# 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
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| **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
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| **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)
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| **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.
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