

## Keeping people safe

Version 04 / Effective 19/07/2021

### MANAGING CORONAVIRUS (COVID-19) HUTCHIES' OFFICES & SITES

**COVID-19 which is also known as coronavirus has affected everyone around the world, including Australians both at home and overseas. It is a viral infection that can give people flu or cold-like symptoms, including sore throat, fever, cough and shortness of breath. The World Health Organisation has declared coronavirus (COVID-19) a pandemic.**

This is Hutchies' national COVIDSafe plan and is designed to support all of our offices and projects across Australia. In some areas there are also location specific plans that have additional requirements. It is imperative that all of Hutchies' people continue to follow their local state / territory requirements.

It's important we re-emphasise our objectives:

- Keeping our people safe and minimising the risk of exposure to coronavirus
- Ensuring all of our construction projects remain open whilst observing the directions of the Federal and / or State / Territory Governments and advice of Australia's health authorities
- Protecting Hutchies' business operations
- Maintaining Hutchies' off-site functions during this pandemic in support of our overall construction operations
- Supporting our people with health and wellbeing resources and information on how to access financial relief

Hutchies' workplaces are COVIDSafe. Before entering one of our sites or offices, everyone must declare they:

- have not been in close contact with a known COVID-19 carrier
- have not returned from overseas or interstate in the last 14 days or been asked to self-isolate for any reason
- do not have any flu like symptoms including but not limited to sore throat, fever, shortness of breath, cough
- are aware that they are not to present to a Hutchies site or office if they do have symptoms
- check in using any relevant local QR Code / site sign in process to provide contact information for tracing requirements
- wear a mask as per any current health orders, if it is safe to do so, and especially when social distancing is not possible
- are aware that social distancing rules apply and will maintain 1.5 metres from others where practicable
- will adhere to all limits, rules and guidance here to prevent the spread of COVID-19 (including in certain areas)

This plan is about maintaining our preventative measures and flexible arrangements that reflect the seriousness of the coronavirus and the massive impact it is having at every level across the globe.

#### If you need support

If there is anything in this plan that requires clarification, speak to your Team Leader or contact [coronavirus@hutchinsonbuilders.com.au](mailto:coronavirus@hutchinsonbuilders.com.au).

## WHAT IS COVID-19?

Common symptoms of COVID-19 include:



Fever



Cough



Shortness of breath



Sore throat

It can take up to 14 days for symptoms to show after a person has been infected.

## PREVENTION

We all have a responsibility to help protect ourselves and each other – these simple measures must be prioritised immediately across all of Hutchies' offices and job sites by everyone:

Wash hands frequently for 20 seconds & use hand sanitiser in between

Cover a cough or sneeze, wash your hands and dispose of any tissues safely

No physical contact (including handshakes) and avoid touching your eyes, nose and mouth

Maintain 1.5 metres distance from people – if you start to feel unwell, go home & get tested

Regular cleaning of work areas & common facilities (meeting / lunch rooms, kitchens, bathrooms etc) & high touch points (handles, handrails etc)

Stay home & get tested if you have the symptoms (even if you think it is 'just a cold')

Read the posters around your site or office for more information

Avoid unnecessary travel – no air travel without the Managing Director's sign off – use video facilities where possible

Wear a face mask in high risk places and situations where you cannot keep 1.5m distance from others

## APPLICATION

This plan applies to anyone involved with Hutchies for which we have obligations under the National Work Health & Safety legislation – in our offices, on job sites, around our operations or in our supply chain:

Hutchies' people, family and friends

Subcontractors & suppliers

Consultants & advisors

Clients, visitors & broader community

## PREPAREDNESS

The following areas are some of the measures that will ensure Hutchies' offices and sites remain COVIDSafe.

### Staying Safe

Everyone must play their part in keeping themselves and everyone around them safe from COVID-19. Practice good hygiene, social distance where practicable and regularly clean your work areas. Use the available technology Hutchies has available to reduce physical encounters.



### Social Distancing

Maintain 1.5m from others where practicable. Don't shake hands. Follow limits around our jobs and offices – including markings on the ground for queuing to keep your space. Try and keep any meetings or gatherings in small spaces to less than 2 hours in length.



