

Process

Process Name:	Coronavirus (COVID-19) Site and Production
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Endorsed By:	Directors
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02. PROCESS

The Coronavirus (COVID-19) Process clarifies the guidelines for RJA relating to handling any possible exposure to the virus and general wellbeing protocols on site.

03. PURPOSE

RJA is committed to providing a safe and healthy working environment for all workers, and other persons, so far as reasonably practical. Given the current situation which is evolving in Australia with the spread of the Coronavirus (COVID-19) worldwide the business has decided to implement a Process to minimise the risk of exposure and spread.

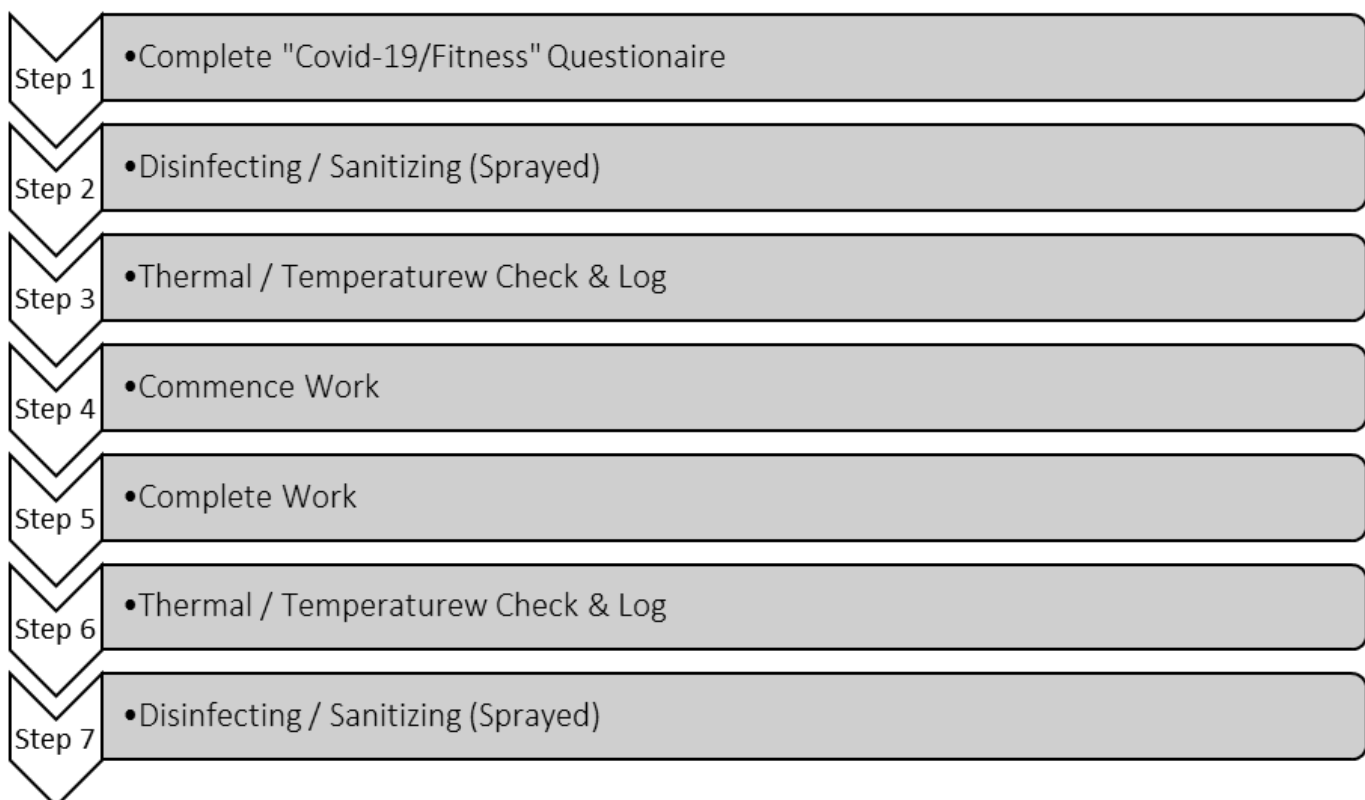
04. APPLICATION

This Process applies to:

- All employees of RJA (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of RJA (for example contractors, subcontractors, agents, consultants, temporary staff and 'workers' as otherwise defined under relevant occupational/work health and safety (WHS) legislation) (collectively referred to as 'workplace participants'); and
- All of RJA workplaces and to other places where workplace participants may be working or representing RJA. For example when visiting a customer, client, sites or supplier (collectively referred to as 'workplace').

05. SITE PROTOCOL TO UNDERTAKE WORKS

1. Upon entering site, all workers will be required to fill out a brief questionnaire (CL011 – Coronavirus Checklist) to understand their current health state and potential exposure to COVID-19. Workers fit for work will be permitted entry to site. Workers not fit for work will be asked to leave and seek medical assistance.
2. Workers entering site will have their temperature taken with a thermo scanner (a camera device that does not involve touching). The temperature will be recorded on the sign-in register. Workers with temperatures higher than 37.5° C will be asked to leave site to seek medical assistance.
3. Workers will then be sprayed with a non-toxic disinfectant spray from the neck down.
4. Workers can then commence work. When finished work, workers will undertake steps 2 and 3 above, prior to leaving site.



06. ADDITIONAL MEASURES

1. All sites will be equipped with hand sanitizer at the entry. Workers are required to regularly clean their hands with the hand sanitizer at regular intervals during the day.
2. All sites will be equipped with face masks. Workers are advised to wear face masks whilst on site however this is not a mandatory measure.
3. Workers are not to shake hands with other workers and are to practice “Social Distancing” where possible. This means maintaining 1.5m to other workers where possible.

07. POTENTIAL CONTACT

1. If you have had potential contact with a person with a confirmed COVID-19 infection – Do not come to site. Please advise RJA HR Manager Belinda Mclean on 0438-464-787 immediately.
2. Person-to-Person spread generally occurs between people who are in close contact with one another. A close contact typically is someone who has been face to face for at least 15 minutes, or in the same closed space for at least 2 hours.

08. MORE INFORMATION

Employees can access further information about the COVID-19 from the following sites:

<https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.dhhs.vic.gov.au/coronavirus>

<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/health+topics/health+topics+a+-+z/novel+coronavirus>

<https://healthywa.wa.gov.au/coronavirus>

<https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/diseases-infection/diseases/coronavirus>

09. CONFIDENTIALITY

The business will maintain confidentiality of any disclosure regarding Coronavirus. However, the business does have an obligation to inform staff if there has been any risk of exposure to the virus.

Related Resources, Tools and Links

- CL011 – Coronavirus – Site Checklist
- POLO29 – Coronavirus Policy

Contact & Further Information

For further assistance please contact your direct manager.

Process Owner

Directors – RJA

Note: This Process does not form part of any contract between you and RJA. It summarises the guidelines for managing Coronavirus in the workplace. It is not intended to create any additional legal rights or obligations. Any reference to obligations or requirements of the Company in this Process is not intended to give rise to contractual obligations binding on the Company. This Process may be varied from time to time.