

Bevnol Homes Pty Ltd

Bevnol Holdings Pty Ltd

Covid Safe Plan

Purpose

The purpose of this plan is to provide and record how Bevnol and its employees will stay safe at work during the COVID-19 Pandemic.

This information is to help our employees and others know exactly what to do and expect.

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Business Details

Business Name(s): Bevnol Homes Pty Ltd and Bevnol Holdings Pty Ltd

Date Completed: 6th August 2020

Date Distributed: 7th August 2020

Approved by: Brett Allain and Grant Allain (Directors Bevnol Homes Pty Ltd)

Revised Date: 4th October 2021

Action Items Addressed

1.0 Employer obligations under this Covid Action Plan

Implement a Covid Safe Plan that is constantly updated (this document)

Ensure workers that can work from home are able to do so

Collect records of all visitors, subcontractors, customers etc attending work premises for 15 minutes or longer using the Government QR code system

One employee per four square metres

Ensure workers are in good health – Employees are NOT to work if unwell.

Employees showing any covid symptoms must get tested and stay home until results come in.

Bevnol MUST report any positive cases of Covid 19 to DHHS, Work Safe and other employees

Facilities to be regularly cleaned

Risk assessment to be undertaken for potential workplace closure

Covid Marshalls to be appointed

2.0 Employee obligations under this Covid Action Plan

Understand this workplace Covid Safe Plan

Check that you are feeling well before going to work. If displaying any of the Covid symptoms you MUST advise management and undertake a Covid test. You must then remain home until test results come in. Your test results must also be provided to Bevnol.

Advise your employer if any other house members test positive for Covid 19

Keep your workplace safe by adhering to good hygiene and safe distancing rules and by regularly cleaning equipment and shared spaces.

You must wear your face mask while at work

3.0 What Checks and preparations have been done to know the Business can stay open.

All existing Safe Hygiene cleaning practices on site are to continue including the wearing of face masks at all times on site.

Supervisors are responsible for onsite training to sub contractors in Safe Hygiene practices and to monitor numbers on site.

4.0 How does Bevnol comply with social distancing requirements

Signs around Office to address need to safe distance.

Floor/wall markings to identify 1.5m distances between people.

No visitors allowed past reception desk.

Supervisors must enter and leave via second Factory. No access to main office.

Building deliveries to second factory only.

Covid Marshalls have been appointed for both the Bevnol Office and on Building sites. All Covid Marshalls have completed the necessary training.

5.0 What extra measures is Bevnol doing to keep customers safe.

Display homes are to record name, address and contact information for all visitors (when able to open).

Bevnol Reception to record names, address and contact information for any visitors.

Above to be recorded using the Government QR code system.

6.0 How are Bevnol managing deliveries and visitors

All deliveries are to Factory 4

Visitors recorded including contact details for tracing purposes

7.0 What measures have been put in place to keep employees safe.

Safe Distance markings on floor

Temperature checking of all staff on arrival

Face masks are mandatory and to be worn at all times

Hand sanitiser to be used on arrival and during the day

4.0 m2 rule between staff enforced

Daily cleaning of Office

Work from Home employees where viable have been setup

Avoid unnecessary face to face meetings, where not practicable, always wear face masks and implement all COVID safe obligations and social distancing measures if conducting a face to face meeting. Where possible meetings to be held outside.

The Bevnol Office has appointed Covid Marshalls and they have received the necessary training.

8.0 How are Bevnol complying with Hygiene and cleaning requirements.

Instructions given to all employees on how to practice good hygiene

Posters placed around workplace regarding proper hygiene practices, symptoms of Covid etc

Maintaining quantities of alcohol based Hand sanitiser at entry, toilets, eating area

Ensure frequently touched areas and surfaces are regularly cleaned

9.0 How are Bevnol reviewing and monitoring work health and safety compliance

Processes review regularly to ensure any new practices are implemented

Review worker numbers

10.0 How are Bevnol ensuring High Risk Covid Plans are complied with on Building sites

All construction sites must:

Allow no more than one worker per four square metres of enclosed workspace.

