

WHS – Health and Hygiene

(COVID 19 Special Measures)

Prepared by:

Approved:

Version No:

Information Status – This document is unrestricted.

Purpose - The Company is committed to providing a safe workplace. This document is to assist State Managers to meet WHS requirements for Health and Hygiene. Updated March 2020.

PART 1 - Employees to ensure Health and Hygiene

Most people spend 40 hours or more at work every week, and so poor hygiene practises at the work can lead to illness and employee discomfort.

Making the workplace a pleasant place to be can support productivity and boost morale, which can positively affect the Company's culture and profitability.

We have recently updated our WHO Policy regarding Health and Hygiene to take into consideration the additional measures that may be necessary to address COVID 19 risks.

1. Travel Bans

All business travel us suspended due to COVID 19.

We recommend you and your family do not travel overseas at this uncertain time. This is however up to you and also at your risk.

All those entering Australia, including returning travelers, must self isolate for 14 days. See the self isolation government guidelines at <https://www.health.gov.au/health-topics/novel-coronavirus>

2. Travel Register and Annual Leave Process

We have a new process for approval of annual leave and will be asking you to disclose your personal travel plans in Australia and overseas.

We will be maintaining a Staff Travel Register for both personal and business travel and will be asking you to disclose any personal travel destinations on your annual leave application form (both overseas and in Australia).

If you travel to a destination, that the government requires quarantine from (including self quarantine) you will need to comply with these requirements before return to work. This is a business practice that is being introduced by many companies to address this risk. Please contact Steven Pumfrey, if you have any concerns regarding this disclosure.

Your personal travel is at your risk. Please keep up to date on government advises regarding health and travel.

If your personal travel decisions result in a recommendation by government for self quarantine we will require you to comply with this before you return to work. Depending on the circumstances we may require a medical clearance.

During any quarantine period we would endeavour to support this with work from home duties but if not practical further leave would be required during this period

3. Do not present to Work

If you consider you have symptoms or any exposure to anyone who is suspected of having or has been diagnosed with CONVID 19, please do not report to work and immediately notify # to discuss the risk and work arrangements.

We have obligations under the WHS laws to notify such events and to then determine appropriate steps to protect the health and hygiene of our staff. Disclosure of all matters is really important, if in doubt call # and he will decide if significant or not.

4. Unable to present to Work

There may also be special circumstances within your family or household that require you to miss work. These may include illness of a family member, closure of schools, shutdown or disruption to public transport etc. Please call your State Manager to discuss these special circumstances and what work or leave arrangements may be required.

If you have special circumstances relating to being high risk or having high risk individuals in your household please feel free to discuss these with us.

5. We are doing a number of things and planning for contingences but we need you to focus on your Health and Hygiene

We need you to be vigilant about your health and hygiene. We provide this information to assist you do this, your health is ultimately your responsibility:

- Do not present to work if your are ill.
- If you fall sick at work, notify State Manager, isolate your self in area designated by State Manager. Do not catch public transport home, arrange private transport home or to doctor. Call doctor first to determine protocol. Area of isolation and work station to be cleaned, disinfected.
- If you sneeze or cough, use tissues, wash your hands
- Wash or sanitize hands - State Managers are setting up additional resources for this around our workplaces. Best way is soap and running water for at least 20 seconds.
- Practice social distancing - Limit personal contact, avoid close contact (stay 1.5m from others), do not shake hands or kiss/hug in greetings. Avoid crowds and non essential gatherings.
- If contact with customers, such as sales representatives, please comply with their preferences, for example, if they want to limit personal visits we will need to ensure we have other communications mechanisms with them. Flexibility to meet customer requirements will be key.
- Clean and disinfect your work stations and PPE. Wipe over work areas, telephones, shared PPE, vehicle cabins etc with alcohol wipes or disinfectant and cloth.
- As COVID 19 results in lung complications we strongly recommend you avoid smoking, vaping, ecigaettes or secondhand smoke
- If you are over 50 or have underlying conditions you are particularly at risk and you may want to discuss additional protective measures or vaccines with your doctor
- It is likely there will be large scale community transition - Keep up to date on the latest government recommendations and events:

<https://www.health.gov.au/health-topics/novel-coronavirus>

<https://www.smartraveller.gov.au/news-and-updates/coronavirus-covid-19>

<https://www.who.int/westernpacific/emergencies/covid-19>

National Convid 19 health line 1800 020 808. Keep 000 for emergencies only.

6. Flu Shots

This year's flu shots should be available at the end of the month. Please book your flu shots at Chemist Warehouse and as is usually the case we will reimburse the cost of this. If you choose another provider, we are still happy to refund the Chemist Warehouse charge.

