

WINVIC GOOD SITE PRACTICE

PROTECTING OUR EMPLOYEES AND WORKFORCE DURING CORONAVIRUS (COVID-19)



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SITE SPECIFIC PLANS ARE MANDATORY

Site Operating Procedures (SOP) version 3 in excel format for use in updating the 'Continue to Work' Plans. The excel document also contains a site specific column.



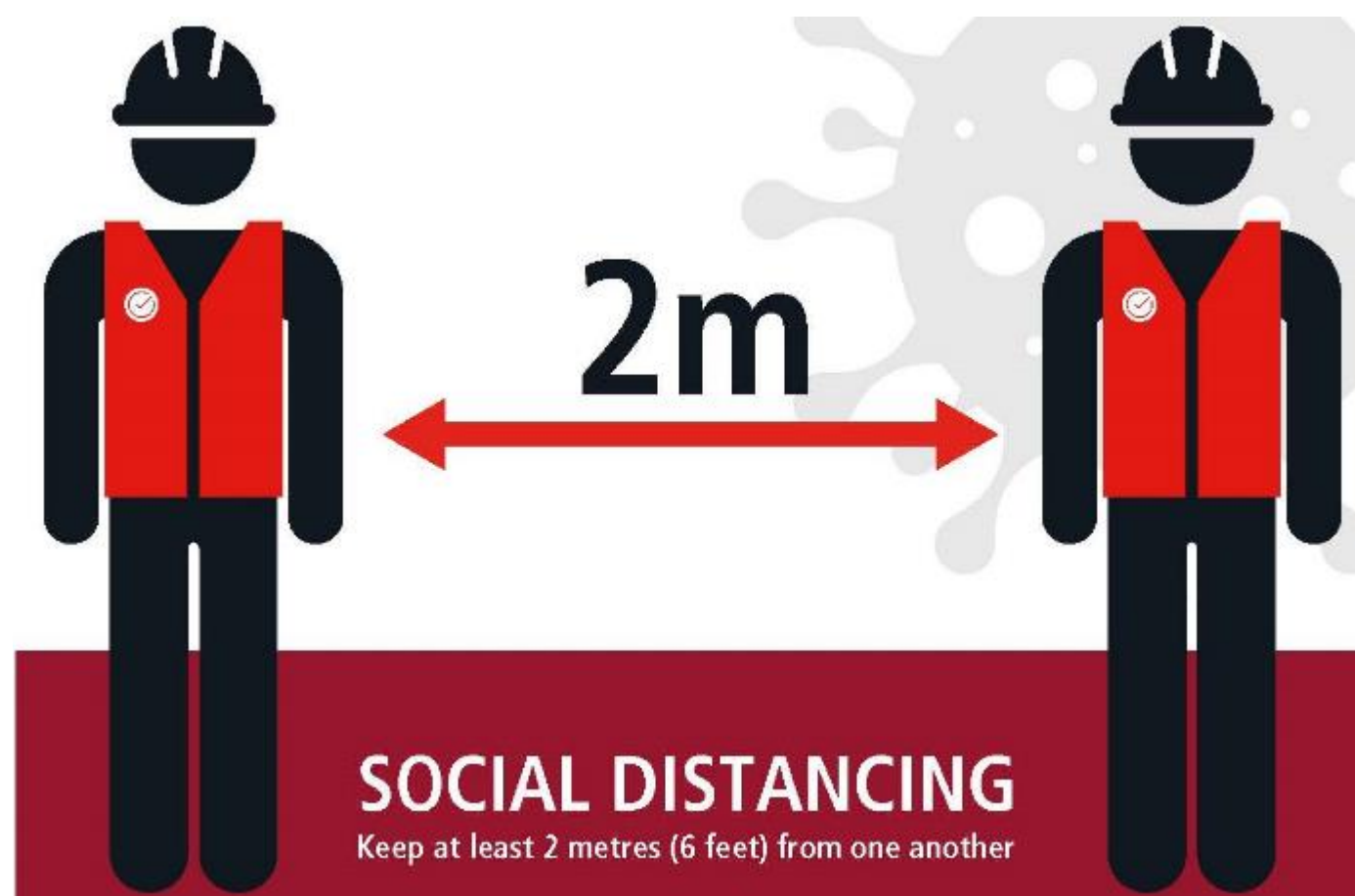
The original will be uploaded on Union Square file 16.20.07.

