

Issue 2.0: 14 April 2020



COVID-19 Reference Materials

Toolbox Talk

SUPPORT SLIDES



GUIDANCE FOR TOOLBOX TALK LEADERS & SESSION PRESENTERS

- THIS SLIDE PACK CONTAINS SUGGESTED CONTENT FOR A TOOLBOX TALK - TO COVER THE CONTENTS OF THE CCAA BUSINESS CONTINUITY GUIDELINE ISSUE 1.0 | 25 MARCH 2020.
- This pack has been created as a Member company support kit, and is suitable for use in a variety of forums where a team or group is presented with the content.
- THE SLIDES CONTAIN SPEAKER NOTES (SEE NOTES SECTION OF EACH SLIDE) WHICH COVER THE POINTS WHICH NEED TO BE COMMUNICATED BY THE TALK / SESSION LEADER FOR EACH SLIDE.
- These speaker notes should be printed out before the session, as they can be relied upon to cover off the content of the CCAA Guideline.
- The total time taken to run through the slide pack content (and using the notes on each slide) is anticipated to be between 15 - 20 minutes.
- THE SLIDE PACK SHOULD BE PRESENTED IN ITS ENTIRETY, AS SELECTING PARTICULAR SLIDES ONLY INTRODUCES A LEVEL OF RISK THAT THE FULL DETAIL OF THE BUSINESS CONTINUITY GUIDELINE WILL NOT BE PROPERLY UNDERSTOOD.
- The slide pack, reflecting the CCAA guideline document, is designed to help manage risk in your business and does not replace expert advice.
- CCAA has provided this pack in good faith for the benefit of its members. Refer to the Full Disclaimer for full details of the purpose and limitations.
- Contact your CCAA representative to discuss the pack further, or email us at info@ccaa.com.au

COVID-19 Reference Materials

Toolbox Talk

SUPPORT SLIDES

HEAVY CONSTRUCTION MATERIALS INDUSTRY

Companies in the sector may continue to operate during the COVID-19 crisis in accordance with guidance issued by the [Chief Medical Officer](#).

The industry provides the essential supply of materials to the construction sector and must also protect employees and our customers.

This quick Guideline is designed to help manage risk in your business and does not replace expert advice. A more complete Guideline is available from the CCAA website [here](#).

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About COVID-19

COVID-19 is a potentially deadly disease that is easily transmitted from person to person mainly by direct contact.

General Guidance



Good hygiene prevents the spread of the disease.



Develop a business continuity plan



Introduce flexible hours & staggered work shifts



Avoid face-to-face meetings.



Work by video or teleconference.

YOU MUST NOT COME TO WORK IF:

- You have a confirmed case of COVID-19, or
- You have been tested for COVID-19 and are waiting for your result, or
- You suspect you have COVID-19, or
- You have been in close contact with someone who has answered Yes to any of the above
- You must immediately notify the company by phone or email if any of these apply to you

Important Notice - Please Read: This slide pack has been produced by CCAA to support our member companies in good faith and provides general guidance to assist its members in the management of COVID-19 business continuity related risks. The are guidelines only and do not replace expert advice. Please refer to the full notice on the last slide for the further disclosure.

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Companies should risk assess operations to:



Update your Health and Safety Management risk assessment.



Tell workers how to minimise their risk of exposure to COVID-19 .



Manage sanitary waste.



Tell workers what to do if they become ill or contact a sick person.



Develop cleaning measures for workers and work areas



Develop specific controls for specific tasks.



Shut the operation if workers have COVID-19.

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COMMON OPERATING GUIDELINES FOR ALL JOBS



Leave work if you think you may have COVID-19.
Clean and disinfect the work site.



Test co-workers for COVID-19 and self-isolate.



At risk workers must tell their supervisor.



Wash hands regularly.



Cough or sneeze into your elbow.



Do not shake hands.



Do not touch your face.



Open windows for at least fifteen minutes a day.



Keep people more than 1.5 metres apart.

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COMMON OPERATING GUIDELINES FOR ALL JOBS (continued)



Do not share drink or food.



Use disposable gloves underneath safety work gloves.



Communicate via 2-way radio.



Use disposable gloves when cleaning.



Keep at least 1.5 m between meeting attendees.

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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;



Contactless delivery of goods to site.



Hold toolbox talks.



Only contactless payments.



Minimize site visits.



Quarries should deliver to general public customers.



Avoid workers car pooling.

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SPECIFIC INSTRUCTIONS FOR TASKS IN HEAVY CONSTRUCTION MATERIALS OPERATIONS

Mobile Plant Operators



One plant, one operator,
all shift.



Clean the plant after each shift.



Take meal breaks in the cabin.

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SPECIFIC INSTRUCTIONS FOR TASKS IN HEAVY CONSTRUCTION MATERIALS OPERATIONS

Administration Personnel & Weighbridge Operators



1.5 metres between workstations.



Do not share office equipment.



Wear sanitary gloves.



Wash your hands regularly.



Keep a barrier between the weighbridge operator and customers.



Contactless payments only.



Customers do not enter the offices.

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SPECIFIC INSTRUCTIONS FOR TASKS IN HEAVY CONSTRUCTION MATERIALS OPERATIONS

Drivers



Drivers remain in your truck,
where it is safe to do so.



Keep at least 1.5 m away
from other people.



Use 'No contact'
delivery of product.



Clean any touch points.

For further advice consult an appropriate expert or refer to the [Chief Medical Officers](#) advice.

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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@cca.com.au

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