occur in an external or open environment where practicable
* Where work is occurring in an enclosed space, ensure all preventative hygiene measures are in place
* Workers must employ proper cough, sneeze and hand hygiene techniques including hand washing / use of hand sanitiser and/or use of respiratory masks
* SWMS to be prepared for any works that require close proximity
* Personnel to keep to the left and try to maintain 1.5m separation in walkways/corridors

### Clean & Sanitise

* Regularly wipe down ‘high touch’ areas
* Ensure measures in place to clean touch points before worker change over

### Visual Management

* Visual standards contained in SWMS/JHA
* Floor markings for 1.5m social distancing
* Refer ot Appendix 2: COVID-19 Signage Catalogue

## Wet Weather

Planning has been considered for all Work Bubbles in the event of wet weather and all personnel are required to be located undercover, refer to Appendix ‘X’.

# Emergency Preparedness and Response

## What to do if Feeling Unwell

Appendix 3 contains the COVID-19 Scenrio Planner if Feeling Unwell, developed by Laing O’Rourke in consultation with appropriately trained personnel, containing details of response to a COVID-19.

## COVID-19 Suspected or Non-negative Test Result Action Plan

Appendix 4 contains the COVID-19 Suspected or Non-negative Test Result Action Plan developed by the Construction Manger in consultation with appropriately trained personnel, containing details of response to COVID-19.

## First Aid

### Social Distance and Segregation

* Consider the appointment of occupational paramedic or occupational nurse
* Ensure First aid personnel are provided adequate training and PPE for any actual of close contact with normal construction first aid patients
* In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don’t cough or sneeze over a casualty when you are treating them
* Don’t lose sight of other cross contamination that could occur that isn’t related to COVID-19.
* Wear gloves or cover hands when dealing with open wounds.
* Cover cuts and grazes on your hands with waterproof dressing.
* Dispose of all waste safely in a closed bin.
* Do not touch a wound with your bare hand.
* Do not touch any part of a dressing that will come in contact with a wound.
* Follow COVID-19 Feeling Unwell flowchart

### Clean & Sanitise

* PPE to be worn by First aider – P2 / medical mask, surgical gloves
* Regularly wipe down ‘high touch’ areas

### Visual Management

* Floor markings for 1.5m social distancing
* Refer ot Appendix 2: COVID-19 Signage Catalogue

## Training and Competencies of Emergency Personnel (inc. First Aiders)

Emergency Coordinator and other emergency response personnel, as required, will have clearly defined roles and responsibilities and will be formally appointed to their positions by the Project Leader.

Specific training shall be conducted for all First Aid personnel regarding appropriate response in an emergency situation regarding COVID-19.

## COVID-19 Shutdown and Return to Work

Appendix 7 contains the COVID-19 Shutdown and Return to Work Plan, developed by the Construction Manger in consultation with appropriately trained personnel, containing details of response to a COVID-19 pause/shutdown.

All personnel shall complete a COVID-19 Return to Work online training module via Pegasus. These will be dedicated per individual and the Work Zone they are assigned to. If a person attends site and has not completed the training, they will be required to complete it, either via their smart device or individually supplied hard copy of the training module.

## Project Risks

### Program

Program is a major risk. We have critical dates for Portions (and Milestones) to meet. There are significant consequences for delay including liquidated damages (and step-up liquidated damages) as well as indemnity costs for delay. However, all reasonable actions and measures are being diligently undertaken to remedy or mitigate any delay and its effects.

Our works currently operate day and night shift on rotating shift roster where there are staff and labour on all day and night shifts to ensure the works are completed to program.

Furthermore, access to the station is a critical impact where some works can only be done at certain times which further impacts our works and ability to mitigate program impacts.

### Health, Safety, Environment (HSE) & Wellbeing

HSE risks are minimal as a result of the health impacts. If works are unsafe due to depleted resources (i.e. sickness) then they will not be undertaken.

If people are feeling unwell, have been notified by State Government as a casual or close contact or are a confirmed positive case of COVID-19, the COVID-19 Scenario Planner if feeling unwell (Appendix X) must be followed, unless State Government official advice deems otherwise. If there is a confirmed positive case of COVID-19 at the worksite, consultation with the Project Director, Business Director and Managing Director shall take place to identify the appropriate response and whether the Crisis Management Plan shall be enacted.