REMIND THE WORKFORCE

at every opportunity of the Site Operating Procedures which are aimed at protecting them.

CHALLENGE

Challenge yourself, your team and the workforce 'What Does GOOD Look Like.'



Sites will need extra supplies of soap hand sanitiser, paper towels and toilet rolls and these should be securely stored and issued and replaced by the welfare attendant.

Deliveries and Site Access

- Staff and operatives working on site need to be registered when entering or leaving the site. This can be completed easily if there is a gateman on site. The gateman can ask for people's names and record them on the signing in sheet whilst maintaining the 2m rule.
- If the site doesn't have a gateman, then the site management must carry out recording operatives and staff in the same manner.
- For site deliveries a record of the delivery can be made in the same way as would if you were recording a site operative in the signing in book.
- Gatemen / Security must read the visiting driver induction to the vehicle driver.
- Delivery drivers are allowed to use the welfare facilities as long as the site social distancing rules are adhered to. Where drivers exit their vehicles, they should wash or sanitise their hands.
- Where not required to facilitate the offloading (lorry loader crane, tail lift vehicles, etc.), drivers should only exit their cabs to release their loads and then get back into their cabs (if safe to be in cab during offloading) and wait to be unloaded. Where drivers are required to exit their vehicle they should wash or sanitise their hands before handling any materials.
- When sites are running multiple loads of muck away, in or out of the site then a simple tally record will suffice.
- Any documentation can be issued electronically to the office at a later date. The main point of these controls is to reduce the possible contacts with people and spreading the virus.

Things to remember:

Don't share writing equipment.

Don't pass paper between people.

Maintain the 2m rule.

Further actions to consider:

- Handwash and sanitiser stations across the site, at car park to site access and egress points and site entrances. Same with signage.
- Additional waste disposal bins and PPE disposal bins if required
- Tie or wedge open doors during the working day - where safe to do so i.e. some projects may have fire doors required to be closed e.g. Multiroom
- Briefings outside at the hazard board
- Signage and posters in all areas - put up neatly, square, not ragged and if necessary, neatly cut tape
- Widen walkways to allow social distancing if not one way



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BELOW ARE A SERIES OF PHOTOS OF GOOD
PRACTICE OBSERVED ON SITE

Winvic Hi Vis



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Car-parking arranged with one empty space between vehicles