### Keeping Sites & Offices Open

We have strict protocols in place, outlined in this plan, that must be adhered to at all times to keep you safe and our jobs and offices open. If you begin to feel unwell at work, please let your supervisor know, and go home to isolate.



### COVIDSafe Declaration & Recording Contact Information

We have measures in place to record everyone entering our jobs and offices to assist with contact tracing. Ensure our 'COVIDSafe Declaration' is clearly displayed at entries and ensure everyone is signing in using designated Government QR codes.



### Following Government Requirements

It is imperative that you follow all advice and requirements, especially when representing Hutchies. This includes full adherence to any restrictions or measures that are in place at a local level. Refer to Hutchies' Toolbox for the latest information.



### Maintaining Rigorous Hygiene

Regular hand washing (minimum 20 seconds with soap) or using hand sanitiser is imperative. If you cough or sneeze, follow good etiquette – use your elbow or a tissue and dispose of it safely. Wash your hands afterwards.



### Staggered Start & Break Times

Minimise the number of people moving around sites or offices at the same time each day. This is a great way to prevent the spread of COVID-19. Consider establishing multiple shifts throughout a day and / or having staggered start / finish times and lunch breaks to spread people out.



### Wear Face Masks

Hutchies encourages everyone to wear face masks when social distancing is not possible. In some instances, it may be mandated by the government, in which case you must follow these requirements at all times unless it is not safe to do so.



### Supporting Each Other

This has been a challenging time for everyone. Check in with your colleagues, friends and family. See how they're going. We have support available through our Employee Assistance Program (EAP) for our staff and their immediate family members. There is also a range of helpful tips to protect your health and wellbeing on Hutchies' Toolbox.



These examples are not exhaustive, and Hutchies' sites and offices should ensure they complete their weekly COVIDSafe Checklist to ensure all preventative measures are in place.

### Site Movements

Evaluate the opportunities that are available to your specific site or office to come up with ways to spread people out. For example, taking advantage of stairs where one way directions can be implemented (ie one set is exclusively for traffic going up, and another exclusively going down). Other ideas include spreading break areas in completed sections of a building site.



### Regular Workplace Cleaning

Implement a cleaning champion (or several) to ensure communal areas, shared tools / equipment and high touch points on our sites and in our offices are regularly cleaned each day. You can order cleaning products from Hutchies' Shop.



### Remote Working

Hutchies uses Microsoft Teams and Skype for Business to host online meetings with internal and external people. Try these in the first instance (via Outlook) to minimise face-to-face contact and unnecessary travel. These tools are also helpful for people who can work from home. Take your laptop / iPad home each night just in case you need to work from home the next day.



## COMMUNICATION & RESOURCES

Hutchies is closely monitoring the COVID-19 situation and communicating our plans to all stakeholders with:

- Regular email updates where necessary
- Hutchies' COVIDSafe essential pack (the plan, procedures, posters, awareness material and more)
- Daily updates on the latest information & advice on Hutchies & Subbies Toolbox ([toolbox.hutchies.com.au/coronavirus](https://toolbox.hutchies.com.au/coronavirus))
- Site Inductions, Toolbox Talks & Daily Pre-Starts – to reinforce protocols and provide updates
- Our dedicated Hutchies' Coronavirus Team ([coronavirus@hutchies.com.au](mailto:coronavirus@hutchies.com.au)) established specifically to provide consistent support and information
- Deploying stockpiled supplies such as masks and sanitiser as needed

Hutchies' COVIDSafe essentials include:



Keeping People Safe Plan (this document)



COVIDSafe Checklists for sites and offices



COVIDSafe Declaration Signage



Hutchies' COVID-19 Information Posters



COVID-19 Toolbox Talk



COVID-19 Site Induction Slides

## STAY INFORMED

Hutchies has developed a dedicated Coronavirus Information page on our Toolbox, which is updated daily.

