

Business Continuity Guideline

COVID-19

HEAVY CONSTRUCTION MATERIALS INDUSTRY

Due to the health crisis caused by COVID-19, companies in the heavy construction materials sector (cement, concrete and extractives) may continue to operate in accordance with guidance issued by the Chief Medical Officer.

It is essential to combine the containment of the virus with the maintenance of economic activity and the protection of the health of workers. The industry provides the essential supply of materials to the construction sector and must also protect customers.

These guidelines are designed to help manage risk in your business and do not replace expert advice.

ABOUT COVID-19

Coronaviruses are a family of viruses that cause infection in humans and in a variety of animals, including birds and mammals such as camels, cats, and bats. It is a disease zoonotic i.e. they can be transmitted from animals to people. Coronaviruses that affect Human (HCoV) can produce clinical conditions ranging from the common cold to more serious ones such as those produced by respiratory syndrome viruses resulting in death.

The route of transmission between humans is through the secretions from infected people, mainly from direct contact with respiratory drops of more than 5 microns (capable of transmission over distances of up to 2 metres) and hands or clothes contaminated with these secretions followed by contact with the mucosa of the mouth, nose or eyes.

The incubation period of the disease has been estimated at an average of 5 days but could be up to 14 days.

GENERAL GUIDANCE

Depending on the nature of your activities the risk of exposure to COVID-19 can vary greatly.

To avoid the risk of contagion of the COVID-19 virus in a cement manufacturing facility, quarry or concrete plant, a series of preventive measures are essential to ensure that the probability of the virus spreading between people, suppliers and customers is greatly reduced.

In heavy construction materials operations, it is not possible for many of the jobs to be conducted on-line or remotely, so a business continuity plan to minimise risk must be drawn up. It is recommended that companies have

flexible hours and staggered work shifts, where possible, to reduce worker concentrations.

It is also recommended that face-to-face meetings be avoided as far as possible, working by video or teleconference should be facilitated. This includes all workers (employed and subcontracted) as well as service providers that access your site.

Companies should risk assess operations for the following issues:

- Update your Health and Safety Management risk assessment.
- Implement procedures to follow in the event that a worker becomes ill (or has direct contact with a sick person) to protect the health of other workers and maintain activity.
- If there is an accumulation of cases, procedures for shutting down the operation.
- Communication to workers. This should minimise risks associated with exposure to COVID 19, as well as communicating what preventive measures are to be implemented.
- Hygiene and cleaning measures for workers.
- Hygiene and cleaning measures at workplaces and common areas (changing room, toilets, kitchens, office).
- The management of sanitary waste.
- The specific preventive measures to be adopted for specific tasks on site.

COMMON OPERATING GUIDELINES FOR ALL JOBS

If you have been unwell due to COVID 19, declared or suspected, or if you have had close contact with a case, **YOU MUST NOT COME TO WORK** and must immediately notify the company by phone or email. It is considered "close contact" where face-to-face contact with a confirmed case has occurred for a period more than 15 minutes, or for those who have shared an enclosed space with a confirmed case for more than two hours.

If the following symptoms occur: fever, tiredness and dry cough (some also suffer from pain, nasal congestion, runny nose, sore throat or diarrhoea) it is recommended you consult your GP via telephone and impose self-isolation in your home for 14 days.

Workers who suffer from any health conditions that make them especially sensitive to COVID-19: respiratory conditions (asthma, chronic bronchitis, etc.) or heart, hypertension, diabetes, immune disorders, kidney problems, pregnancy or breastfeeding, or in chemotherapy or immunosuppressant treatment must report this to their supervisor so that adequate protection can be provided.

- If a worker presents symptoms compatible with the contagion mentioned above while at work, they will be required to leave site and self-isolate immediately. The work area occupied by the worker will be thoroughly cleaned and disinfected.
- Workers who have maintained close contact with the affected person may be required to be tested for COVID-19 and carry out active surveillance of their state of health and limit their social exposure. Close contact is where face-to-face contact with a confirmed case has occurred for a period more than 15 minutes, or for those who have shared an enclosed space with a confirmed case for more than two hours.
- Personal hygiene measures must be reinforced in all work areas. Hand hygiene is the main measure of infection prevention and control. Workers will wash their hands frequently, for 40 to 60 seconds, cleaning them with soap and water or hydroalcoholic solutions.
- When coughing or sneezing, the mouth and nose should be covered with the elbow or with a disposable handkerchief.
- Washing hands with soap and water or with an alcohol-based solution, should be performed after being in contact with respiratory secretions and contaminated objects or materials.
- Avoid touching your face, eyes, nose or mouth, with or without gloves, since your hands facilitate transmission. No handshakes or hugs.
- Provide disposable gloves for your use and pay special attention to the removal and disposal of these. In the case of using safety work gloves, use disposable gloves underneath them.

- Ventilate enclosed spaces (rooms, offices, common areas, etc.) for at least fifteen minutes a day.
- The number of people in enclosed spaces should be limited by introducing shifts and schedules for the use of changing rooms, toilets, crib rooms or other similar areas, in order to maintain the established safety distances of 1.5 m.
- As far as possible, the workday should be arranged to avoid coinciding meal breaks. Cutlery, glasses, plates, etc. should not be shared. Drinks or food should not be shared either. Workers should be encouraged to bring food from home in disposable containers.
- The general cleaning of the common areas using disposable gloves will be reinforced with appropriate disinfectants.
- Face-to-face meetings or meetings of several people should be prohibited where you cannot maintain the 1.5 m distance between attendees.
- Communications between operators should be via 2-way radio or similar.
- In terms of maintenance, ensure all hand tools are cleaned with the sanitary material or bleach or ammonia solutions prior to use. Protective gloves must be used.

