

COVID SAFE PLAN

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Document Name	Covid 19: Covid Safe Plan
Plan Authorised by (Name & Title)	Dave Cameron - Director
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Procedure Owner (Name & Title)	<p>Dave Cameron – 0408 733999</p> <p>Ruvyn Ivenskis – 0415 531730</p>
Scope	<p>This Covid Safe Plan applies to all employees and contractors pertaining to effective management & control of Covid-19; during the Pandemic and under the orders of the Chief Health Officer and the DHHS.</p> <p>This plan addresses safety, prevention and response in the event that coronavirus is linked to the workplace and strategies that will be implemented in order to comply with DHHS guidelines.</p>
Purpose	To manage risks to employees, customers and the public, associated with potential Covid-19 exposure and to ensure compliance with DHHS Covid-19 restrictions, as they change during the pandemic.



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1. Introduction

As a result of the Covid-19 pandemic, Insuraplex immediately implemented measures to reduce the risk of staff exposure to the virus. This procedure collates the risk management measures implemented within the business.

This Procedure does not override or exclude everyone's obligation to observe all other company related policies & procedures in relation to the execution of their function; in particular the need to observe all OH&S / WHS Standards.

2. Critical Obligations

All employees / contractors must:

- Only work if work is deemed essential as per DHHS Advice
- Sign in using the QR Code upon arrival at the workplace (Some sites will also require sign out times)
- Wear a Mask at all times (except eating / drinking)
- Observe strict hygiene standards including sanitizing at all times & sneezing etiquette
- Avoid touching the face where possible
- Dispose of all waste including masks / tissues etc. in a responsible manner
- Not come to work if experiencing symptoms; get tested and inform the Company
- Get tested and remain in isolation until results are received
- Only return to work when a 2nd clearance test is received
- Strictly observe all DHHS Guidelines pertaining to the current requirements / Health advice



3. General Measures

We will take all required measures to ensure we:

- Stay up to date with the crisis and government requirements
- Ensure sign in arrangements are in place at the work location (Service Victoria QR Code)
- Endorse policy and any required changes to work practices
- Implement and continually review measures
- Maintain regular communication with staff
- Support development of Covid-19 specific information & instruction
- Liaise with key clients / customers and service providers
- Support the procurement of equipment and supplies to further manage risk
- Provide a longer-term outlook and strategic approach
- Post signage, ensure adequate PPE and ensure appropriate hygiene and cleansing measures are in place for the worksite / employees
- Implement measures and monitor / review adherence and effectiveness
- Provide feedback and ongoing communication throughout the business as required
- Provide support with respect to the well-being of our staff during the pandemic

3.1 Business Continuity

- Strictly observe Government / DHHS restrictions
- Work from home wherever practicable
- Ensure hygiene and social distancing measures in place to reduce the risk of widespread outbreaks
- Where possible split shifts / staggered work times where necessary
- Coordination of supplies and resource management in case of supply chain or staffing issues
- Remain open lines of communication with suppliers to ensure continued supply of product, raw materials and parts as far as possible
- Determine additional / back up suppliers of same in case demand exceeds supply

3.2 Stopping the spread – Staff must stay away from work when:

- It is practicable to work from home:
- Experiencing flu-like symptoms and should contact the Covid-19 Helpline (1800 675 398) or their medical practitioner for advice and / or get tested for Covid-19. Evidence of a negative test result or evidence of clearance to return from a medical practitioner is required before returning to work



- It is believed the staff member has had direct contact with a person who has tested positive to Covid-19
- A member of their household is experiencing flu-like symptoms. If that person tests negative for Covid-19 the staff member may return to work, unless they are experiencing flu-like symptoms
- The staff member is required, by government restrictions, to self-isolate (or quarantine) e.g. referring to the DHHS listed Exposure sites
- The role / function is not defined as essential and that person must not be at work (but where possible can work from home)

Whilst we do not make vaccination compulsory; we strongly encourage employees / contractors to obtain vaccination

3.3 Travel

- No International Travel will be undertaken
- Non-essential domestic travel will cease
- Strict observation with state border restrictions and permit conditions
- Staff members are to refrain from sharing vehicles for work purposes, unless it is not practicable and essential. In this situation social distancing must be maintained and a mask worn by all staff