Latest news, advice and information on COVID-19 from all governments in Australia	A map of current hotspots, venue alerts, restrictions and border closures
Resources, tools, apps, procedures, posters, videos and more	Current case statistics updated daily from around the world
Hutchies' workplace declaration to prevent the spread of COVID-19	Help, support and shortcuts to Australian Government COVID-19 information

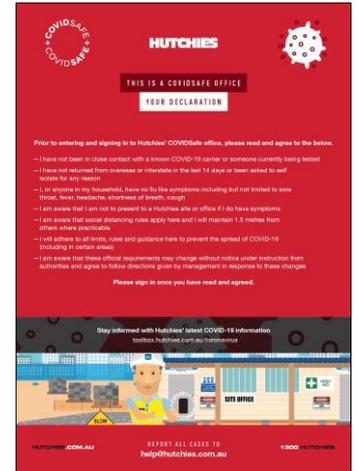
Stay informed with Hutchies' latest COVID-19 information  
[toolbox.hutchies.com.au/coronavirus](https://toolbox.hutchies.com.au/coronavirus)

## PROCEDURES

### Ensuring every site and office remains COVIDSafe

Hutchies has developed COVIDSafe Checklists and an entry declaration that must be implemented across all our sites and offices. Checklists should be completed regularly to ensure sites continue to stay compliant when outbreaks inevitably occur.

### SITE & OFFICE COVIDSAFE CHECKLISTS & DECLARATION



**Hutchies' Sites**  
COVIDSAFE CHECKLIST

**Hutchies' Offices**  
COVIDSAFE CHECKLIST

**Site Declaration**  
COVIDSAFE SIGN

**Office Declaration**  
COVIDSAFE SIGN

Download now from Hutchies' Toolbox: <https://i.hutchi.es/covid-resources>

### SITE & OFFICE COVIDSAFE ESSENTIALS

Requirement	Link	Done	Maintained
Hutchies' COVIDSafe Checklists for Sites & Offices	<a href="https://i.hutchi.es/covid-checklists">https://i.hutchi.es/covid-checklists</a>	<input type="checkbox"/>	Weekly
Hutchies' COVIDSafe Declaration displayed at entries	<a href="https://i.hutchi.es/covid-supplies">https://i.hutchi.es/covid-supplies</a>	<input type="checkbox"/>	Daily
Signage and posters displayed and maintained	<a href="https://i.hutchi.es/covid-resources">https://i.hutchi.es/covid-resources</a>	<input type="checkbox"/>	Weekly
Record keeping on entry and for confined workspaces	<a href="https://i.hutchi.es/covid-resources">https://i.hutchi.es/covid-resources</a>	<input type="checkbox"/>	Daily
Everyone agreeing to Hutchies' COVIDSafe Declaration	<a href="https://i.hutchi.es/covid-declaration">https://i.hutchi.es/covid-declaration</a>	<input type="checkbox"/>	Daily
Everyone signing into our workplaces (after declaration)	<a href="https://i.hutchi.es/covid-resources">https://i.hutchi.es/covid-resources</a>	<input type="checkbox"/>	Daily
Hygiene facilities, products & information in place	<a href="https://i.hutchi.es/covid-hygiene">https://i.hutchi.es/covid-hygiene</a>	<input type="checkbox"/>	Daily
Regular cleaning of shared areas / high touch points	<a href="https://i.hutchi.es/covid-cleaning">https://i.hutchi.es/covid-cleaning</a>	<input type="checkbox"/>	Hourly
Social distancing measures & signage in place	<a href="https://i.hutchi.es/covid-supplies">https://i.hutchi.es/covid-supplies</a>	<input type="checkbox"/>	Weekly
Sufficient stock of masks, cleaning, hygiene & PPE	<a href="https://i.hutchi.es/covid-supplies">https://i.hutchi.es/covid-supplies</a>	<input type="checkbox"/>	Weekly



## Hutchies' COVIDSafe Declaration

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Everyone entering a Hutchies site or office must be shown our COVIDSafe Declaration and agree to the following before signing in:

1. They have not been in close contact with a known COVID-19 carrier or someone currently being tested
2. They have not returned from overseas, been to a declared hotspot, or attended a venue of exposure at the same time as a positive case in the last 14 days or been asked to self isolate for any reason
3. They, or anyone in their household, have no flu like symptoms including but not limited to sore throat, fever, shortness of breath, cough
4. They are aware that they are not to present to a Hutchies site or office if they do have symptoms
5. They are aware that social distancing rules apply at Hutchies and they will maintain 1.5 metres from others where practicable
6. They will adhere to all limits, rules and guidance here to prevent the spread of COVID-19 (including in certain areas)
7. They are aware that these official requirements may change without notice under instruction from authorities and agree to follow directions given by management in response to these changes

Once they agree, they must sign in using the relevant Government QR code process. This occurs each time they enter one of our sites or offices.

## Measures that all individuals must follow to reduce the risk of exposure and infection

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The best way to protect yourself from coronavirus is much the same as you would apply to protect yourself and your family from the common cold – good hygiene is essential:

1. Stay at home if you have the symptoms (even if you think it is 'just a cold') and encourage others not to come to work if they think they have symptoms – get tested if you are in an area where community transmission could be possible
2. Regularly wash your hands with soap and water for 20-30 seconds or with alcohol-based hand sanitisers:
  - After each time you use the bathroom
  - After coughing or sneezing
  - Before preparing food or eating
  - After touching surfaces like handrails, door handles, equipment, lift buttons, taps etc
3. Cover your sneezes or cough with your elbow, forearm or a tissue – and dispose of the tissue and wash your hands after
4. Do not shake hands – use other methods of greeting that eliminates physical contact – this is not offensive
5. Keep as much distance as possible, (1.5m) when interacting with others particularly with those who are coughing or sneezing
6. Avoid touching your face, eyes, nose and mouth as much as possible, including when wearing a face mask (use the straps)
7. Practice social distancing and avoid group gatherings where practicable to minimise the risk of spread
8. Use personal protective equipment (PPE) in high risk areas or where you cannot maintain safe distance (such as site approved face masks, shields, gloves etc)
9. Self-isolate yourself and your household if you develop symptoms or where a potential exposure situation arises, and get tested immediately – remain isolated until you receive a negative result

## How to conduct essential site visits / inspections

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Before scheduling a site visit / inspection, consider if it can be conducted over Microsoft Teams, Skype for Business or FaceTime to reduce physical contact where possible. In the event of an essential visit, Hutchies' Team is responsible for ensuring all COVID-19 measures and procedures are followed. Ensure you:

1. Plan ahead for the site visit / inspection
  - Know where you'll be visiting around the site
  - Confirm numbers of visitors
  - Ensure social distancing rules can be followed (consider sizes of rooms, queuing areas, shared facilities etc)
2. Have all visitors sign in upon arrival and sign out when they leave to help us with contact tracing if required
3. Provide access to hand sanitiser / wash facilities
4. Follow all social distancing requirements with a minimum of 1.5m between each other (including no physical contact, avoid sharing pens / pencils / documents, remove chairs from rooms to reduce capacity etc)
5. Complete Hutchies' COVID-19 Toolbox Talk (available on Hutchies' Toolbox) with all visitors to brief them on the situation and Hutchies' expectations and measures to stop the spread of coronavirus and protect our people
6. Don't overcrowd any areas on site – split the group up if necessary or stagger the inspections
7. Clean any common areas / high touch places

## Travelling interstate

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Hutchies has banned all interstate travel. Utilise Microsoft Teams, Skype for Business or FaceTime to convene remote meetings or inspections. If the travel is imperative, it must be approved by Hutchies' Managing Director. Approved travel must strictly follow the below procedure:

1. Follow any individual state / territory requirements around border restrictions (available on Hutchies' Toolbox: <https://l.hutchi.es/covid-map>)
1. Ensure you have the correct evidence / border passes / clearances / exemptions prior to booking any travel
2. Prior to your departure, ensure you have the following plans in place:
  - a. Suitable PPE for travel (face masks, gloves, hand sanitiser etc)
  - b. Accommodation that is not shared with another high-risk worker or in a designated hotspot / area of concern
  - c. Food and drink that you either take with you or is available at your accommodation (ie room service)
  - d. Identified a testing location near your accommodation
3. Contact the nearest testing location to your accommodation and organise a test (it may require a referral from a GP)
4. Travel by yourself in a vehicle (no passengers)
5. If you stop, use your PPE to protect yourself from potentially catching COVID-19 or spreading it
6. Upon arrival into your destination, immediately get tested at the nearest testing location
7. Self-isolate in your accommodation until the test result comes back:
  - a. For a negative result, you can continue on for work
  - b. If you receive a positive result, you must remain in quarantine for 14 days and notify your manager / supervisor
8. If you are returning from a high-risk area, repeat the above procedure

## If a Hutchies person has been to a place that has been declared a venue of concern from a coronavirus case

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**Venue of Concern** is a location that a State / Territory Government has declared may pose risk of spreading COVID-19 from a confirmed case who has been there at a specific time.

1. Follow advice of the State / Territory Government who has declared the venue of concern
2. Check the time and date that the confirmed case attended the location
3. If you were at the location around the same time (regardless if you are showing symptoms or not), Hutchies' position is that you immediately self-isolate, contact your nearest medical centre or hospital and make an appointment to get tested (some testing locations require a referral, so ensure you call ahead first)
4. Notify your Team Leader via phone or email
5. Remain self-isolated until you receive your test results – do not attend your workplace or go out into the community – and apply the same controls to others in your household to prevent spreading COVID-19
6. The site or office will continue to operate until there is further advice from health authorities
7. If your test result returns positive for COVID-19, follow directions of authorities, self-isolate for 14 days and notify [help@hutchies.com.au](mailto:help@hutchies.com.au) immediately
8. If your test returns negative, you can return to work but continue to monitor for symptoms for 14 days and get re-tested if necessary.

## What to do if you have come into close contact with someone who is identified as a confirmed case of coronavirus

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**Close Contact** is face-to-face contact with a confirmed case. The Delta variant that is now circulating in Australia has been confirmed to spread through the air within seconds. This means you may be noted as a close contact by being at a venue of concern at the same time as another case, even if you did not interact with the case directly.

1. Immediately self-isolate – do not attend your workplace or go out into the community – apply the same controls to others in your household to prevent spreading COVID-19
2. Notify your manager / supervisor via phone or email
3. The site or office will continue to operate until there is further advice from health authorities
4. Contact your nearest medical centre or hospital and make an appointment to get tested (some testing locations require a referral, so ensure you call ahead first)
5. Follow any directions of authorities. You will more than likely need to self-isolate for 14 days but the health authority in your state will provide further detail in this circumstance.
6. Speak to your manager / supervisor to discuss any arrangements during the period of isolation

7. Do not return to work until you have received written medical clearance from a doctor or the state health authority.

#### What to do if you have symptoms before coming to work

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1. Self-isolate – do not attend your workplace or go out into the community – notify your manager / supervisor (they will notify [Hutchies' National Safety Manager](#))
2. The site or office will continue to operate until there is further advice from health authorities
3. Contact your nearest medical centre or hospital and make an appointment to get tested (some testing locations require a referral, so ensure you call ahead first)
4. Remain self-isolated until you receive your test results
5. If your test result returns positive for COVID-19, follow directions of authorities, self-isolate for 14 days and notify [Hutchies' National Safety Manager](#) immediately
6. If your test returns negative, you can return to work

#### What to do if you develop symptoms at work

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1. Notify your manager / supervisor (they will notify [Hutchies' National Safety Manager](#)), self-isolate at home – do not return to work or go out into the community
2. The site or office will continue to operate until there is further advice from health authorities
3. Contact your nearest medical centre or hospital and make an appointment to get tested (some testing locations require a referral, so ensure you call ahead first)
4. Remain self-isolated until you receive your test results
5. If your test result returns positive for COVID-19, follow directions of authorities, self-isolate for 14 days and notify [Hutchies' National Safety Manager](#) immediately
6. If your test returns negative, you can return to work

#### Managing a positive COVID-19 result on a Hutchies' project or in an office

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1. Hutchies' Project Manager or Office Manager to notify the Australian Government's National COVID-19 Hotline (1800 020 080) and State / Territory Health Authority and follow any immediate advice.