### Commercial

Commercial risks will impact the project dependent on the ongoing measures required to be adopted in line with Government and other requirements.

The majority of the works are subcontracted procured on a lump sum basis with consequences for delay, including liquidated damages. Any changes to the working environment will likely have a major impact on the commercial arrangements with subcontractors.

### Regulatory

It is unlikely there will be an impact, except in the event that trains and public transport are affected. Almost all staff and workers arrive to site on public transport due to location of works and inability to park around site.

### Industrial Relations

At this stage, we do not expect industrial relations issues although Alcohol testing has been raised as a concern. In the event of a site confirmation of positive test, then we may have an impact resultant from Industrial Relations. Additionally, if measures to mitigate the impacts are not considered with Industrial Relations in mind (e.g. break times changed, restrictions on access etc) then there is likely to be an impact.

# Mental Health and Wellbeing

We are striving to create a healthy environment for our people that promotes excellence and acknowledges the evolving changes and demands of their personal and family lives.

Our Next Gear Health, Safety and Environment Management System (HSEMS) includes details on Mental Health Champions, a Mental Health and Wellbeing Toolkit, and programmes and resources to help our people to thrive and make the most of every day.

Go to the [Next Gear HSEMS](https://www.nextgearsms.com/)to read more or watch the video below to hear more about our commitment to your mental health and wellbeing.

## Mental Health Champions

Laing O’Rourke has a [peer support network of Mental Health Champions](https://laingorourke.sharepoint.com/sites/igms-au/employeeservices/ProcedureDocuments/Health%20and%20wellbeing/Mental%20Health%20Champions%20Contact%20List.xlsx) who ensure our staff, workforce and supply chain partners are getting the support they need

Our Mental Health Champions can listen and support people dealing with mental-health related issues and connect them with assistance and resources.

If you would like to put your hand up and volunteer for this important role, you can complete an application in the ​online Forms portal, which can be accessed via the Launchpad on iGATE.

## Mental Health Support

If you are concerned about your own or someone else’s wellbeing, help is available.

|  |  |
| --- | --- |
| **​Laing O’Rourke’s**[**Employee Assistance Programme**](https://laingorourke.sharepoint.com/sites/igms-au/employeeservices/Pages/Employee_assistance_programme.aspx)1300 361 008[www.livewell.optum.com](http://www.livewell.optum.com/)Access code:laingorourke | **Beyond Blue**1300 224 636[www.beyondblue.org.​au](http://www.beyondblue.org.au/) |
| **Lifeline**131 114[www.lifeline.org.au](http://www.lifeline.org.au/) | **Mates in Construction**1300 642 111[www.matesinconstruction.com.au](http://www.matesinconstruction.com.au/) |
| **Mensline**1300 789 978[www.mensline.org.au](http://www.mensline.org.au/) | **Suicide Call Back Service**1300 659 467[www.suicidecallbackservice.org.au](http://www.suicidecallbackservice.org.au/) |

Appendix 1: Health and Safety Policy

**Insert Image of current HS Policy here**

Appendix 2: COVID-19 Signage Catalogue

Appendix 3: COVID-19 Scenario Planner if Feeling Unwell

**Insert Image of current HS Policy here**

Follow this [link](https://laingorourke.sharepoint.com/sites/igms-au/employeeservices/Pages/COVID-19.aspx) to the appropriate COVID-19 Scenario Planner for your project.

Appendix 4: Rapid Antigen Test (RAT) and PCR Testing Scenario Planner

**Insert Image of current scenario planner here**

Appendix 5: COVID-19 Rapid Antigen Testing Plan

**Document and revision history**

|  |  |
| --- | --- |
| Document details |  |
| Title | COVID-19 Rapid Antigen Testing Plan |
| Client |  |
| Client reference no. |  |
| Laing O’Rourke contract no. |  |

**Revision history**

The original and subsequent revisions are to be approved by the Project Leader.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Revision | Date | Description | Prepared by | Approved by |
| A |  |  |  |  |
|  |  |  |  |  |

# Introduction

This COVID-19 Rapid Antigen Testing Plan should be considered as the minimum standard for COVID-19 Rapid Antigen Testing management processes and principles on the Project. The plan forms part of the strategy in the project/workplace response to COVID-19 management.

