

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

Your COVID-19 Safety Plan

Manufacturing and warehousing

Business details

Business name	Castle Chemcials
Business location (town, suburb or postcode)	Sandgate 2304
Completed by	Ngaere Woodford-Bender
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Effective date	2 August 2021
Date completed	1 November 2021

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the site.

All persons not permitted on-site if unwell.

When inducting staff and visitors on site, provide information on how to stay COVID Safe.

Front door and front desk have covid check-in and safety procedure displayed plus on-site visitor register.

Provide staff with information and training on COVID-19, including when to get

tested, physical distancing and cleaning.

All staff are trained on covid safe working practices, encouraged to be vaccinated, and understand the closest options for them for testing stations.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Outlined in letter sent to all staff.

Display conditions of entry (website, social media, site entry).

Covid safe on Google web search for our business, site entry and LinkedIn.
(no social media channels)

Encourage staff to access COVID-19 vaccination.

We have sent a letter to all staff encouraging vaccination. We have 90% of our workforce double vaccinated.

Physical distancing

Develop a Travel Action Plan and provide information to staff and visitors about how to travel to your workplace in a COVID Safe way.

Staff to follow current covid guidelines for carpooling, public transport and working in and out of different LGA's.

Monitor and manage the number of workers in all areas (based on the 4 square metre rule) where possible.

Staff will adhere to safe distance covid practices, moving around the worksite safely.

Where reasonably practical, ensure workers and essential visitors (e.g. engineers) maintain 1.5 metres physical distancing at all times (including at meal breaks).

We ensure transport visitors and trades social distance and check-in. Mela breaks are staggered to ensure staff are safe.

Ensure storage points are frequently reviewed to ensure equipment is not crowded,

where practical.

Storage areas are locked where applicable, clear for safe movement, stock rotation and adequate ventilation/storage requirements.

Consider placing markers on the floor to help with physical distancing.

Work areas are distanced from each other to ensure workers are not overcrowded.

Use telephone or video platforms for essential meetings where practical.

Interstate staff connect via video link for essential meetings.

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

This is current practice.

Request contactless delivery and invoicing, where practical. Otherwise, drivers should remain in their vehicles while staff unload the delivery, where possible. If not possible, drivers should sanitise their hands before unloading the delivery.

Loads and unloads are where practical performed by our staff, transport is required to check-in and follow all current health orders on mask-wearing and paperwork.

Calculate maximum limits on the number of people within an area, such as offices, meeting rooms, site sheds, and clearly display the occupancy number at entry points.

Covid safe signs where applicable are clearly displayed.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Staggered meal breaks, no outdoor gatherings unless for an emergency event.

Use signage to show the capacity limits for site or office elevators.

Limited customer contact, no capacity limits reached. No elevators are on-site.

Consider what work can be done offsite, such as prefabrication work, or administration work from home.

Where applicable staff to have access to work from home.

Hygiene and cleaning

Adopt good hand hygiene practices.

Signage and hand hygiene products available at all wash stations.

Ensure bathrooms are well stocked with hand soap and paper towels.

Product and access to extra products available at all times.

Ensure rubbish collection is performed regularly to avoid rubbish overflow.

Scheduled rubbish collection is in place.

Have hand sanitiser at key points around the site, such as entry and exit points and meal areas. Hand sanitiser may not work well if hands are visibly dirty.

Hand sanitiser at all entry points and office desks, masks also available.

Trades services should make sure hand washing facilities or hand sanitiser is available in work vehicles for mobile tradespeople.

The service department staff are provided with the correct PPE for servicing customers.

Clean areas frequented by staff or customers at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day with a detergent or disinfectant solution or wipe.

A cleaning schedule is required for each work area.

Sprayers are used as part of the scheduled clean.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturer's instructions.

All chemicals are up to date, diluted/dispensed correctly, maintained and stored safely.

Wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Correct PPE is provided to all staff for their specific work area.

Where reasonably practical, consider methods to avoid sharing items, such as pens

and pencils, tools or workstations.

Staff are distanced and use their own tools where applicable.

If sharing tools and equipment is unavoidable, clean them with a detergent solution or disinfectant wipes in between use.

Cleaning of equipment is maintained.

Place signs about physical distancing, hygiene and hand washing practices around the workplace to remind workers.

Signage represents the hygiene standard required for each work area.

Avoid using drug and alcohol testing methods such as wall mounted breathalysers, that risk cross infection through saliva/respiratory secretions.

We provide single-use drug and alcohol testing.

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Fans in use for production areas, windows and shed doors to remain open operating hours.

Air conditioning systems are on a maintenance plan.

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, volunteers, visitors and contractors.

QR codes are at every entry point.

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 (keeping 1.5m physical distance between staff and patrons). QR codes

should be clearly visible and accessible including at entrances to the premises.

Clearly visible and checked on entry.

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, keep a record of the name, contact number and entry time for all staff, customers and contractors 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.

A dedicated sign-in sheet is at the front desk if any of these issues arise.

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.

Staff are required to cooperate with Health on Covid related enquiries.

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

Yes