



1. SCOPE:

This Standard Operating Procedure details the controls that are required to be undertaken to prevent contact with COVID-19, what action to take if you suspect someone has the virus and the controls to be put in place when someone is confirmed as having contracted the virus. This SOP is applicable to all workers, contractors, and clients of Goldspring Group.

This SOP allows scope for the use of external subcontractors and suppliers from Restricted Areas (as per NSW Government Guidelines) and must have documented evidence as such from the client who has engaged the services of Goldspring Group.

Schedule A has been added to cover exceptional circumstance.

The Goldspring GM must approve this scope of work prior to commencement.

2. WHAT IS COVID-19:

The Coronavirus or now known as COVID-19, was first encountered in November 2019, and has gone on to affect over 250,000,000 M people (rising daily) in over 200 countries around the world, causing more than 4,300,00 deaths (and rising).

In Australia 37,000 Confirmed Cases and 947 Deaths (as of August 2021)

The virus can cause pneumonia like symptoms. Those who have fallen ill are reported to suffer coughs, fever and breathing difficulties. In severe cases there can be organ failure. As this pneumonia, antibiotics are of no use. Recovery will depend on the strength of the affected persons immune system. Many of those that have died were vulnerable because of existing underlying health conditions.

Version	Date Issued	Reviewed by	Approved by	Date approved	Next Review	Page 1 of 8
4.2	27/3/2020	HSEQ Manager	General Manager	19/04/2021	20/08/2021	

3. Training/Induction Requirements

Goldspring Managers and Site Supervisors have undertaken online Infection Control Training provided by the Australian Government, upon successful completion of this training participants will receive a certificate of attainment as evidence.

[Log in \(covid-19training.gov.au\)](https://www.covid-19training.gov.au)

Goldspring Management will be providing ongoing and up to date instruction and instructional training on COVID-19 via Toolbox Talks, Group emails and “Assignor” as required to be updated from time to time in accordance with Government guidelines.

This information sharing is considered vital in the control of the spreading of the virus, all information should be shared to our subcontractors to ensure continuity on all Goldspring sites.

4. Process

When there is the potential for COVID-19 to be contracted or spread during work activities, these precautionary processes must be followed during all phases of work. An effective way to reduce potential exposure to COVID-19 is to control the generation of contamination at the source.

Pre-work

- ✓ Goldspring Group to conduct a COVID-19 specific Risk Assessment
- ✓ All suppliers from restricted areas are to undertake and provide a negative COVID-19 test result.
- ✓ All Goldspring workers and suppliers are to complete the Goldspring COVID-19 questionnaire prior to attending work and receive an approved email response prior to commencing work
- ✓ Everyone attending a fixed Goldspring facility is to sign into the NSW Health QR code
- ✓ All relevant workers must complete training into works task SWMS.
- ✓ All relevant workers must wear/use correct PPE
- ✓ Engineering controls shall include social distancing and following good personal hygiene practices as determined by the Australian Government Standards.

Managing the risks of COVID-19 in the workplace details the hierarchy of control.

- ✓ **Elimination**, *isolating known effected workers or workers displaying the symptoms of the virus.*
- ✓ **Substitution**
- ✓ **Engineering controls**, *particularly isolation, social distancing, and the use of approved chemicals for hygiene purposes*
- ✓ **Administrative controls**, *Training, and instruction through communication on all levels.*
- ✓ **Personal protective equipment**, *Per SWMS*

GOLDSPRING WORKER RESPONSIBILITIES

PRIOR TO COMMENCING ONSITE

- ✓ All Goldspring workers and suppliers are to complete the Goldspring COVID-19 questionnaire prior to attending work and receive an approved email response prior to commencing work
- ✓ Goldspring to maintain, monitor and audit compliance to the Goldspring COVID-19 questionnaire
- ✓ Fixed sites to have QR Codes available
- ✓ Do not attend work if you have recently returned from overseas travel or known as identified by the NSW Government ie Hot Spots or ‘Areas of concern’

IF YOU ARE UNWELL WITH COVID-19 SYMPTOMS

- ✓ Do not attend work if you have come in contact with someone who has COVID-19, or you suspect may have the virus.
- ✓ Notify your Supervisor ,Manager and HSEQ Manager of the above if you are feeling unwell with symptoms consistent with COVID-19.
- ✓ Precautionary home isolation of unwell employees inclusive of the requirement for testing & medical clearance to return to duties from your GP.
- ✓ A COVID test as a result of showing symptoms of COVID will require a pathology test and be accompanied by a GP letter and approval from the GM as per the Goldspring SOP. i.e There is no change to our existing requirements in this regard.
- ✓ Written approval from Goldspring GM must be obtained prior to returning to workplace.
- ✓ Detailed tracking on corporate register of unwell people in self-isolation by the GM.