One-way pedestrian routes to assist in social distancing



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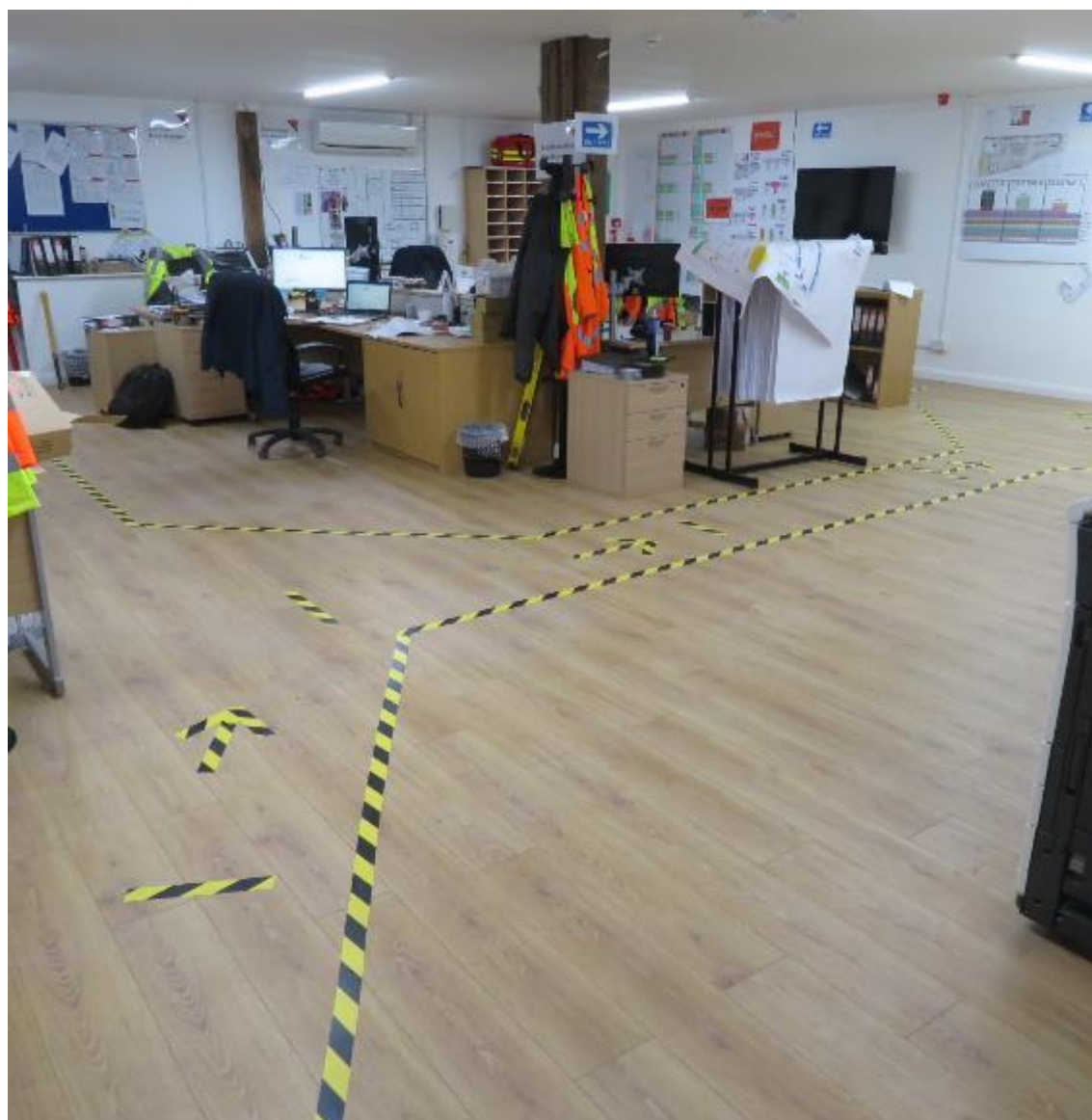
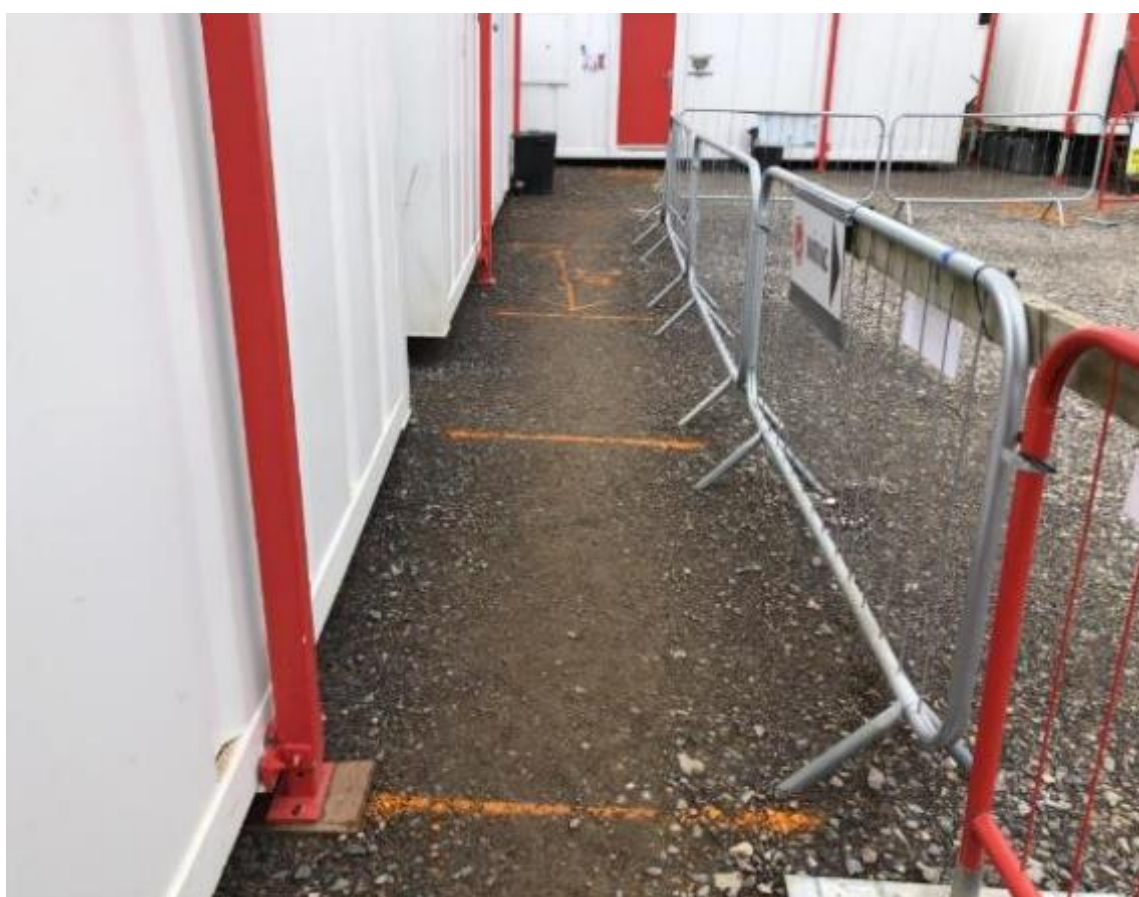


