

## COVID-19 Safety Plan

| BUSINESS DETAILS   |                     |                     |             |
|--------------------|---------------------|---------------------|-------------|
| Business Name:     | AJ Grant Group      |                     |             |
| Plan Completed By: |                     |                     |             |
| Plan Approved By:  | Brad Honeyman - CEO | Updated: 28/09/2021 | Version: 12 |

AJ Grant is implementing safety measures to ensure all our employees, contractors, customers, and visitors remain safe.

Our Safety Plan aligns with the latest Commonwealth, State and Territory Regulatory and Health Department information including mandated Public Health Orders, Restrictions and health and safety guidelines for workplaces. The health, safety and wellbeing of our employees, contractors, customers and the communities we operate in is our highest priority and the following safety actions are the ways we are ensuring everyone is safe during COVID-19 and a return to a safe operating environment.

| WELLBEING OF EMPLOYEES, CONTRACTORS, CUSTOMERS AND VISITORS  | ACTIONS  | RESPONSIBLE                   |
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| Entry to AJ Grant sites by employees, contractors, customers, and visitors as per the latest Commonwealth, State and Territory Regulatory and Health Department the latest Commonwealth, State and Territory Regulatory and Health Department. | All staff to be health screened using COVID sign in as per their State or Territory mandated requirements, this will be usually by QR Check-in Scans or Covid- 19 Tracing Register   | ALL                           |
|  | Sick employees/contractors are to be sent home immediately and must get tested for COVID-19  | Branch / Site <b>Managers</b> |
| Make sure all workers and contractors comply with COVID-19 health advice so far as reasonably practicable.   | A Weekly Communication will be shared to all areas of the business with the latest Commonwealth, State and Territory Regulatory and Health Department information including mandated <u>Public Health Orders, Restrictions</u> and health and safety guidelines. | WHSEQ Manager                 |
|  | Weekly Communications, Safety Alerts or COVID 19 information is to be communicated at Branch sites to employees, contractors and customers   | Branch Managers and HSR Reps  |
| When inducting staff and visitors on site, provide information on how to stay COVID Safe and provide advice on what to do in the event they come in close contact with a confirmed case of COVID-19  | Communicate the organisations rules and guidelines to workers and contractors through a combination of email updates, safety alerts, Tool Down, signage, SMS, training & education.  | WHSEQ Manager / Site Managers |
|  | All subcontractors to include COVID 19 hazards and controls in their SWMS  | Trades/contractors            |

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| <p><b>Provide staff/contractors with training and advice to in relation to personal hygiene, updated infection control practices and the adherence to COVID-19 control requirements. Review the existing levels of supervision to provide and monitor this advice.</b></p> | Information provided to workers on other ways to limit the spread of germs, including not touching their face, sneezing into their elbow, & staying home if feeling sick.   | AJ Grant Directive<br>WHSEQ Manager   |
|  | Signage displayed throughout all branches, including hygiene practices, handwashing, and social distancing  | AJ Grant Directive  |
|  | Avoid sharing equipment with co-workers such as phones, desks, headsets, offices, tools, coffee mugs or any other equipment, if this can't be avoided, disinfect before and after use   | All staff / contractors   |
|  | Supervisors/managers have been trained on monitoring workers and contractors in the workplace to ensure policies and procedures are being followed  | Supervisors / Branch Managers   |
|  | Everyone is aware of their responsibility to protect themselves, other workers, and our customers, through a range of formats on how to manage COVID-19 risks. Via Safety Alerts, email updates, Health Advice, and advice from WHSEQ Manager | WHS Representatives /<br>WHSEQ Manager /<br>Branch Managers /<br>Supervisors                            |
|  | Regular briefings; advice on intranet, phone and email contacts are available for further information   | WHSEQ Manager   |
|  | Construction work may be restricted to specific requirements, such as: vaccination requirements, COVID Safety Pans onsite and capacity limits   | WHSEQ Manager   |
|  | <p><b>Make staff aware of their leave entitlements if they are sick or required to self-isolate</b></p>   | Staff made aware of leave entitlements if they become sick or required to self-isolate due to COVID-19. |
| Personal leave could be used if sick and a medical certificate received  |   | Human Resources /<br>Payroll  |
| <b>PHYSICAL DISTANCING</b>   | <b>ACTIONS</b>  | <b>RESPONSIBLE</b>  |
| <p><b>Communicate regular State and Commonwealth mandated Public Health Orders and Restrictions information to staff and visitors about travel restrictions, "Hot Spots" or LGA's.</b></p>   | Border crossing. Regularly check restrictions on movement across borders. Border restrictions per state can impose specific requirements such as: Permits, isolation timeframes, restricted hot spots.  | WHSEQ Manager   |
|  | Safety Alerts and emails providing up to date information regarding travel and travel hot spots ,Tools Down Page  | WHSEQ Manager   |
|  | Anyone who has travelled to and returning from identified hot spots are to go into self-isolation for 14 days or until medically cleared to return to work  | All staff   |
|  | Permits to work may be required to leave your house to carry out authorised work, please check with your state or territory for advice  | All staff and contractors   |