3.4 Health

- All staff members are requested to keep abreast of government guidelines / requirements and are required to acquaint themselves with internal communications, guidance material and requirements pertaining to Covid-19
- All staff that believe they are of an age, or who have medical conditions, that are considered to place them at high-risk from Covid-19 should inform their Manager
- Managers should facilitate working from home. If this is not possible for the staff member's substantive role, then alternative, productive, work can be sourced OR
- Staff member may elect to take leave
- Manager to request staff member seek medical advice with regard to their condition and Covid-19 and inform the company
- Manager / staff member to strongly consider medical advice when determining the action to be taken
- All staff should inform their Manager if they have a member of their household who is deemed to be high-risk, with action to be taken in accordance with above, where relevant



- Observe Exposure sites and DHHS Testing requirements including tests, results and isolation obligations
- Results of all tests must be communicated with Insuraplex Senior Management
- Staff members experiencing any form of anxiety/stress are advised to contact their Manager and / or external service providers such as Beyond Blue <https://www.beyondblue.org.au/> or Lifeline <https://www.lifeline.org.au/>

3.5 Working from Home

Insuraplex will observe Lockdown conditions / restrictions with the emphasis on Essential work and Working from home

- Managers to identify all staff that can work from home, considering tasks performed, equipment required, home set-up and general home environment in discussion with employees
- All staff to work from home, where it is practicable to do so, until such time as the state Government encourages workers to return to office (or other) environments
- Managers to facilitate working from home through the provision of equipment, where practicable
- Managers and staff are encouraged to maintain engagement and support to teams / colleagues
- Managers to equip employees to ensure home workstations are as safe as practicable ergonomically wherever possible i.e. allowing staff to take home monitors, office chairs

3.6 Shift Work

Where working from home is not practicable, the implementation of a shift system may be considered to reduce the potential impact on numbers of staff should a Covid-19 positive case arise within the company. Should this be necessary, such actions / changes will be only be implemented in a consultative manner and as per DHHS Guidelines.

3.7 Hygiene and PPE

- Soap to be available in all rest areas / amenities
- Alcohol-based sanitizer to be readily available for all staff in company vehicles and strategically placed throughout the worksite (Entrances, Exits, Wash Rooms, Lunch Rooms & Office Space)
- Signage to be placed at all entrances advising of Covid Free Zone, use of sanitizer and social distancing requirements
- Disposable latex gloves to be provided
- As per DHHS advice; masks must be worn at all times (except when eating / drinking)
- Sound hygiene protocols to be communicated to all staff and observed as per DHHS Guidelines



3.8 Social Distancing / Managing Numbers

- Measures to ensure social distancing requirements are observed (typically 1.5m and 4sqm per person) must be implemented
- Also for any domestic construction sites; no more than 5 persons on site
- Management team to keep abreast of any changes in advice and communicate
- Signage and instruction to be posted where practicable to reinforce requirements

Visitors

- Visitors / contractors to site must be for essential purposes only (Must sign in using the QR Code)
- Sign-in sheets to inform visitors of social distancing requirements on site
- All expectations to be reinforced by site contact person
- All visitors / contractors must go directly to their required area and must keep any interaction with staff members to a minimum

Meetings

- Meetings must be undertaken by virtual means wherever it is practicable to do so
- Any face-face meeting must abide by social distancing restrictions posted on each room
- Preference is to hold any group discussions / meetings in an open area where social distancing is more effective / easier to achieve

Communal Areas

- An assessment of each communal area (lunchrooms, kitchenettes, toilet / changing rooms) to be conducted to identify maximum numbers permissible
- Staggered use of urinals in male toilets
- Chairs / stools in kitchen areas to be placed in locations that adhere to social distancing requirements and any excess chairs / stools to be removed from the area
- Maximum persons allowed in kitchenettes to be posted with staff required to form a social distance queue, if needed, before accessing



3.9 Temperature Screening

- Site will consider temperature screening of employees
- When doing so, other measures that are in place to prevent exposure of staff to Covid-19, adherence to those measures, practicability and other factors affecting risk must be taken into consideration
- Procedures to be developed for undertaking temperature screening, including requirements in the event of a person presenting with a temperature in excess of 37.4 degrees

3.10 Work Location Cleansing

- All Site Offices / Shed and Amenities will be cleaned daily
- Tools and equipment to be cleaned daily
- Worksite will be deep cleaned in the event of a positive Covid-19 result