All employees, supervisors and sub-contractors will be:

- Prohibited from car-pooling to and from work, except where exempt.
- Required to inform their employer if they share accommodation with

- anyone working at another high-risk workplace.
- Required to limit movement between multiple sites and observe enhanced PPE and hygiene measures if working between sites.

Supervisors to log each subcontractor that is on site.

All sub-contractors must have their own PPE and Hand sanitiser with them at all times. Face masks are to be worn at all times.

Supervisors and sub-contractors are to sanitise hands on arrival and departure from worksites.

Each worker is responsible for disposing of their PPE offsite and no used face masks are to be left onsite

Lunch breaks should be staggered between trades on site.

Visitors to a building site: trade contractors, employees or suppliers.

Before you enter a building site all trade contractors, employees, suppliers and other visitors need to:

1. Locate the COVID-19 site induction sign.
2. Scan the QR Code on the sign using a QR code reader or camera on your mobile device.
3. [Complete the site induction form on your mobile device.](#)
4. Where more than one person from the same company is completing the site induction, add the name and signature of each person doing the induction into the form.
5. Submit the completed site induction form to the builder/site supervisor by adding the preferred email address they have provided.

Each small-scale residential construction site will:

1. A maximum of 5 sub-contractors allowed on a site plus Building Supervisor per day and a maximum of 3 sites per week by sub-contractor.
2. Apply the 1 person per 4 square meter rule

All Bevnol Supervisors have been appointed as Covid Marshalls and have undertaken the necessary training.

Should a supervisor be instructed by an individual on a building site that they have tested Covid that site must be shutdown until clear. Depending on stage of build, deep cleaning may be required.

Every Building site must complete a Covid Safe construction declaration form.

11.0 How are Bevnol ensuring compliance in Display Homes

When Display Homes are operating the following is to apply.

Hand sanitisers supplied

All visitors are to log in using the Government QR code system.

Regular cleaning

Doors open to allow better ventilation and prevent usage of door handles.

All parties should observe the appropriate physical distancing measures, density quotients apply, limited to a maximum of 1 person per 4.0m². Everyone must wear a face mask unless they have a lawful exemption.

Display Homes have an appointed Covid Marshalls and they have received the necessary training.

12.0 Actions to be taken in the event of a positive test for Covid 19 by employees

In the event an employee tests positive for Covid 19, other considerations that may need to be taken into account, depending on the work location of the individual are:.

Closing the office completely. All Office staff may be on unpaid leave unless annual leave is taken. Employees may qualify for Covid Disaster Payment. Work from home people may be exempted.

Full professional clean of the office undertaken

Notification to DHHS and Work Safe and confirmation from DHHS when it is safe to return to work.

If other Bevnol employees had been in close contact then they must immediately get tested and stay home until their result is returned.

Should a Bevnol employee be considered a close contact or has been at a Tier 1 exposure site they must immediately get tested and stay home until there result is returned as **negative**.

13.0 Maintenance on occupied properties

As allowed according to latest Government Direction.

Where/When External maintenance can take place. All social distancing measures must be met and mask must be worn. Clients to be advised before attendance about keeping their distance and allowing works to be done in a timely manner.

Where/When Internal maintenance can take place. All social distancing measures must be met and mask must be worn. Clients to be advised before attendance about keeping their distance and allowing works to be done in a timely manner. The preferred option will be for the client to vacate the property or if this cannot be achieved then there must be a physical barrier such as a door or a separated work area away from other people and ventilation to the work area.

14.0 Bevnol Vaccination Requirements

All workers must have received their first dose of a Covid 19 vaccine by Tuesday 5th October.

All construction workers must be fully vaccinated by 13th November.

Fully vaccinated means having both vaccinations.

Workers on small scale construction

Workers on small scale construction sites may travel between metropolitan Melbourne or an LGA under lockdown restrictions and regional Victoria to work if they are fully vaccinated or an exempted person.

Exempted person means having a certification from a specified medical practitioner that a person is unable to receive a dose of a COVID-19 vaccine due to a medical contraindication.

Visitors are only allowed onsite if they have been vaccinated (this includes owners).