This Plan supports the current respective State Government / industry / client requirements for Rapid Antigen Testing for authorised workers who have not had their first COVID-19 vaccination and are from a Local Governmant Area (LGA) of concern and those who choose to complete testing on site.

## Objectives

The objectives of the COVID-19 Rapid Anitgen Testing Plan include:

* Providing the project with a primary standard for the management Rapid Antigen Testing
* Promoting a systematic approach to identifying, assessing and controlling the risk factors associated with COVID-19 while providing options in managing the potential outcomes
* Providing all project personnel with an opportunity to be engaged with Rapid Antigen Testing if they choose to do so and/or if they reside in a Local Government Area (LGA) of concern and require the testing as part of respective State Government requirements.

# Responsibilities

The following sections outline the roles that will be responsible for implementing the requirements of this COVID-19 Rapid Antigen Testing Plan.

## Project Leader

The Project Leader will:

* Ensure this plan is implemented
* Ensure key personnel and management staff are informed of the risks associated with COVID-19 if anyone is feeling unwell or receives a positive/non-negative test result.
* Ensure the requirements within the COVID-19 Rapid Antigen Testing Plan are being implemented and upheld in the workplace
* Ensure continued support and resources where necessary for implementation
* Ensure risk identification and control strategy documentation is maintained on site.

## All Workplace Personnel

All Workplace Personnel including workers and visitors must:

* Ensure activities outside of work do not impede on their ability to carry out their duties without risk to their own or to others safety and health while at work
* Ensure they follow Australian Government requirements for COVID-19 management before commencing a shift
* Report to their supervisor any personal medical signs or symptoms related to their own or others’ ability to conduct tasks in a safe and proficient manner
* Report to their supervisor if they feel unwell

# Rapid Antigen Testing Process

|  |  |  |
| --- | --- | --- |
| **Item** | **Actions:** | **Responsible person** |
| 1a | Engagement | In line with the Rapid Antigen Testing across LORAC NSW projects:* Engage with preferred testing supplier
* Project team to connect with preferred testing supplier via VC and arrange a site visit
* Preferred testing supplier to conduct a site visit with project reprersentatives for each location where Rapid Antigen testing is to be undertaken

Amend this template to include details of actions completed, specific to the project and/or various testing locations.  |  |
| 1b | Communication & Consultation (prior to commencement) | Ensure the following communication and consultation is completed and retained for all relevant stakeholders:* Client
* Unions
* LORAC projects should engage with their respective People function team member for IR support prior to engaging with Unions.
* Supply Chain (subcontractors)
* Health & Safety Committee
* Site Personnel (Staff and Workforce)

Consultation and communication should consider:* Where to set-up on site
* How best to communicate to the project/site personnel
* Clarity on time for sending personnel home if they are awaiting test results
* Procedure for communicating non-negative and/or positive test results

Amend this template to include details of actions completed including the type of consultation and communication, specific to the project and/or various testing locations. These may include the following:* Meetings / Video Conference (inc. minutes)
* Health & Safety Committee Meetings
* Site Inspections
* QR Code / Electronic feedback

Refer to respective State Government Rapid Antigen Testing support documents. |  |
| 2 | Site set-up | There are two (2) types of site set-up:* Semi-Permanent
* Mobile