7. Temperature Checks

We will commence temperature checks for all staff on arrival at work each day until further notice (16.3.20). While it will be difficult to achieve this first up on Monday morning, please ensure all staff are notified of this subsequent condition of work commencement.

Old Health guidelines suggest that an elevated temperature at or above 38 deg C is medically consider as a fever, therefore simple if an employee tests indicates a body temperature of 38 deg C or above we would ask them to seek medical advise from their GP and or a GP assigned by the APG appointed medical practice. Based on their medical advise and or in the absence of this we would insist on a 48 hour exclusion before they represent to work and test to have a normal temperature of 37.5 deg C and or at least below 38 deg C. There are no exceptions, testing is mandatory for all employees.

8. Keep Calm and Carry On

Obviously we do not want to cause undue concern or panic. We are just wanting to ensure we are prepared and that you are all well informed.

The information and recommendations from government on this virus are continuing to be developed. We aim at continual improvement. If you have any suggestions, perhaps from other workplaces, that you think we should be implementing, please let us know. The best person to make suggestions to is your State Manager.

PART 2 - State Manager's Checklist to ensure Health and Hygiene of Employees

1. Special Measures for CONVID 19

- Hold Toolbox talks on the material in Part 1 above and put this document on Notice Boards. Future communications will be via text or email (Comm Strategy being devised by COO). Best not to gather in large crowds - tell everyone to move apart.
- Book Additional Cleaning Services – focus on high traffic areas – kitchens, bathrooms etc
- Acquire Handheld thermometers (if possible)– check temperature of staff if concerned
- Acquire details of contractors in each State to undertake decontamination of premises, deep clean and obtain quotes if possible.
- Acquire hand sanitiser (if possible) – set up additional hand cleaning stations throughout the premises.
- Acquire equipment and sanitiser to undertake deep clean of premises as well as personal protective equipment for staff to undertake this work (gloves, masks, protective suits) We need the inhouse capacity for this incase contractors are not available or if only a partial clean is required for vigilance.

- Instruct drivers to wipe down with paper towel and disinfectant vehicles regularly. Instruct employees generally about the availability of disinfectant to wipe over workstations and PPE etc.
- Instruct drivers the control measure for third party contact “social distancing” and self confirmation of delivery etc.
- Instruct other staff to wipe down with paper towel and disinfectant PPE, workspaces and telephones etc.
- Additional posters on risks are being provided for site notice boards.
- COO – work from home surge capacity - to consider acquisition of Tech to enable key staff to work from home and set up of this Tech
- COO – communication strategy - to devise efficient means in each State to quickly communicate with Staff and/or customers in the event of a shut down or other communication that may be necessary. Staff are being given SP mobile number as initial way of communicating with APG, APG to advise staff how it will communicate with them in an emergency.
- COO – Data – review data from each State for absences – look at trends.

2. Review Cleaning Arrangements

It is the State Managers responsibility to ensure there are appropriate cleaning arrangements in place to ensure the health and hygiene of employees.

- **regular vacuuming of carpet** - Dirty carpets can set off allergic reactions and lead to headaches, rashes, coughing, fatigue, and other disruptive symptoms;
- **office equipment and work stations** - Regular and thorough cleaning procedures reduce the chance that colds and other illness will be spread through shared equipment by reducing the bacterial build-up at individual workstations; and
- **bathrooms and common areas** - Communal areas, such as eating and meeting rooms are also popular places for the accumulation and spread of germs. These areas should be regularly cleaned Sinks and taps need extra attention. Like office equipment, they're a potential distribution point for germs

3. Provide Facilities and Products

It is the State Managers responsibility to ensure facilities and products are provided for employees to be able to follow safe hygiene practises.

- **Bathrooms** – bathrooms should be fitted out with disinfecting hand wash, hand dryers, and/or towels.
- **Communal areas** – cleaning solutions and disinfectant hand wash can be provided to support staff in maintaining good hygiene.
- **Workstations** –have cleaning products available for wiping down desks and keyboards – particularly if employees are allowed to eat at their desks.

4. Encourage Safe Hygiene Practices

It is the State Managers responsibility to encourage safe hygiene practices.

Hand Washing - Encourage good hand washing and hygiene practises.

Communal areas - Encourage employees to be mindful of hygiene:

- *Kitchen equipment* – toasters, sandwich presses, and microwaves should be wiped down after use to avoid expired food particles getting into other employee's food.

- *Fridges* – spoiled drinks and food should be tossed out quickly to avoid contamination.
- *Tables and chairs* – dining tables should be cleared of food scraps and packaging after use.