

# COVID-19 Guidelines – Working on site

WorkVentures has implemented WHS requirements to meet COVID-19 restrictions to minimize the risk or exposure to COVID-19.

Employees and visitors are required to adopt the following principles whilst working at any of our worksites including vehicles, customer or client locations:

## 1. Ensure the Government's social distancing criteria are met at all times by:

- Limit access to essential workers involved in the activity
- Apply the 1 person per 4 square metre rule when working indoors
- Adopting the 1.5 metre social distancing requirements at all times
- Limiting any external visitors to appointment only

## 2. Ensure the Government's self-isolation rules are met at all times by:

- Keeping any person displaying cold, flu or similar symptoms away from worksites until a negative test is provided or a fit-for-normal-duties certificate is produced
- Immediately enforcing a 14 day self-isolation policy for anyone returning from overseas or interstate
- Keeping any person who has been in close contact and required to self-isolate away from the worksite

## 3. Ensure workers have access to appropriate PPE by:

- Providing all workers with access to personal protective equipment including gloves, masks and eye protection appropriate to the work they are performing on site
- Providing adequate cleaning products and facilities for all people on site

## 4. Ensure adequate hygiene and safety facilities are provided on site for all workers by:

- Implementing regular and routine handwashing
- Regular and routine cleaning and disinfecting of any common areas or equipment
- Ensuring adequate ventilation of work areas

## 5. Facilitate contactless deliveries by:

- Going contactless as far as practicable with orders, transactions and all deliveries
- Maintaining work schedules to minimize number of people at the worksite wherever possible

## 6. Facilitate inductions and updates on the latest Government requirements by:

- Undertaking site inductions prior to commencing work on-site
- Conducting regular discussions and maintaining communication to keep workers informed on hazards, risks and controls including the latest Government COVID-19 updates
- Enacting the WorkVentures Business Continuity Plan should a person enter the site with the virus or advise WorkVentures that they have been in close contact
- Communicating the requirements and actions in the WorkVentures BCP to all workers, visitors and customers should a person enter the site with the virus or advise WorkVentures that they have been in close contact