Amend this template to include details of actions completed, specific to the project and/or various testing locations. Details should include/consider:* Maps with designated testing locations
* Weather
* Sealed environments for batch testing
* Signage
* Social distancing
* Desk and seating space (where practicable)
* Power (portable or permanent)
* Engage with LORA IT department to duplicate NSW project testing form, specific to the project/site testing location(s)
 |  |
| 3 | Process | The following is the baseline process that should be considered as a minimum standard however amendments may be made to ensure specific project/site testing requirements are met. * Refer to CSM Rapid Anitgen & PCR Testing Scenario Planner
 |  |
| 4 | Cleaning (if non-negative RAT and/or positive PCR Test) | Immediately arrange for cleaning of the specific area and common areas, including desks and equipment. Follow the below practices:* Isolate the contaminated area (quarantined) and ensure appropriate signage is displayed (for example, ‘Restricted Area – Do Not Enter’)
* Inform all personnel on site/in the office that the area has been isolated/quarantined
* Consider whether security is to be placed close to the area to ensure no entry
* Ensure the areas to be cleaned, including rooms, remain vacant for at least half an hour after the symptomatic person vacates the room, prior to the cleaning team entering
* Have the cleaning team clean all hard surfaces with disinfectant as per normal cleaning protocol and steaming or shampooing soft furnishings.
* Ensure the room is then left vacant for the period of time required to ensure all surfaces, including soft furnishings, are touch dry.
* Ask employees who have not been directly exposed to return to work once the clean-up has been completed or when building management confirms the building or site is safe to return to.
 |  |
| 5 | Return to work | * Ask employees to monitor their own health, self-isolate if necessary and report to a GP or coronavirus clinic if they have any symptoms or concerns
* Offer working-from-home options to employees who may have been in close contact (closer than 2m) or who have strong personal concerns
* For employees who have been confirmed as coming in close contact with the affected person and for whom working-from-home options are not available (for example, wages employees), self-isolation will be allowed at no loss of ordinary hours to the employee
* Review the specific workplace and potentially implement wider working from home or other risk management strategies – this will depend on the type/nature/criticality/back-up capability of the work done
* If an employee or group of employees refuse to return to a work place or work area following a confirmed coronavirus case, liaise with your People Lead, who will consult SafeWork and the Department of Health for advice.
 |  |
| 6 | Lessons Learnt | * Conduct a debrief/lessons learnt.
 |  |

Appendix 6: COVID-19 Suspected or Non-negative Test Result Action Plan

**Document and revision history**

|  |  |
| --- | --- |
| Document details |  |
| Title | COVID-19 Suspected or Non-negative Test Result Action Plan |
| Client |  |
| Client reference no. |  |
| Laing O’Rourke contract no. |  |

**Revision history**

The original and subsequent revisions are to be approved by the Project Leader.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Revision | Date | Description | Prepared by | Approved by |
| A |  |  |  |  |
|  |  |  |  |  |

# Introduction

This COVID-19 Suspected or Non-negative Test Result Action Plan should be considered as the minimum standard for COVID-19 Suspected or Non-negative Test Result management principles on the Project. The plan forms part of the strategy in the project/workplace response to COVID-19 management.

This action plan is only to be enacted on the basis that there is a highly suspected COVID-19 case or a COVID-19 non-negative test result received for an individual.

## Objectives

The objectives of the COVID-19 Suspected or Non-negative Test Result Action Plan include:

* Providing the project with a primary standard for the management of a suspected or non-negative COVID-19 test result
* Promoting a systematic approach to identifying, assessing and controlling the risk factors associated with COVID-19 while providing options in managing the potential outcomes

# Responsibilities

The following sections outline the roles that will be responsible for implementing the requirements of this COVID-19 Suspected or Non-negative Test Result Action Plan.

## Project Leader

The Project Leader will:

* Ensure this plan is implemented
* Ensure key personnel and management staff are informed of the risks associated with COVID-19 if anyone is feeling unwell or receives a positive/non-negative test result.
* Ensure the requirements within the COVID-19 Management Plan are being implemented and upheld in the workplace
* Ensure continued support and resources where necessary for implementation
* Ensure risk identification and control strategy documentation is maintained on site.

## All Workplace Personnel

All Workplace Personnel including workers, delivery drivers and visitors must:

* Ensure activities outside of work do not impede on their ability to carry out their duties without risk to their own or to others safety and health while at work
* Ensure they follow Australian Government government requirements for COVID-19 management before commencing a shift
* Report to their supervisor any personal medical signs or symptoms related to their own or others’ ability to conduct tasks in a safe and proficient manner
* Report to their supervisor if they feel unwell

# Symptoms of COVID-19

COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalisaiton. Refer to Apppendix 3 COVID-19 Scenario Planner if Feeling Unwell.