PPE and PERSONAL RESPONSIBILITIES

- ✓ Follow good hygiene practices as directed by the Australian Government
- ✓ Ensure all plant is cleaned with sanitiser before, during and after use
- ✓ When washing your hands do so thoroughly with warm soapy water for at least 20 seconds
- ✓ Use hand sanitiser before and after touching any surface.
- ✓ Wear a face mask at all times
- ✓ Put your personal rubbish in waste containers
- ✓ Signing of documentation is permissible, but you must use your own pen and use hand sanitiser immediately before and after touching shared documentation
- ✓ All workers , suppliers, visitors, and clients have a person duty of care to be aware of NSW Government guidelines and follow those guidelines at all times
- ✓ All teams and subcontractors are to remain with their allocated teams and not mingle with other teams
- ✓ If you are able to work from home, you must request and receive approval from your manager prior to doing so.
- ✓ A COVID test as a result of showing symptoms of COVID will require a pathology test and be accompanied by a GP letter and approval from the GM as per the Goldspring SOP. i.e There is no change to our existing requirements in this regard.
- ✓ Limit exposure to other members of the public
- ✓ If you go to an area of concern or close proximity you must undertake COVID testing every three (3) days and provide Goldspring HSEQ evidence of these test results

GOLDSRING RESPONSIBILITIES

- ✓ To undertake a daily review of the COVID-19 situation on the NSW Health and Service NSW websites
- ✓ To update the Goldspring COVID-19 Standard Operating Procedure
- ✓ Provide all suppliers, clients, and visitors relevant key points of the Goldspring Standard Operating Procedure
- ✓ To provide all subcontractors, suppliers, clients, and visitors the Goldspring COVID-19 Questionnaire prior to arriving onsite.
- ✓ COVID-19 Standard Operating Procedures and updates to be shared on the Goldspring website
- ✓ To ensure all workers, suppliers, and subcontractors leaving a restricted area have provided evidence of a negative COVID-19 surveillance test , prior to leaving the restricted area
- ✓ This test result is to be provided to Goldspring HSEQ via TXT -0476541645 and receive an approved TXT response prior to leaving the restricted area
- ✓ When working outside a restricted area the worker must always have a current negative COVID-19 test result for the duration of this current Government restriction.
- ✓ Goldspring to maintain a COVID-19 surveillance test register
- ✓ To ensure any workers going into or in close proximity to a Hot Spot or an area of concern have a COVID test every three (3) days and provide Goldspring HSEQ Manager evidence on each occasion.
- ✓ Goldspring to keep a register for workers that go to an area of concern or close proximity to an area of concern
- ✓ COVID-19 awareness signage to be made available on Goldspring sites/projects and offices.
- ✓ Ensure regular and effective housekeeping in amenities, offices.
- ✓ Goldspring to provide up to date information regarding COVID-19, this is to be shared via Toolbox Talks, Pre-Start Briefs, group emails, MEMOS and Assignor as required to communicate change.
- ✓ Senior Management Group to conduct COVID control review as required.
- ✓ Provision of PPE/Hygiene Products to employees as required.
- ✓ Goldspring Group were possible to keep work groups consistent and not to 'mix and match' work groups.
- ✓ Goldspring to provide workers with face masks and sanitiser
- ✓ If required to remove your mask to communicate with someone who is deaf or hard of hearing you must stay 1.5m apart
- ✓ The Goldspring GM will provide the final approval on who can and can't work from home.

EXTERNAL SUPPLIERS

- ✓ Suppliers to notify Goldspring if they have been in any of the current Hot Spots and areas of concern within 14 days prior.
- ✓ No suppliers that identify being in Hot Spots and areas of concerns to be permitted to attend Goldspring worksites.
- ✓ All suppliers to be issued the Goldspring COVID-19 Standard Operating Procedure during the Contractor Engagement Procedure.
- ✓ Are to provide Goldspring with evidence of a negative COVID-19 surveillance test prior to leaving a restricted area for work purposes.
- ✓ They must always have a current negative COVID test when working outside a restricted area.
- ✓ All suppliers are to adhere to all Goldspring COVID-19 controls and instructions
- ✓ Complete the Goldspring COVID questionnaire daily and prior to attending site to commence work.
- ✓ Receive emailed approval from Goldspring HSEQ prior to presenting for work.
- ✓ Complete the site specific QR Code as per NSW Health guidelines.

Version	Date Issued	Reviewed by	Approved by	Date approved	Next Review	
4.2	27/3/2020	HSEQ Manager	General Manager	19/04/2021	20/08/2021	Page 4 of 8

- ✓ Be inducted into Goldspring COVID SOP, TBT as evidence.
- ✓ Provide their own PPE (masks, gloves, sanitizer etc.)
- ✓ Participate in small groups pre-start brief conducted by PO and Site supervisor
- ✓ Work in small groups (size to be determined by task demand and ongoing risk management)
- ✓ Have one designated supervisor in that group responsible for Goldspring COVID-19 SOP compliance
- ✓ Provide their own hygiene pack (sanitiser, spray bottles and paper towel and rubbish bags for disposal)
- ✓ Only travel with one person per vehicle
- ✓ Notify Goldspring of their accommodation address
- ✓ Accommodation one person per room
- ✓ If interacting in the public domain maintain the highest hygiene and social distancing standards and wear a mask
- ✓ Carry hand sanitiser on your person and disposable gloves when required
- ✓ Do not make unnecessary trips in public, where possible bring personal supplies with you and eat within your accommodation.
- ✓ Where possible utilise food delivery services to bring food and drink to the place of accommodation.
- ✓ Suppliers from restricted areas to provide Goldspring the address details of their place of accommodation
- ✓ All subcontractors are to remain with their allocated teams and not mingle with other teams during the August possession