SPECIFIC SITE OPERATING GUIDELINES

Site Access

To protect all staff, site access is strictly restricted to any staff/contractor that is identified as **not being at risk of being infected with COVID-19**. In addition;

- Deliveries shall be made to a clearly defined and signed area with all contact to be made by electronic means (Phone, text, email etc.)
- Site visitors should be minimised, including company personnel. Where required, visitors should contact reception or their contact by phone and wait outside until they are advised they can enter the building/site. Site inductions should be modified to incorporate these protocols and display education materials.
- Hold toolbox talks by electronic means to regularly highlight personal and site hygiene measures. This will help workers and contractors understand and adhere to these protocols and any changes in Government or company hygiene requirements.
- Quarries normally accepting general members of the public as customers, should offer delivery only.
- Payment methods should be contactless.
- Car pooling of workers to and from work should be avoided.

Below are specific instructions for tasks in heavy construction materials operations:

Mobile Plant Operators

- Operate all plant and equipment with a single operator.
- At the end of the working day and between shift changeover, clean the cabin and the grip points for access (ladders and doorknobs) on heavy mobile machinery and vehicles.
- Encourage meal breaks to be taken in their mobile plant.

Administration Personnel and Weighbridge Operators

- Organise space so that the distance between workstations is as large as possible and at least 1.5 metres. As far as possible, set up the workspace so that workers are not facing each other.
- Do not share objects without cleaning them beforehand (staplers, scissors etc.) and clean the contact points of the photocopier before and after use.
- Sanitary gloves should be used to touch commonly used surfaces.
- Wash your hands every time you enter the office or touch the doors or other common surfaces.
- In the case of weighbridge operators or other cases where it is necessary to attend to third parties direct contact should be avoided. The installation of a physical barrier that prevents contact is recommended.

- In the case of payments, payment by card will be sought instead of payment with money in cash. In the case of not having a screen or options for visitors not to access offices, the person should be asked to wait for the issuance of the document outside. Use docket chute equipment and not sign delivery dockets unless wearing disposable gloves. Documentation should be sent electronically where possible to eliminate paper transfer.

Drivers

- Remain in your truck during loading/unloading of material and for meal breaks.
- When delivering products to a concrete batching plant, clean any touch points within the concrete batching plant immediately upon completing delivery.
- Maintain a 1.5 metre distance with workers or the public on a delivery site.
- Use 'No contact' delivery of product by remaining in the truck at customer sites where possible and taking instruction by radio with delivery documentation transferred electronically.

For further advice consult an appropriate expert or refer to the Chief Medical Officers advice.

CONTACT US

NATIONAL OFFICE Level 10, 163-175 O'Riordan St, Mascot NSW 2020

POSTAL ADDRESS PO Box 124, Mascot NSW 1460 T (02) 9667 8300

ADELAIDE T (02) 9667 8300

BRISBANE Level 14, 300 Ann Street, Brisbane QLD 4000 T (07) 3227 5200

MELBOURNE Suite 910/1 Queens Rd, Melbourne VIC 3004 T (03) 9825 0200

PERTH 45 Ventnor Ave, West Perth WA 6005 T (08) 9389 4452

TASMANIA PO Box 1441, Lindisfarne TAS 7015 T (03) 6491 2529

ONLINE DETAILS www.ccaa.com.au E info@ccaa.com.au

IMPORTANT NOTICE – PLEASE READ This document has been produced by Cement Concrete & Aggregates Australia (CCAA) in good faith and provides general guidance to assist its members in the management of COVID-19 business continuity related risks. These are guidelines only to help manage risk in your businesses and do not replace expert advice. Specifically, this document aims to provide general guidance on the management of COVID-19 related risks that may be associated with operating within the Heavy Construction Materials Industry. It is not intended to be an exhaustive guideline in this regard. This document should be used as a reference document only and can be used in conjunction with members' own assessment of COVID-19 related risks and legal obligations particular to their individual situation. It is not a substitute for expert advice (including expert medical and health advice or government advice), which should be obtained by members regarding their specific operations. Further, CCAA does not represent or warrant that this document covers all applicable issues in relation to this subject matter. To the full extent permitted by law, CCAA disclaims any and all liability for any inaccuracy, misstatement or omission in this document and for any loss, damage, injury or death arising whether directly or indirectly from reliance upon any part or all of the contents of this document and members release CCAA from any such liability. This document was prepared having regard to information and opinion sourced by CCAA in good faith prior to March 25 2020. Further developments and advice following this date may affect the accuracy, currency or relevance of the contents of this document. Members must seek their own advice on this. Further, CCAA acknowledges that it may be appropriate for members having taken their own independent expert advice on the management of COVID-19 and the associated risks to adopt operational measures that are at variance to the general guidance provided in this document. This document should be considered as part, but not in substitution for, an overall assessment by members of the circumstances relevant to their particular activities. This document is copyright © Cement Concrete & Aggregates Australia March 2020 and must not be copied or reproduced without written permission.