<b>New South Wales</b>	<b>1300 066 055</b>
<b>Northern Territory</b>	<b>08 8922 8044</b>
<b>Queensland</b>	<b>13 43 25 84</b>
<b>South Australia</b>	<b>08 8226 6000</b>
<b>Tasmania</b>	<b>1800 671 738</b>
<b>Victoria</b>	<b>1800 675 398</b>

2. Convene a meeting with the Safety Committee and notify Greg Quinn (0418 152 062), Danny O'Reilly (0408 920 496) and Ben Young (0400 577 953) who will notify other Stakeholders.
3. Undertake a mapping / tracking exercise with the Safety Committee, Worker's Employer and Health Authority to identify areas of the site that may be contaminated and isolate those areas.
4. If immediately ceasing works across the whole site is considered necessary, the Project Manager / Site Manager / Office Manager will consult with Hutchies' Ben Young or Greg Quinn prior to taking this action.
5. Engage a cleaning company to clean the areas which are identified as potentially being contaminated and ensure the clean is witnessed by an independent hygienist who will be required to produce a report detailing the extent of the clean. This may require the whole site to be deep cleaned.
6. Work with State / Territory Authorities, the Worker's Employer and the Safety Committee to identify any 'close contacts' – that is, anyone who was in close proximity of the person who has tested positive. It is possible that this may result in all workers being tested. Have those individuals follow the advice of the relevant health authority which may include testing and / or isolation.
7. Work with the Safety Committee to communicate to the site the steps taken regarding cleaning and identification of close contacts prior recommencing works in any isolated areas.
8. Once the site has been given a clearance by the local health authority, contact all workgroups and convene a pre-start meeting to debrief the event and confirm arrangements going forward prior to recommencing works. This may require confirmation of negative test results from individuals with a medical clearance from a doctor.

## SUPPORT

If you need help

Hutchies Help	COVID-19 Health Information	Employee Assistance Program (EAP)
<p><b>General advice for Hutchies' approach to COVID-19</b></p> <p>Hutchies' Coronavirus Team  <b>Phone</b> 1300 488 244  <b>Email</b> <a href="mailto:coronavirus@hutchies.com.au">coronavirus@hutchies.com.au</a></p>	<p><b>This hotline can provide guidance if you have questions about COVID-19.</b></p> <p>Australian Government                      COVID-19 Hotline  <b>Phone</b> 1800 020 080 (24 x 7)</p>	<p><b>This confidential service is open to Hutchies' people and immediate family members.</b></p> <p>Converge International  <b>Phone</b> 1800 687 327</p>

### More information



For general information on the coronavirus disease (COVID-19), call the Australian Government's Coronavirus Health Information Line on 1800 020 080.

For the latest updates on COVID-19 in Australia, visit:

Australian Government	<a href="https://l.hutchi.es/AusHealth">https://l.hutchi.es/AusHealth</a>
Smart Traveller	<a href="https://l.hutchi.es/SmartTravel">https://l.hutchi.es/SmartTravel</a>
New South Wales	<a href="https://l.hutchi.es/cvNSW">https://l.hutchi.es/cvNSW</a>
Northern Territory	<a href="https://l.hutchi.es/cvNT">https://l.hutchi.es/cvNT</a>
Queensland	<a href="https://l.hutchi.es/cvQLD">https://l.hutchi.es/cvQLD</a>
South Australia	<a href="https://l.hutchi.es/cvSA">https://l.hutchi.es/cvSA</a>
Tasmania	<a href="https://l.hutchi.es/cvTAS">https://l.hutchi.es/cvTAS</a>
Victoria	<a href="https://l.hutchi.es/cvVIC">https://l.hutchi.es/cvVIC</a>

### Mental Health

Hutchies has resources to assist with maintaining a positive mental frame of mind: [toolbox.hutchies.com.au/wellbeing](https://toolbox.hutchies.com.au/wellbeing)