POSITIVE COVID CASE

In the event of a Goldspring worker, supplier, subcontractor, client, or visitor testing positive to COVID-19 they must :

- Immediately self-isolate
- Immediately notify the Goldspring HSEQ Manager
- Follow NSW Government advice
- Provide the Goldspring General Manager a negative test result, the pathology test report and a GP letter stating they are free of COVID-19 and receive an approved confirmation from the GM before returning to work
- In the event of a positive case , Goldspring Change Management Procedure is to be followed

IF YOU ARE IDENTIFIED AS A CLOSE CONTACT or A SECONDARY CLOSE CONTACT

In the event of being identified by NSW Health that you are a close contact or a secondary close contact, you must:

- Immediately self-isolate
- Immediately notify the Goldspring HSEQ Manager
- Get a COVID-19 test and remain self-isolated until you get a negative test result
- Follow NSW Government advice
- The worker involved is to provide the Goldspring HSEQ Manager a negative COVID-19 TXT test result, and receive an approved confirmation from the HSEQ Manager before returning to work

IF YOU ARE IDENTIFIED AS A CASUAL CONTACT

In the event of being identified by NSW Health that you are a casual contact, you must:

- Immediately self-isolate
- Immediately notify the Goldspring HSEQ Manager
- Get a COVID-19 test and remain self-isolated until you get a negative test result
- Follow NSW Government advice
- The worker involved is to provide the Goldspring HSEQ Manager a negative COVID-19 TXT test result, and receive an approved confirmation from the HSEQ Manager before returning to work

Version	Date Issued	Reviewed by	Approved by	Date approved	Next Review	
4.2	27/3/2020	HSEQ Manager	General Manager	19/04/2021	20/08/2021	Page 5 of 8

Surveillance Testing

- Due to specific work requirements Goldspring workers may be required to undertake a COVID-19 test to provide confidence that they are negative prior to leaving a restricted area
- The workers Manager should direct the worker to undertake Surveillance testing
- These workers will be required to have a current negative test result at all times whilst working outside a restricted area
- The frequency of these surveillance tests will be determined by the location the worker will be going to and from.
- The worker involved is to provide the Goldspring HSEQ Manager a negative COVID-19 TXT test result, and receive an approved confirmation from the HSEQ Manager before returning to work

Schedule A

Engaging suppliers / subcontractors

In the case of exceptional circumstances that lie outside the intended purpose of this Standard Operating Procedure, Goldspring may be required to engage suppliers / subcontractors.

A task and site-specific Risk Assessment identifying all reasonably identifiable risks and controls must be developed and documented by the Manager requesting this engagement and sent to the Goldspring HSEQ for review and approval in principle prior to commencing work.

Following this approval in principle from the Goldspring HSEQ, final written approval is to be received from the Goldspring GM prior to commencing this engagement of a supplier / subcontractor.

▪ **During Work**

1. Goldspring Group to provide ongoing information with regards to COVID-19 and resourcing to mitigate the spread of COVID-19 in the workplace
2. Immediately notify the GM and HSEQ Manager of any potential exposure prior to reporting for your shift
3. Housekeeping Practices to Reduce any exposure to COVID-19 and other viruses
4. Additional controls, warning signage, restricting the time of possible exposure, rotation of staff (uncontrolled environment)

1. The information contained herein is provided for task activity purposes only and may be included in the SWMS
2. The user of this reference matter is responsible for transferring all relevant content to the activity SWMS
3. The user of this reference matter is responsible for communicating the activity information to the designated work group, and any other person who may perform an interacting role within the activity. Thereby offering all relevant persons an opportunity to be involved in the development of the SWMS.

Version	Date Issued	Reviewed by	Approved by	Date approved	Next Review	
4.2	27/3/2020	HSEQ Manager	General Manager	19/04/2021	20/08/2021	Page 6 of 8

5. Reference material

- www.australia.gov.au
- <https://www.nsw.gov.au/covid-19/latest-news-and-updates>
- NSW Health
- WHS Act 2011 – WHS Regulations 2017
- HSEQ Management Plan

Definitions in the WHS Act and the WHS Regulation Terms defined in the Act or the Regulation and not defined in this training procedure however they shall have the same meaning as in the Act or the Regulations as the case may be.

As a member of the activity designated work group my signature confirms that I have read and understand the SOP (Safe Operating Procedure) as outlined in the attached.

#	Print Name:	Company:	Signature:	Date:
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

#	Print Name:	Company:	Signature:	Date:
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				