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| <b>Restrict non-essential personnel and visitors from entering the site or reschedule visits to a time when there are minimal personnel on site, wherever possible.</b>   | To minimise contact/exposure site visits are to be rescheduled to a time when there are minimal personnel on site, AG Grant use TEAMS for remote meetings  | Everyone  |
|   | COVID QR Code to be displayed at all entry points of buildings and ensure anyone entering scans this barcode   | Branch Managers                                       |
|   | Encouraging staff to have meetings via Teams conference, phone or online instead of in person.   | Branch Managers                                       |
|   | A work from home register is also in place in line with AJ Grant Management  | Branch Managers / Human Resources                     |
| <b>Request contactless delivery and invoicing, where practical. Otherwise, drivers should remain in their vehicles while staff unload the delivery, where possible. If not possible, drivers should sanitise their hands before unloading the delivery.</b> | Invoicing for services is completed electronically   | Branch Managers                                       |
|   | Minimise staff contact with delivery/courier drivers as much as possible   | Branch Managers                                       |
|   | Direct couriers/delivery drivers to use hand sanitiser available on entrance to offices  | Branch Managers/ Receptionist                         |
|   | Delivery/couriers are required to sanitise their hands before delivery   | Branch Managers/Receptionist                          |
| <b>Conduct a task risk assessment to identify control measures necessary to mitigate the spread of COVID-19 when 1.5 metre physical distancing cannot be adhered to.</b>  | <p>If social distancing is not possible on a site a risk assessment will be conducted and control measures will be implemented such as:</p> <ul style="list-style-type: none"> <li>• Minimising the number of people within the area</li> <li>• Limit certain areas to essential workers only</li> <li>• Staggering start, finish, and break times</li> <li>• Ensure each worker has their own tools</li> <li>• Ensure all workers wear appropriate PPE</li> <li>• These requirements with the latest Commonwealth, State and Territory Regulatory and Health Department information including mandated <u>Public Health Orders, Restrictions</u></li> </ul> | WHSEQ Manager/Site Supervisors / Trades / Contractors |
| <b>HYGIENE AND CLEANING</b>   | <b>ACTIONS</b>   | <b>RESPONSIBLE</b>                                    |
| <b>Adopt good hand hygiene practices.</b>   | Signage/posters displayed throughout all branches – Avoid touching eyes, mouth, and nose   | WHSEQ Manager/Reps                                    |
|   | Handwashing and cover coughs and sneezes posters displayed   | WHS Manager / WHS Reps                                |
|   | Hand sanitiser, surgical face masks and reusable face masks supplied   | WHSEQ Manager / WHS Reps                              |
|   | Infection Control COVID-19 Procedure available for all staff   | WHSEQ / Branches                                      |
|   | Health alerts are sent via email, SMS and our webpage are updated with the latest information  | WHS Manager   |