### Most common symptoms:

* fever
* dry cough
* tiredness

### Less common symptoms:

* aches and pains
* sore throat
* diarrhoea
* conjunctivitis
* headache
* loss of taste or smell
* a rash on skin, or discolouration of fingers or toes

### Serious symptoms:

* difficulty breathing or shortness of breath
* chest pain or pressure
* loss of speech or movement

Seek immediate medical attention if you have serious symptoms. Always call before visiting your doctor or health facility.

# Action Plan

|  |
| --- |
| Who is the individual/s that has contracted the virus and who do they work for? (Ensure that the main contact for a non-LORAC company is called.) |
| When was the individual/s last in the office or on site?  |
| Within the last 24 hours, what area/locations was the individual/s working? |
| Within that 24-hour period, who did the individual have close contact with (including supply chain, client, JV/alliance partners, visitors etc.)? ***NOTE:*** *Close contact is someone who has been face to face for at least 15 minutes or been in the same close space for at least two hours with someone who has tested non-negative for COVID-19 when that person was infectious.*  |
| **Item** | **Immediate actions:** | **Responsible person** |
| 1 | Evacuation | In line with the Project Emergency Evacuation plan, arrange for the evacuation of the immediate area/s where the individual worked within the last 24 hours and follow the below:* Move staff away from the workstation or work area
* Conduct an orderly evacuation of that work area (the immediate work area such as a formwork deck, workshop or loading dock, the floor the employee was working on and common areas where the person worked or had breaks (morning tea/lunch)
* Conduct a review of likely exposure to determine who is required to self-isolate, including visitors, based on the last 24 hours and definition of close contact.
 |  |
| 2 | Notification | In line with the Project Emergency Evacuation plan, inform HSE General Manager with the above information as soon as possible. |  |
| Agreement to be obtained with General Manager, Director and Project Leader/Director on who will inform the necessary stakeholders (refer to **Stakeholder Analysis**). |  |
| Notify the respective state/territory health department if it is a confirmed case within the workplace (refer to **Key Contacts**). |  |
| 3 | Cleaning\* | Immediately arrange for cleaning of the specific area and common areas, including desks and equipment. Follow the below practices:* Isolate the contaminated area (quarantined) and ensure appropriate signage is displayed (for example, ‘Restricted Area – Do Not Enter’)
* Inform all personnel on site/in the office that the area has been isolated/quarantined
* Consider whether security is to be placed close to the area to ensure no entry
* Ensure the areas to be cleaned, including rooms, remain vacant for at least half an hour after the symptomatic person vacates the room, prior to the cleaning team entering
* Have the cleaning team clean all hard surfaces with disinfectant as per normal cleaning protocol and steaming or shampooing soft furnishings.
* Ensure the room is then left vacant for the period of time required to ensure all surfaces, including soft furnishings, are touch dry.
* Ask employees who have not been directly exposed to return to work once the clean-up has been completed or when building management confirms the building or site is safe to return to.
 |  |
| 4 | Communications  | * Inform personnel working on site of the quarantined area and that this area is restricted to cleaning personnel only.
* Note that all formal communications are to be issued via Corporate Affairs. Liaise in the first instance with Sarah Conway (delegate is Lisa Rae).
 |  |
| 5 | Return to work | * Ask employees to monitor their own health, self-isolate if necessary and report to a GP or coronavirus clinic if they have any symptoms or concerns
* Offer working-from-home options to employees who may have been in close contact (closer than 2m) or who have strong personal concerns
* For employees who have been confirmed as coming in close contact with the affected person and for whom working-from-home options are not available (for example, wages employees), self-isolation will be allowed at no loss of ordinary hours to the employee
* Review the specific workplace and potentially implement wider working from home or other risk management strategies – this will depend on the type/nature/criticality/back-up capability of the work done
* If an employee or group of employees refuse to return to a work place or work area following a confirmed coronavirus case, liaise with your Human Capital Business Partner, who will consult SafeWork and the Department of Health for advice.
 |  |
| 6 | Lessons Learnt | * Conduct a debrief/lessons learnt.
 |  |

\*Ensure all required cleaners are inducted and have the correct approval to enter active work zones with construction hazards for cleaning requirements.