4. Specific Work Areas & Specific Measures

- Site will be barricaded by way of perimeter temporary fencing with shade cloth
- Site Shed, Site Office and Site Amenities provided (Wipes & Sanitiser provided)
- Seek clarification with client / tenant relating to any Covid-19 site specific requirements before or upon attendance
- Site CovidSafe Plan will be discussed as part of site induction and available within the Site Sheds
- Ask the customer / client / tenant what measures will be implemented to safeguard the wellbeing of staff. This includes ensuring adequate segregation of the work area will be accommodated and adhered to
- Go direct to work area and interact with other people as little as possible and do not shake hands with anyone
- Greater emphasis to be placed on ensuring work area segregation is implemented, unless it is not practicable to do so
- Do not use communal equipment i.e. sign-in pen. Use your own and do not touch the documentation when signing
- Mask must be worn at all times
- Avoid touching communal door hardware, such as handles. If this is not practicable, wear gloves and dispose of the gloves upon arrival at work area and prior to touching work equipment, or sanitize hands upon reaching work area and repeat when leaving the work area
- Do not share equipment unless it is absolutely necessary. If this is the case, wipe equipment with alcohol-based wipes (or use sanitizer if nothing else available)
- If a two-person (or more) job then social distancing must be maintained wherever practicable. Where it is not practicable, keep the time spent in close proximity to a minimum
- One person per vehicle, unless essential to travel with others in which case social distancing must be maintained and masks worn by all occupants



When attending site (Trades, Technicians & Service Personnel)

- Call the customer's / clients site contact and ensure agreed measures are in place
- Sign in upon entry
- Ask about specific protocols required to be followed by the site
- If the customer / client agreed to segregate the work area, ensure this has been done
- Request most direct route to work area, avoiding communal areas / people as far as practicable
- Gather tools and equipment from vehicle. Take extra gloves with you.
- Put on mask
- Try not to touch common areas, such as doors, with your hands if this can be avoided
- Meet with site contact but maintain social distancing. DO NOT shake hands
- Ask the customer / client for any PPE they are supplying
- If the technician is required to segregate the work area, then ensure persons are moved from the vicinity by the customer / client whilst putting barriers / tape in place. This MUST ensure segregation by a minimum of 1.5m from others at all times – Could include barriers / signage
- Complete assigned duties safely and in accordance with SWMS / JSA / SOP
- Once work is complete, pack away tools and put on gloves. Dismantle segregation barriers if they belong to yourself
- Return immediately to your vehicle, trying not to touch common areas on the way out
- Remove mask then gloves. Do not touch the outside of the mask and remove gloves inside out.
- Dispose of these in a bin or place in plastic bag and seal - Use sanitizer on your hands
- Place tools / equipment back into vehicle (wipe down beforehand if they are were touched by potentially contaminated gloves)
- Wash hands with soap and water
- Any work involving significant risk, and the measures to be taken to mitigate that risk, must be recorded in a SWMS / JSA, if they are not covered by existing work procedures

Contractors (working on Company Behalf)

- Any preferred Contractor must provide evidence that they have strategies in place that are in line with DHHS Guidelines to effectively manage Covid-19.
- Any staff member presenting with flu-like symptoms must not undertake any work
- Contractor to identify staff members who are at high risk from the disease as a result of age, a medical condition or other reason. Appropriate measures must be implemented to protect those persons, in accordance with any medical advice sought by the staff member
- If a customer / client requires specific measures to be implemented to protect the wellbeing of others please adhere to these requirements, if it is safe and practicable to do so
- If a contractors staff member has a household member who is experiencing symptoms of the disease, they are not to attend sites whilst representing our company
- Contractors shall stay up to date with DHHS Exposure Sites and strictly observe restrictions / rulings



- Contractors are to instruct their staff members in good hygiene practice, social distancing and PPE, as advised by current DHHS guidelines, and ensure they are being implemented by their staff
- Contractors are requested not to attend our worksite unless it is essential to do so. If attending our site please reduce the interaction with people on site and the building itself, to the minimum required
- All Contractors shall strictly observe all OH&S related Policies / Procedures and safe work practices applicable to the service being provided