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Walkways



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On site separated hand washing stations



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Hand sanitising stations



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Canteen – seating spaced to maintain social distancing



Canteen cleaning rota



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Toilets



Toilets - closing off sinks/urinals to maintain social distancing



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Signage

I SOCIAL DISTANCING



WHAT CAN I DO?

Follow the rules / if you become unwell, report it straight away



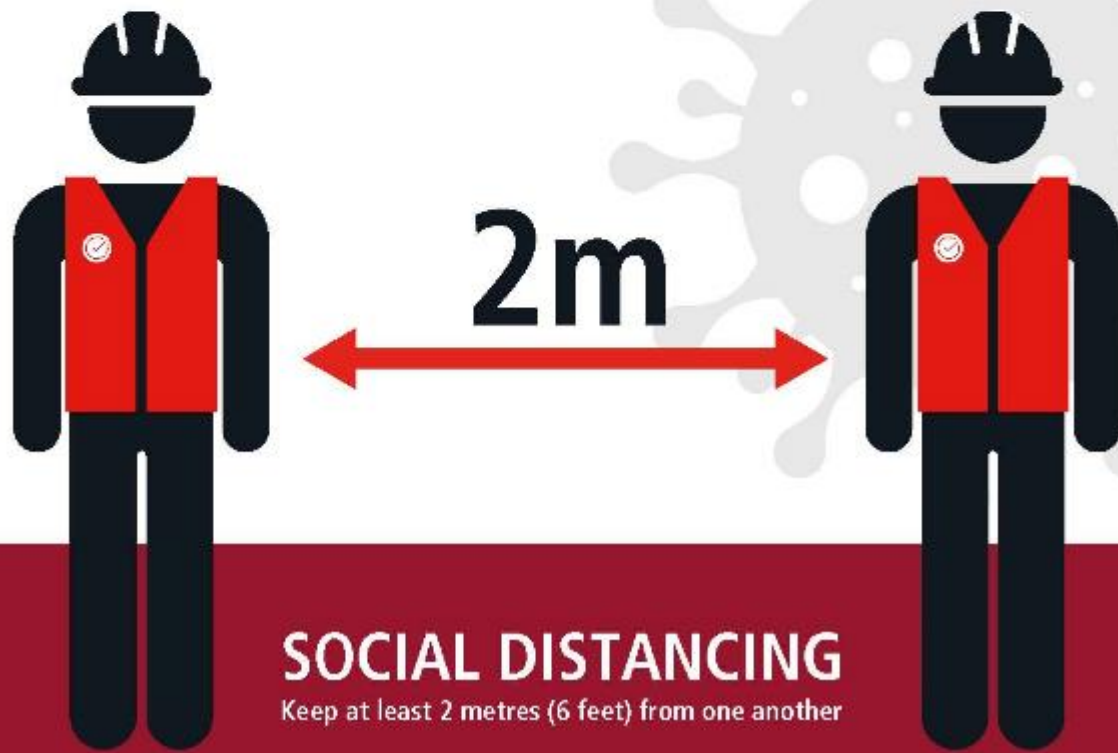
HOW CAN I DO IT?