# Stakeholder Analysis

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stakeholders** | **Stakeholder name** | **Criticality (RAG)** | **Responsible person** | **Additional notes** |
| Site main liaison |  |  | Project Leader/Director |  |
| Client |  |  | Director |  |
| Joint venture and alliance partner |  |  | Director |  |
| State health authority |  |  | Director |  |
| WorkCover  |  |  | Project HSE Lead |  |
| Safety and environmental regulatory authorities |  |  | Project HSE Lead |  |
| Family members |  |  | Human Capital Business Partner | Any communication must be approved by Corporate Affairs in the first instance. |
| Union delegates |  |  | Project Leader/Director | Any communication must be approved by Corporate Affairs in the first instance. |
| Immediate project/office staff (including subcontractors) |  |  | Project Leader/Director | Any communication must be approved by Corporate Affairs in the first instance. |
| Potential local impact |  |  | Project Leader/Director | Any communication must be approved by Corporate Affairs in the first instance. |
| Building management (if applicable) |  |  | Project Leader/Director | Any communication must be approved by Corporate Affairs in the first instance. |
| Other building tenants (if applicable) |  |  | Project Leader/Director | Any communication must be approved by Corporate Affairs in the first instance. |

# Communication & Consultation

## Key Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| **State** | **Authority** | **Contact name** | **Contact details** |
| NSW | Health Authority | Health Direct | 1800 022 222 |
| QLD | Health Authority | 13 Health | 1343 2584 |
| WA | Health Authority | Coronavirus Information Healthline | 1800 020 080 |
| VIC | Health Authority | Coronavirus Hotline | 1800 675 398 |
| NT | Health Authority | Coronavirus Information Healthline | 1800 020 080 |
| SA | Health Authority | COVID-19 Information Line | 1800 253 787 |
|  | Safework Australia  | <https://www.safeworkaustralia.gov.au/doc/coronavirus-covid-19-advice-employers> |  |

## Communications Template

**FOR ISSUE BY: Project Leader in conjunction with Laing O’Rourke Corporate Communications**

On the X of Y we were informed that a member of staff has tested positive to COVID-19.

We have undertaken to remove people from the immediately affected area and will be cleaning that area (when). Cleaning of common areas will also be completed.

**FOR ISSUE BY: Project Leader in conjunction with Laing O’Rourke Corporate Communications**

On the X of Y we were informed that a member of staff has tested positive to COVID-19.

We have already undertaken a thorough clean of the area in which they were working, and no further cleaning is necessary.

Several of our staff have been asked to self-isolate based on the Health Department definitions of Close Contact. Their workstations have been cleaned, as have common areas.

Anyone who has had casual contact (include definition) is asked to monitor their own health and if you begin to feel unwell please stay home and contact your GP or COVID-19/coronavirus hotline. The health department advice is clear – you do not need to be tested if you have only had casual contact.

**FOR ISSUE BY: Project Leader in conjunction with Laing O’Rourke Corporate Communications**

The impacted person worked in (area) and had been doing (tasks). We are working to identify close contacts and will be asking them to self-isolate. We have arranged cleaning for (insert areas) and ask that these areas are not used until appropriately cleaned.

Appendix 7: COVID-19 Shutdown & Return to Work Management Plan

**Document and revision history**

|  |  |
| --- | --- |
| Document details |  |
| Title | COVID-19 Shutdown & Return to Work Management Plan |
| Client |  |
| Client reference no. |  |
| Laing O’Rourke contract no. |  |

**Revision history**

The original and subsequent revisions are to be approved by the Project Leader.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Revision | Date | Description | Prepared by | Approved by |
| A |  |  |  |  |
|  |  |  |  |  |

# Introduction

This COVID-19 Shutdown & Return to Work Management Plan (Plan) for the Project outlines the procedures, processes and contacts should any incident occur during the Site Shutdown Period (**Shutdown Period**) instigated by (the Public Health Order advice / Federal or State Government / Other) and the process for returning to work.