5. Testing

5.1 Flu-like symptoms

- Any staff member experiencing flu-like symptoms must refrain from attending work until such time as it is determined, by testing or a medical practitioner that it is safe for that person to return to work
- It is recommended that the staff member contacts the DHHS Covid-19 Hotline (1800 675 398) or their GP for advice and follow their advice or get tested for Covid-19 as soon as possible
- If a staff member tests positive for Covid-19 they must inform their Manager immediately and cooperate with their manager in identifying close contacts
- Where a staff member returns a positive test result to Covid-19 the Company must notify WorkSafe Victoria on 13 23 60 immediately
- Staff members who are off work because they are experiencing flu-like symptoms will not be allowed to return to work without:
 - Evidence of a negative test result or
 - Evidence of clearance to return from a medical practitioner

5.2 Household member or caring for someone with flu-like symptoms

Refrain from attending work and follow the measures above

5.3 Close contact with a person who tests positive to Covid-19 / Exposure Sites

If a staff member is deemed to have been in close contact with a person who has tested positive, or attended an Exposure Site as per DHHS advice they must:

- Strictly observe the testing and stay at home (isolation order) as per DHHS
- Refrain from attending work until such time as it is determined, by testing or a medical practitioner that it is safe for that staff member to return to work



- It is recommended that the staff member contacts the DHHS Covid-19 Hotline (1800 675 398) or their GP for advice and follow their advice or get tested for Covid-19 as soon as possible, stating they have had close contact with a known positive case
- If a staff member tests positive for Covid-19 they must inform their Manager immediately and cooperate with their Manager in identifying close contacts
- Where a staff member returns a positive test result to Covid-19 the Company must notify WorkSafe Victoria on 13 23 60 immediately
- The worksite will observe the advice received from WorkSafe Victoria and / or the Health Department pertaining to site cleansing / disinfection / and any additional actions that are required to be taken
- Staff members who are off work because they are experiencing flu-like symptoms or have attended And known exposure site will not be allowed to return to work without:
 - Evidence of a negative test result or
 - Evidence of clearance to return from a medical practitioner

6. Communication

- All staff members to be advised of policies, procedures, guidance material, and other relevant information relating to Covid-19, and upon any changes to these
- Communication will be provided via email, toolbox, phone calls, video conferencing and other meetings etc. or other media as deemed appropriate
- All Supervisors are required to report to their immediate Manager on current status of personnel (illness, self-isolation etc.). This information is required for business agility
- Managers to contact their reports DAILY and encourage reasonable socializing between colleagues via online conferencing. Focus on staff wellbeing is required, together with other matters

7. Information & Instruction

Information & Instruction associated with this plan, practical implementation and Covid-19 in general will be provided / disseminated & discussed with all relevant employees

These include:

- Use of PPE
- Hygiene / social distancing protocols
- Risk Assessing when attending site / performing routine duties
- Virtual meeting technology
- Setting up a home workstation
- Managing Mental Health in the Workplace
- Reporting concerns / illness



8. Monitoring and review

- The adequacy and appropriateness of this plan, and the requirements within it, will be monitored through:
- Feedback from staff members & Health and Safety Representatives (Where relevant)
- Feedback from Managers & Supervisors
- Adherence to procedural requirements via site inspections / observations
- Performance in relation to preventing staff from contracting the disease
- Keeping abreast of current requirements and situations as advised by DHHS

The findings from monitoring will be reviewed and assessed and any necessary modifications to policy and procedure will be made to improve / rectify issues or to reflect current requirements

9. Specific Responsibilities

- All Managers / Supervisors / Employees and Contractors are required to strictly observe the details as set out in this document.
- In any situation where an employee is unsure as to the actions to take or is uncertain / uncomfortable in the situation in which they are working; they are duty bound to stop, report and seek clarification.
- Under no circumstance is any person to put themselves at risk and is responsible for their own safety and the safety of anyone else who may be at risk due to their acts or omissions.
- All personnel are strongly encouraged to support each other during these times and be mindful that everyone will be suffering in some way shape or form either – So showing Respect & Support is critical.

10. Compliance & Key Contacts

Occupational Health & Safety Act 2004

Directions from the Chief Health Officer (DHHS)

DHHS Coronavirus Hotline – 1800 675 398 & WorkSafe Victoria 13 23 60



Insuraplex

RESTORING THE PAST, BUILDING THE FUTURE

11. Document History

Version number	Date of Issue	Changes made to document
1.0	August 2020	
2.0	September 2020	Page 6 – Additional Site Set up Covid-19 Requirements
3.0	October 2020	Review Only
4.0	August 2021	Full review