# COVID-19 Level 3 Risk Management Plan for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **KEY RISKS** | | | |
| Working in proximity | Sharing equipment | Sharing vehicles | Contaminated surfaces |

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| **COVID 19 HAZARD** | **RISK CONTROL MEASURES** | **Y** | **N** |
| **High Touch Equipment and Surfaces e.g. hand tools, trolleys, machinery, clipboards, tablets and workstations and common areas** | * Sanitise high touch surfaces and equipment before and after use and if necessary, during the day. * Minimise sharing of equipment and protect equipment during storage. * Document a sanitation procedure for the following high touch areas:   + Toilets & Bathrooms   + Lunchrooms   + Boardroom   + Common rooms * Workers to wash hands properly for 20 seconds and properly dried:   + On arrival to work   + Before/After using bathroom   + After blowing nose   + Before eating/after eating   + Before going home   + Dispose of used tissues in secure sealed rubbish bag * Educate workers on risks and requirements:   + Refer to guidance material about Covid-19 (posters)   + Respiratory and hand hygiene     - Cover coughs     - Sneeze into elbow or tissues   + Avoid touching your face unless you have washed your hands   + Minimise the chance of transmission and monitor controls in place. * Separate workers where possible   + Fixed work teams (bubbles)   + Mixing of workers is minimised   + If person team gets sick, consider quarantining the whole team if they are considered close contacts |  |  |
| **Vehicles used onsite** | * Implement physical distancing * Disinfect high touch areas before use and at the end of use   + Door Handles   + Handlebars   + Steering wheels * Carry sanitising material in vehicles * Keep a vehicle user registry |  |  |
| **Physical distancing – minimum of 1m distance between workers and 2m with public or visitors** | * Break times   + Stagger breaks in working groups   + Designated seats for workers   + Try to avoid mixing between groups in lunchrooms and toilets   + Where possible workers to bring pre-packed meals and drinks and eat in their vehicles. * Arriving and leaving work (including car parks) * Wear face coverings when working in close proximity to other people (within 1m) |  |  |
| **Close Workstations** | Where workstations between 1m and 2m apart cannot be avoided additional risk mitigations may include:   * Maximising forward-facing distance to the extent possible as the main risk is from sneezing and coughing and droplet spread. * Wearing face coverings. |  |  |