

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



## Your COVID-19 Safety Plan

### General

### Business details

Business name	Hydro-Chem Pty Ltd
Business location (town, suburb or postcode)	Revesby
Completed by	Carly Sorensen
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Effective date	2 August 2021
Date completed	18 August 2021

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### Wellbeing of staff and customers

**Exclude people who are unwell from the premises.**

Agree

Yes

Tell us how you will do this

Education of workforce:

- Reinforcing the importance of not attending work if unwell
- Reinforcing the importance of isolating and getting tested immediately if experiencing

any symptoms of COVID-19, no matter how mild.

HydroChem's office/warehouse is not a retail space, nor is it open to the public.

**Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, and cleaning.**

Agree

Yes

Tell us how you will do this

Ongoing education of workforce:

- Educating workers on hand and cough hygiene, including how to wash and sanitise their hands correctly
- Reinforcing the importance of not attending work if unwell
- Ensuring provision of appropriate information on the use of face masks and PPE
- COVID-19 Awareness program rolled out to workforce
- Access to WHO instructional videos on how to correctly wear/handle both single use and reusable masks

**Display conditions of entry including requirements to stay away if unwell and record keeping.**

Agree

Yes

Tell us how you will do this

Conditions of entry signage displayed on site

QR Code obtained from NSW Health, displayed at all entry points with instructional signage to check in when attending site

**Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.**

Agree

Yes

Tell us how you will do this

HydroChem is not open to the public

**Encourage staff to access COVID-19 vaccination.**

Agree

Yes

Tell us how you will do this

Running internal incentive program "Immunity in the Community" to encourage workers to receive the COVID-19 Vaccine

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## Physical distancing

**Ensure 1.5m physical distancing where possible, including:**

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating so staff are not facing one another on break  
Density quotient or cap in each area (i.e. one person per 4sqm) and directional signage displayed to reflect the limits

**Capacity must not exceed the greater of one person per 4 square metres of space in the premises, or 25 persons.**

Agree

Yes

Tell us how you will do this

Workers working from home

Reconfigure seating to meet the one person per 4 square meters of space

Due to business size, at any given time, the maximum number of workers on site would not exceed 20

Agree

Yes

**Avoid congestion of people in specific areas where possible.**

Tell us how you will do this

Zoning created to separate the downstairs office from the upstairs office

**Have strategies in place to manage gatherings that may occur immediately outside the premises, such as pick-up and drop-off zones.**

Agree

Yes

Tell us how you will do this

Workers instructed not to gather

Allocate different entry and exit points where possible

Site not open to public

Team Meetings are conducted via video conference instead of face to face

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## Hygiene and cleaning

**Face masks must be worn by staff and customers in indoor areas, unless exempt.**

Agree

Yes

Tell us how you will do this

Ongoing education and communication to workforce about the requirement to wear a fitted face mask indoors

Training materials provided to workers on how to correctly wear a fitted face mask (from the WHO website)

**Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.**

Agree

Yes

Tell us how you will do this

Hand sanitiser has been produced by our business to the WHO standard.

Sanitiser has been provided to all workers and is replenished on an as required basis.

Sanitiser stations have been set up around the workplace at key locations

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

Agree

Yes

Tell us how you will do this

Bathrooms are well stocked with soap and paper towels. Stock of both is kept on hand and replenished when ordering point is met

Instructional signage has been placed in all bathrooms on effectively wash and/or sanitise hands

**Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces**

**several times per day.**

Agree

Yes

Tell us how you will do this

Cleaning roster is in place.

High touch surfaces are cleaned twice daily and cleaning logs are maintained

Appropriate disinfectant and cleaning supplies are provided and replenished on an as required basis

Appropriate PPE is also provided to wear whilst cleaning and is disposed of after use

**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).**

Agree

Yes

Tell us how you will do this

Workforce currently working from home.

Airconditioning system maintained by mechanical contractor

Where possible doors are left open to increase ventilation

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## **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, customers and contractors.**

Agree

Yes

Tell us how you will do this

HydroChem offices are registered with a NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors

QR Codes are displayed at all entry points to the building

Workers have been educated in the importance of check in

**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.**

Agree

Yes

Tell us how you will do this

HydroChem are not open to the public

Workforce currently working from home

HydroChem offices are registered with a NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors

QR Codes are displayed at all entry points to the building

Workers have been educated in the importance of check in

**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.**

Agree

Yes

Tell us how you will do this

HydroChem have a visitors book, in which all visitors to the site must sign in. These

records would be transposed to a spreadsheet and provided upon request from an authorised officer

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

Yes