This Plan will also provide guidance on the subsequent management and communications in response to any potential and actual emergencies, which may occur or impact the Project during this shutdown period.

## Objectives

The objectives of the COVID-19 Shutdown & Return to Work Management Plan include:

* Providing the project with a primary standard for the management of a project shutdown due to COVID-19
* Promoting a systematic approach to identifying, assessing and controlling the risk factors associated with a project being shut down
* Requiring the development and application of practical guidance to project personnel to minimise risks arising from hazards associated with irregularity in project operation

# Responsibilities

The following sections outline the roles that will be responsible for implementing the requirements of this COVID-19 Shutdown and Return to Work Management Plan.

## Project Leader

The Project Leader will:

* Ensure this plan is implemented
* Ensure key personnel and management staff are informed of the risks associated with the impact of a site shutdown
* Ensure the requirements within the COVID-19 Shutdown and Return to Work Management Plan are being implemented and upheld in the workplace
* Ensure continued support and resources where necessary for implementation
* Ensure risk identification and control strategy documentation is maintained on site.

## All Critical Workplace Personnel

All Critical Workplace Personnel including workers, delivery drivers and visitors must:

* Ensure activities outside of work do not impede on their ability to carry out their duties without risk to their own or to others safety and health while at work
* Ensure they follow Australian Government government requirements for COVID-19 management before commencing a shift
* Report to their supervisor any personal medical signs or symptoms related to their own or others’ ability to conduct tasks in a safe and proficient manner
* Report to their supervisor if they feel unwell

# Project Office and Site Closure

In the event of a site-wide COVID-19 shutdown being mandated and/or required during the COVID-19 Pandemic Period, site will shut down as soon as practicable following the announcement. Works that are underway and are critical shall continue until they are safe e.g. rail possession works; protection of open excavations / faces; power outages etc. unless otherwise directed by government officials.

Any works to be completed require the Approval of the Construction Director to be completed. The site will not remain open for any other non-critical activities. Site offices will be locked and unavailable for use. Site access / entry will be closed and locked (automatic gate) following departure of all personnel.

The last day of regular work will be (DATE) (TIME) until the end of (DATE) (TIME), as per the Public Health Order advice. Site activities will cease on (DATE) (TIME) with only the agreed activities described in section 5 permissible beyond this time. It should be noted that this return to work may be liable to change due to further Government direction. This and the impact on site will be considered in future revisions of this plan.

# Emergency Contact

During the shutdown period, ALL ENQUIRIES should be directed to the Project number, which will be monitored 24 hours per day, 7 days per week.

**CONTACT NUMBER xxxx xxx xxx**

A standby crew including supervision will be available via the xxxx number.

# Scheduled Maintenance and Permitted Critical Works

Some works are permitted through the shutdown period. A list of permitted works (which do not require approval to be undertaken ) during the Shutdown Period is noted in the table below.

Any other works required shall be by agreement by the Site Superintendent (or delegate) and the Construction Director (or delegate) during the Shutdown Period.

|  |  |  |
| --- | --- | --- |
| **Work Permitted** | **Reason** | **Resources required** |
| Possession Works | Once commenced, all possession works are required to be completed to ensure safe handback for infrastructure – if a shutdown is enacted mid-possession, the possession must continue to satisfactory safe completion of works | Per possession plan |
| Dewatering Activities (including water treatment plant operations) | Dewatering is permitted to continue to ensure no impact on rail infrastructure as a result of water inflows | Dewatering crew = 4 personnel + 1 supervisorWater treatment plant operator = 1 person |
| Dust management / suppression | Dust suppression is permitted to continue to ensure no dust impact on existing rail / customer operations | Dust suppression operator = 1 |
| Survey Monitoring | Survey Monitoring may be required for critical survey activities and monitoring of infrastructure | Survey crew = 2 personnel |
| Refuelling | Refuelling of critical plant, pumps, generators, etc. | Fuel truck operator = 1 delivery person |
| Emergency Repairs to facilities | In the event of damage, emergency repairs may be required e.g. sewer system malfunction, power outage | As required to identify and repair fault |
| Emergency Repairs to Infrastructure | In the event of damage, emergency repairs may be required to keep infrastructure safe e.g. OHW mast, platform failure, sinkhole etc | As required to identify and repair fault |
| Cleaning | Site cleaning is likely to be required – subject to shutdown specifics | Minimum = 1 cleaner |

Should any incidents occur during the Shutdown Period that may impact the Project, employees and workers on site will follow the standard LORAC Procedures and Project Management Plans, including, but not limited to:

* Incident and Emergency Management Plan;
* WHS Management Plan:
* Security Management Plan;
* Chain of Responsibility Management Plan.