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|  | Rubbish bins available in kitchens, bathrooms, and boardrooms to dispose of paper towels   | WHS Manager / WHS Reps                     |
| <b>Have hand sanitiser or wash stations at key points around the site, such as entry and exit points and meal areas.</b>   | Alcohol based hand sanitiser is provided for employees and visitors at the entrance of our office branches   | WHSEQ Manager / WHS Representatives        |
| <b>Hand sanitiser may not work well if hands are visibly dirty.</b>  | Liquid hand soap available in kitchens & bathrooms, if liquid hand soap is not available hand sanitisers must be available, Hand sanitisers to be available in meeting rooms.<br>Handwashing and hygiene posters displayed     | WHS Manager / WHS Representatives          |
| <b>Ensure bathrooms are well stocked with hand soap and paper towels. Trades services should make sure hand sanitiser is available in work vehicles</b>  | Alcohol hand sanitisers, paper towels, toilet paper, face masks and gloves provided to all branches.   | WHS Manager / WHS Reps                     |
|  | All trades/contractors to have PPE within vehicles, gloves, masks, and hand sanitiser  | Trades/Contractors                         |
| <b>Ensure rubbish collection is performed regularly to avoid rubbish overflow.</b>   | Rubbish removal within office space including amenities is carried out by external contract cleaners.  | AJ Grant Management                        |
|  | Site rubbish is cleared by contractors or staff on-site  | AJ Grant Management                        |
| <b>Clean indoor hard surface areas frequented by staff or customers at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces, including in reception, delivery areas, printers, plant and machinery controls, handrails, taps and washing facilities, several times per day with a detergent or disinfectant solution or wipe.</b> | Regular cleaning organised through external cleaning companies. The companies provide training for cleaning procedure including correct PPE to be worn for COVID Safe  | AJ Grant Management                        |
|  | All branches are supplied with adequate cleaning supplies. WHS Representatives complete monthly checks to monitor supply levels  | WHS Representatives / WHSEQ Manager        |
|  | All staff must sanitise the work stations upon arrival, throughout the workday, and immediately before departure.  | All staff                                  |
|  | Disinfectant wipes/sprays available within offices to clean desks and office equipment   | All staff                                  |
| <b>Display signs about physical distancing, hygiene, and hand washing practices around the workplace where practical.</b>  | Signage/posters displayed throughout all branches – Physical distancing, avoid touching eyes, mouth, and nose<br>Handwashing and cover coughs and sneezes posters displayed  | WHSEQ Manager / Branch Managers / WHS Reps |
| <b>Where practical, site vehicles and plant should be operated by a single designated operator and regularly cleaned. Where shared use is unavoidable, regularly clean</b>   | If tools are shared, alcohol-based wipes are to be used to clean tools before and after use.   | All Trades                                 |
|  | Maximum of 2 people in a 5-seat vehicle – the driver and a worker behind the front passenger seat<br>One worker in a single cab vehicle<br>Drivers are responsible for the regular supply of Hand Santiser or Wipes in Vehicle | Fleet / Procurement Officers               |

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| the inside of vehicle cabs and between use.  |  |                                     |
| <b>RECORD KEEPING</b>  | <b>ACTIONS</b>   | <b>RESPONSIBLE</b>                  |
| <b>Maintain a record of all customer home visits to assist with contact tracing.</b>   | Records maintained, detailing where on-site employees and contractors have worked in the last 28-days, including relevant customer contact details, via Qlikview Master Report and Trade Allocation Report.  | All staff / Site Manager/Supervisor |
|  | All staff to be health screened using COVID sign in as per their State or Territory mandated requirements, this will be usually by QR Check-in Scans or Covid- 19 Tracing Register   | All staff / Site Manager/Supervisor |
| <b>Cooperate with all State and Commonwealth regulatory authority if contacted in relation to a positive case of COVID-19 at our workplace</b>   | Immediately notify regulatory body of a confirmed case:  | WHSEQ Manager                       |
|  | Immediately calling the mandatory incident notification hotline and providing formal written notification within 48 hours.   | WHSEQ Manager                       |
|  | Scripts prepared to contact customers re possible coronavirus contact:<br>Initial notification script<br>Initial notification to customer (message) – if customer does not answer<br>Notification to Clients from CEO or COO                                 | CEO / COO WHSEQ Manager             |
| <b>POLICIES &amp; PLAN</b>   | <b>ACTIONS</b>   | <b>RESPONSIBLE</b>                  |
| <b>Our Safety Plan aligns with the latest Commonwealth, State and Territory Regulatory and Health Department information including mandated <u>Public Health Orders, Restrictions</u> and health and safety guidelines for workplaces.</b> | All close contacts of a case will be required to have a COVID-19 test when they are first identified as a close contact, regardless of symptoms, again if they get any symptoms, and again just before the end of their 14-day isolation period (at day 12). | Everyone. Employees and contractors |
|  | Household contacts of people identified as close contacts of a case will be required to isolate until the close contact receives a negative test and is effectively isolating from the rest of the household.  | Everyone. Employees and contractors |
|  | Update clients on any of their customers that may be exposed to COVID-19 following a site visit by AJ Grant  | CEO – AJ Grant                      |
|  | Anyone directed by public health to self-isolate are not permitted to attend worksites, customers' homes, or office locations until medically cleared  | AJ Grant directive – All staff      |
|  | Safety Alerts to all staff/contractors on a regular basis with Coronavirus updates   | Website                             |
|  | Infection Control COVID-19 Procedure available for all staff   | WHS Manager                         |
| <b>REVIEW CONTROL MEASURES (COVID-19 CHANGES) – AFTER COVID-19 OUTBREAK OR QUARANTINE</b>  |  |                                     |

