



## Health and Safety Plan

### Pre-arrival

All SPS staff have been provided our Information Sheet on Covid-19 and our Hazard Alert on Infectious Diseases. This information was provided to all staff in March prior to Level 4 being declared. At the time toolbox meetings/staff training session were held in relation to the items detailed in this document.

All SPS staff returning to work during Level 2 are receiving an email setting out additional health and safety information emphasising handwashing and respiratory hygiene protocols, social distancing requirements, correct application and use of PPE, and infectious control processes. Staff are also advised of the need to ensure their attendance on the work site(s) can be traceable and as such they must complete site attendance registers when entering and exiting sites, each and every time they do so.

### Site Arrival

Staff to ensure social distancing is maintained at all time. Staff are required to wash their hands prior to commencing work. Staff are required to sign in on the Site Attendance Register.

### At Work

Work will be organised so that all staff are able to work on their own and not in teams to be able to maintain appropriate social distancing measures.

All staff have been provided additional health and safety information/work method instructions pertaining specifically to reducing the possible spread of Covid-19 in the workplace. Specifically, staff have been provided information about SPS”:

- PPE policy and procedures and resources.
- General use of surgical facemask/respirators.
- Correct laundering procedure for non-disposable cleaning cloths
- Biohazard cleaning training
- Laundering policy for uniforms

Staff have received training in all of these procedures/work methods in March prior to the Level 4 lockdown.

**Leaving Site**

Staff are to ensure they complete the site attendance register when departing site. Staff are required to wash their hands prior to departing site.

**Supporting Documents:**

1. 200203 PRN Coronavirus Information Sheet.pdf
2. 200302 PRN HA – Infectious Diseases.pdf
3. 200512 PRN Return to Work Information L2 – all staff.pdf
4. 170301 PRN Personal Protective Equipment SWP.pdf
5. 200304 PRN Cleaning Procedure – gloving.pdf
6. 170228 PRN Infection Control SWP.pdf
7. 200319 PRN Biohazard Cleaning Training.pdf
8. 200304 PRN Cleaning Procedure – cloth laundering.pdf
9. Site Attendance Register