## Site wide Security

Security are intended to monitor and be present at the site though this will be dependent on the level of closure and the direction provided.

At all times, 24 hour security coverage will be provided. Additional security presence will be addressed at the commencement of the site closure.

## Scheduled Maintenance

Required preventive maintenance; to prevent emergency conditions that may affect the public, third parties and CLIENT include:

1. Site wide security
2. Site wide ground water dewatering and enhanced dewatering during rain events to including;
	1. Construction workers to move pumps, monitor equipment and refuel generators,
	2. Delivery of diesel to fuel generators,
	3. Attendance of water treatment plant for maintenance and chemical top up.
3. Inspection of temporary hoardings and doors to public areas to ensure security and safety of the public,
4. Inspection of fire emergency provisions to all areas, especially in CLIENT/PUBLIC areas maintain (temporary tunnels),
5. Inspection of temporary sewer pumps used by CLIENT and managed by PROJECT,
6. Inspection of designated Temporary Works of structures and excavations to ensure safety of the public and those attending site for maintenance works,
7. Inspection of temporary services across site (electric, lighting and water) to assist maintenance team or in readiness for an emergency.

## Critical Work Personnel

The critical work crew will be assembled by the Site Superintendent on announcement of the shutdown period.

The critical work crew will work through the shutdown period to perform critical tasks only during the shutdown period and will report to the Construction Director (or delegate) on a daily basis.

The critical work crew will comprise, as a minimum:

* Supervisor x 1
* Dewatering / general crew x 4
* Cleaner x 1
* Water treatment plant operator / surveyors (as required)
* Emergency repairs (as required)

A detailed roster and checklist will be produced to support the above based on the following site attendance:

|  |  |
| --- | --- |
| **Dayshift: Monday to Sunday** |  |
| **Role** | **QTY** | **Company** |
|  |  |  |
| **Nightshift: Monday to Sunday** |  |
| **Role** | **QTY** | **Company** |
|  |  |  |
| **On call: 24/7** |  |  |
|  |  |  |
| **Deliveries:** |  |  |
|  |  |  |

In the event of an emergency identified by the roster supervisor, Client / Regulators / third parties, the nominated roster Manager will enact the site emergency plan with relevant personnel mobilised working within the advice of the relevant Public Health Oder.

Potential emergency scenarios include;

XXXX.

# Closure Process

Refer to the below process regarding the Closure of Site Compound Office and Access Gates:

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Task | Date/Time | Persons Responsible |
|  | **Issue Shutdown Plan** |  |  |
|  | **Preliminary Site Walk** |
|  | All areas of site  | Within one hour of enactment | All LOR Supervisors |
|  | **Second Site Walk** |
|  | All areas of site | Within four hours of enactment | All LOR Supervisors & Construction Managers |
|  | **Complete Project Shutdown Checklist for all works**  | Within five hours of enactment | All LOR Supervisors |
|  | **Send completed checklist to Project Construction Director** | On completion of completion of checklist | All LOR Construction Managers |
|  | **Review site checklist** |  |  |

Refer to Project Shutdown Checklist.

The Project Shutdown Checklist will be required to be completed for all locations:

| Area | Responsible Person |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

# Return to Work

The site will return to work once the Public Health Order allows. The particulars of this return will be formalised in an update to this plan.

Prior to works commencing a pre-start review of the worksite will be undertaken. A pre-start briefing for the works will include an in depth briefing of the relevant works scope, this will be repeated for each shift relevant to scope to ensure all necessary personnel are briefed on their specific works.

Appendix 7.1: COVID-19 Shutdown Checklist

**Develop project specific checklist and insert here.**