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| <b>Ensure the workplace remains safe for all worker's, contractor's, customer's, clients, and visitors.</b>                                    | Make changes to our policies and procedures as necessary to ensure we meet our WHS/OHS duties                                | WHSEQ Manager / Management        |
|  | Review the existing levels of supervision to provide and monitor this advice.  | Senior Management                 |
|  | Ensure employees know who to contact about health & safety concerns  | WHSEQ Manager                     |
|  | Appropriate cleaning products and personal protective equipment available to disinfect our workplaces following an outbreak. | WHS Manager / WHS Representatives |
|  | Hiring a cleaning company to complete a full workplace disinfecting clean  | WHS Manager / Management          |
|  | Review working from home strategy  | Human Resources                   |
|  | Protocol in place for reopening our workplace after an outbreak or quarantine period   | WHSEQ Manager/Senior Management   |
| <b>RESPOND TO AN EXPOSURE WITHIN THE WORKPLACE</b>   |  | <b>RESPONSIBLE</b>                |
| <b>Cooperate with all State and Commonwealth regulatory authority if contacted in relation to a positive case of COVID-19 at our workplace</b> | Requiring ill person to go home immediately and call their doctor.   | Branch Manager                    |
|  | Notify Public Health and relevant authorities in your state or territory   | Branch Manager / WHS Manager      |
|  | Record who has become ill and the people they had close or casual contact with   | Branch Manager                    |
|  | Organise cleaning of the area as directed by Public Health   | Branch Manager                    |
|  | Track all employee and contractor home visits, inspections: dates, times, people involved                                    | Branch Manager / Supervisor       |
|  | Liaise with public health authorities and facilitate the sharing of information  | WHS Manager / Branch Manager      |
|  | Ensure employee(s) self-isolates at home   | WHSEQ Manager / Branch Manager    |
|  | Review current COVID-19 Risk Management controls   | Senior Management                 |

## PSYCHOLOGICAL SUPPORT

Psychological support is available in-house through AJG Employee Assistance Program (EAP) provider. In the first instance workers should discuss any issues or concerns they have with their manager. Where workers feel unable to discuss these matters with their manager, they should contact Human Resources. Managers may also be able to access team training from members of the Work Health & Safety team should they feel this may assist their workers. In addition, Managers must:

- Ensure workers have access to the EAP provider number;
- Take action to minimise additional sources of stress;
- Encourage communication and transparency of feelings; and
- Provide all the appropriate health promotion information about the risks of COVID-19 and their management.

Right now, we know many individuals and families are doing it tough. The world we live in has changed dramatically which can put stress on relationships, our homes, finances and our general mental health and wellbeing. It is ok not to feel ok, but please ensure that you build a strong support network around you – people that make you feel safe and who you can talk to. This may include friends and family, colleagues, your manager, medical practitioners and professional services. It doesn't matter who provides you this support, as long as you have people you can call on when and if you need it.

If you need help, or are concerned about a colleague or something you have observed in the workplace, please speak to your manager or supervisor. But if you don't feel comfortable talking to your manager, there are others you can talk to, including:

AJG Australia EAP Services – Please speak with HR for contact details

## Resources

Find the latest information:

### Work Health & Safety Regulators

- **Australia** - Safe Work Australia provides further information and resources from WHS regulators. This information can be accessed via links on the [Safe Work Australia Coronavirus \(COVID-19\): Advice for PCBU](#) webpage.

### World Health Organisation

- [World Health Organisation Situation reports](#)
- [Coronavirus disease \(COVID-19\) outbreak](#)
- [Online training videos COVID-19](#)

### Official Australian Government Websites

- [Australian Government Department of Health](#)
- [Local state and territory health departments](#)

### Health Advice & Support

- **Coronavirus Health Information Line** - you can call this line if you are seeking information on novel coronavirus. The line operates 24 hours a day, 7 days a week. *Phone: 1800 020 080*
- **Healthdirect hotline** - you can call this number to speak to a registered nurse about your health concerns. The hotline is open 24 hours a day, 7 days a week. *Phone 1800 022 222*. Website: <https://www.healthdirect.gov.au>
- World Health Organisation - [Coping with stress during the 2019-nCoV outbreak](#)

### State Government Websites

- NSW Government Website - [NSW Government COVID 19](#)
- VIC Health and Human Services Website [Victoria Health and Human Services](#)
- SA Health Website [COVID Safe Check-In](#)
- WA Government Website [WA COVID-19 coronavirus](#)
- Commonwealth [Commonwealth Coronavirus \(COVID-19\)](#)
- ACT Government Website - <https://www.covid19.act.gov.au/updates>
- QLD Government Website - [QLD Government COVID 19](#)
- NSW Tradespeople - <https://www.nsw.gov.au/covid-19/covid-safe/construction-and-tradespeople>

### Reference Documents

- POL 01.05 COVID-19 Policy
- FRM 08.07 Flow Chart COVID-19 Reporting Procedure (confirmed & close contacts)
- **Insert covid10 checklist for construction sites**