

# Business Continuity Guideline

NSW Temporary Measures Addendum (July 2021)

## COVID-19

### HEAVY CONSTRUCTION MATERIALS INDUSTRY

**Very early in the life of the COVID-19 Pandemic, Cement Concrete & Aggregates Australia (CCAA) responded by producing a [Business Continuity Guideline](#), which has been adopted or tailored by individual businesses to suit their specific internal systems. This NSW Addendum should be used in conjunction with the Business Continuity Guideline.**

The recent outbreak of the highly transmissible COVID-19 Delta Strain has caused the NSW State Government to significantly limit mobility by effecting a lockdown of the Greater Sydney Region, including the construction sector, for the first time in the life of this pandemic.

CCAA believes that the risks of transmission in the construction industry are manageable through the application of effective protocols and that the industry should be allowed to operate with appropriate plans in place. CCAA has worked with Government on the production of a Construction Sector Road Map for Reopening taking the form of a compulsory [COVID-19 Safety Plan](#) providing additional guidance and mandated requirements for construction sites, including deliveries.

**The Heavy Construction Materials Industry acknowledges the role it can play in helping to limit the spread of the Delta strain through the implementation of operational protocols that limit and track mobility.**

The additional guidelines below are designed to help manage risks in your workplace and do not replace expert advice, indeed there are a number of ways that this can be done, and the following are some examples of how this might be achieved.

#### LIMITING MOBILITY

**Limiting movement of personnel** to reduce the potential for the spreading of the virus to multiple sites is a key way industry can not only assist to minimise the spread of the virus, but also limit the business risk of having multiple sites exposed.

**Limiting mobility** may be achieved by:\*

1. Limiting the number of company sites that are visited by staff, contractors, and others, e.g.:
  - a. Consider territories for staff, or the use of remote digital options to reduce staff movement between multiple company sites.
  - b. Consider Concrete Testers being limited to a cluster of batching plants.
2. Clustering or sectioning portions of the business where practical, e.g.:
  - a. Consider clusters of concrete batching plants to limit the extent of contact between work groups.
  - b. Consider territories for aggregate, cement, or concrete deliveries.
3. Limiting the number of customer sites that are visited, e.g.:
  - a. Minimise the number of different sites visited by delivery drivers where practical.
  - b. Servicing customer sites from only one quarry or one concrete batching plant where possible.
4. Limiting the movement on individual sites, e.g.:
  - a. Require testers to stay with their vehicle where practical.
  - b. Request that each delivery type limit their movements to the section of the plant that they need to attend.
  - c. Cement tanker driver to establish exclusion zone around the truck to limit people coming into delivery area during uplift of cementitious materials.
  - d. Discourage the congregation of drivers.
  - e. Encourage lunch breaks to be taken in the cabin of vehicles.

# Business Continuity Guideline

NSW Temporary Measures Addendum (July 2021)

COVID-19



CEMENT CONCRETE  
& AGGREGATES AUSTRALIA

## HEAVY CONSTRUCTION MATERIALS INDUSTRY

Page 02

5. Separating movement of personnel, e.g.:
  - a. Consider having separate toilets and/or amenities for on-site staff vs drivers, where site constraints permit, and staffing levels warrant this approach.
6. Requesting that contractors limit their personnel to service regions wherever possible.
7. Limiting the number of drivers that service a particular customer, e.g.
  - a. Limiting the number of drivers visiting a site, limits the company's exposure to a possible COVID event at a customer site.
  - b. Where the customer requires two agitators to be delivering to a concrete pump, that consideration be given to limiting cross driver exposure or other limits within the delivery cluster.
8. Greater separation or complete segregation where possible when delivering materials to sites, e.g.:
  - a. Encourage customers to ensure construction site personnel stay at least 3 metres from drivers unloading materials.
  - b. Advise customers that construction site personnel are not to touch trucks.
  - c. Encourage greater use of two-way radio communication at construction sites.
  - d. Consider the introduction of contactless deliveries.
  - e. If delivery drivers must use toilets on construction sites, that they use dedicated or visitor facilities where available.

### TRACKING MOBILITY

**Tracking movement of personnel** assists both the company and the Government if contact tracing is required. Not only can companies assist the relevant health agency with the provision of the information, it should also help ring fence potential exposure and limit the number of staff that may be considered close contacts. When health agencies can do their job quicker with the aid of company data, the impact on employees and their families will be minimised and the impact on business continuity is also minimised.

**Tracking mobility** may include:\*

1. Broader use of QR codes at key locations across sites, rather than just one QR code for the whole site, e.g.:
  - a. Consider implementing DIFFERENT QR codes for each building, amenity block, workstation, and delivery point.
2. Use of high-quality CCTV footage to be able to track movements in more detail if required and demonstrate compliance with use of QR codes, e.g.:
  - a. Consider replacing lower quality cameras with high resolution cameras.
  - b. Consider providing for up to 14-day recordings.
  - c. Consider re-positioning of cameras to cover places frequented by staff, including amenities blocks and workstations with separate QR codes.
  - d. Consider using personal security type cameras or Go-Pros on Agi Drivers to discourage construction site staff from breaching social distancing requirements.
3. Enhanced use of tracking systems can be effective in limiting the number of people that may be considered close contacts of an infectious case, e.g.:
  - a. Consider how in vehicle tracking systems can help report more quickly where drivers have been.
  - b. Consider the use of card or fob systems that enables tracking of where on site someone has gone but also with whom they have come into contact.

### EDUCATION

Additional education of drivers, site personnel and customers on the need for these greater restrictions can help with compliance, reduce close and casual contact, and helps to isolate sites from any potential outbreak.

### TEMPORARY MEASURE

This guidance material will be reviewed by 31<sup>st</sup> October 2021.

\*Each company must consider their own business model, distribution of facilities, staff density at particular facilities, customer requirements, practicality and other alternative systems that may work equally as well, when considering the recommendations and examples provided herein.

### CONTACT US

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

**POSTAL ADDRESS** PO Box 124, Mascot NSW 1460 **T** 0448 848 848

**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 is an addendum to Business Continuity Guideline, COVID-19 Issue 3.0, published on 29 July 2020 and was prepared having regard to information and opinion sourced by CCAA in good faith prior to July 26 2021. 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 July 2021 and must not be copied or reproduced without written permission.