Work safely / think about if there's a safer way of doing your job



WILL YOU KEEP DOING IT?

Make sure you maintain hygiene and distance



SOCIAL DISTANCING

Keep at least 2 metres (6 feet) from one another

CORONAVIRUS COVID-19



SYMPTOMS:

- Fever (High Temperature)
- A Cough
- Shortness of Breath
- Breathing Difficulties

If you have fever and/or cough you should stay at home regardless of your travel or contact history.

If you have returned from an area that is subject to travel restrictions due to COVID-19 you should restrict your movement for 14 days.

I HOW TO PREVENT



STOP

shaking hands or hugging when saying hello or greeting other people



DISTANCE

yourself at least 2 metres (6 feet) away from other people, especially those who might be unwell



WASH

your hands well and often to avoid contamination



COVER

your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue



AVOID

touching eyes, nose or mouth with unwashed hands



CLEAN

and disinfect frequently touched objects and surfaces

ALL PEOPLE ARE ADVISED TO:

- Reduce social interactions
- Keep a distance of 2m between you and other people
- Do not shake hands or make close contact where possible



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HYB.451W-150x200



HYB.452W-150x200



HYB.453W-150x200



HYB.454W-200x150



HYB.11W-150x200



HYB.12W-150x200



HYB.13W-150x200



MAG.04W-150x200



HYB.03E-300x100



MAG.04E-300x100



HYB.456F-200x300
HYB.456C-300x400



HYB.457F-200x300
HYB.457F-300x400



VCC.91-450x 600
in Dibond
excludes hand sanitiser



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VCC.01W-150x200
VCC.01C-300x400
VCC.01B-450x600



VCC.02W-150x200
VCC.02C-300x400
VCC.02B-450x600



VCC.03W-150x200
VCC.03C-300x400
VCC.03B-450x600



VCC.04W-150x200
VCC.04C-300x400
VCC.04B-450x600



VCC.05W-150x200
VCC.05C-300x400
VCC.05B-450x600



VCC.06W-150x200
VCC.06C-300x400
VCC.06B-450x600



VCC.12W-150x200
VCC.12C-300x400
VCC.12B-450x600



VCC.23D-600x400

Printed on 3mm rigid plastic so this signs can be hung from the ceiling or fitted to a wall



STG.911B-600x450



VCC.21D-600x200

Printed on 3mm rigid plastic so this signs can be hung from the ceiling or fitted to a wall



VCC.21E-300x100

Available in Self-adhesive stickers or 1mm rigid plastic. Pack of 5



VCC.22D-600x200

Printed on 3mm rigid plastic so this signs can be hung from the ceiling or fitted to a wall



VCC.22E-300x100

Available in Self-adhesive stickers or 1mm rigid plastic. Pack of 5



STG.912 50x 50 stickers
These are ideal for helmets on construction sites



STG.913 50x 50 stickers
These are ideal for helmets on construction sites



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Daily Supervisor Briefings – keeping 2m apart



Overflow Seating Areas



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