

Corrective Services Pty ACN: 121-241-674 ABN: 75-121-241-674
Head Office: level 27, 101 Collins st, Melbourne
Victorian Firearms Licence: 758-987-50H
Security Business Security license: 758-987-02S
NSW Master Licence: 000101552 | ASIAL member: 041563 |

Updated Universal COVID-19 Safe Plan – Rev 2

The State Government today announced further restrictions to workplaces in relation to Stage 4 Lockdown for the next 6 weeks. Corrective Services Pty Ltd is supplying Security Guard Services to several sites and currently completing projects for Woolworths, IGA, BWS and Coles all of which are listed as critical and essential services and we are permitted to continue works under a COVID Safe Plan.

Corrective Services Pty Ltd Security & Constructions Sites

- - **Normal Scheduling.** So far we have not been hampered from continuing works by lack of supplies, however, given the recent outbreaks in Victoria there may be a requirement to go to Stage 4 restrictions which may affect some or all of our sites. Grant Talbot will keep everyone updated when information comes to hand.
- - **Attendance Register.** My Time Station app must be used for each site. An additional QR code survey includes questions about the contractors COVID status and automated messages will be sent to the foreman and PM to action any issues that are raised in the survey.
- - **Thermometer.** Each site will have an infrared thermometer available. The site foreman or OHS officer will check all trades on site around 1 – 1.5 hours into the start of the relevant shift (Day and Night). Anyone running a temperature will be sent home and asked to contact their doctor for advice and possible testing.
- - **Personal Hygiene.** We encourage everyone to adopt sound hygiene practices such as;
 1. Regular washing of hands inc before preparing food, after coughing or sneezing and after using the amenities.
 2. Using your elbow to cover the mouth and nose if coughing or sneezing
 3. Avoid direct contact with others
 4. Practice social distancing (1.5m) when in discussions regarding the works or during breaks.
- - **Common Surfaces.** On specific sites the Site Foreman or OHS officer is to wipe down surfaces throughout the site compound three times a day at roughly 8:00am, 11:00am and 2:30pm. Surfaces are to be wiped down with a commercial grade disinfectant or methylated sprits and should include the lunchroom tables, benches, any taps and sinks, microwave, handrails, door handles, flush buttons and toilet cubicle locks. Trades are to ensure that controls and access handrails / ladders to any EWP's should be wiped down with disinfected at the start of each day and prior to another person using the machine.

- - **Meetings.** No face to face group meetings to be carried out for the immediate future. Site Meetings will be completed on- line with all regular participants via ZOOM Teams. Site visits for consultants can still proceed, however, Site Foremen are to maintain Social Distance requirements (1.5m) during the inspections.
- - **Trade Discussions.** On specific sites Access to Corrective Services Pty Ltd Site office to be restricted to Site Foreman and OHS officer only due to the restricted available space. Discussions with trades are to happen either outside the office or on the job site. Avoid using paper copies of the plans and utilise electronic versions on tablets or laptops via programs such as Google Docs.
- - **Lunchroom & Amenities.** To maintain recommended personal space requirements (4m²) please restrict occupancy of the lunchroom to 3 people maximum and amenities to 2 people maximum concurrently. Please try and stagger your breaks accordingly or prepare your food when space is available and then eat outside. We already have disposable cutlery and cups available and we will make hand sanitiser available also. Please be considerate in your use of toilet paper and paper towel as these are in short supply at the moment.
- - **Work Areas.** On any sites where access is available to the public to the work areas or in close proximity to the work areas such as supermarket refurbishments, works are to be carried out behind hordings. Trades persons are to maintain social distance of 1.5m wherever possible. DO NOT share tools
- - **Masks.** Mandatory from Thursday 5th August. All Staff are to ensure their staff wear suitable disposable or washable / re-useable face masks on site at all times except when eating. You will not be allowed to work on site without a mask.
- - **Monitoring Hot Spots.** Corrective Services Pty Ltd management will monitor the Vic Emergency site for updates on any outbreaks that may affect safety of specific building sites and react accordingly.
- - **Close Contact.** If you have been in close contact with anyone including family that has either been diagnosed with the virus or has the flu or has flu like symptoms please discuss this with your employer prior to coming to work and you MUST inform us before starting work. We may need to make alternative arrangements or take additional precautions.
- - **IF YOU DO FEEL UNWELL.** If you feel unwell before starting your shift please avoid coming into work in the first place. Corrective Services Pty Ltd staff have been instructed to send anyone with flu like systems home. If you begin to feel unwell during the day with flu like symptoms please inform us, go home and talk to your GP and follow their advice.
- - **Personal Hygiene.** We encourage everyone to adopt sound hygiene practices such as;
 5. Regular washing of hands particularly before preparing food, after coughing or sneezing, and after using the site amenities.
 6. Using your elbow to cover the mouth and nose if coughing or sneezing
 7. Avoid direct contact with others
 8. Practice social distancing (1.5m) when in discussions regarding the works or during breaks.

- - **Common Surfaces.** In some locations our office cleaner has been asked to wipe down surfaces throughout the office three times a week. Surfaces are to be wiped down with a commercial grade disinfectant or methylated sprits and should include the lunchroom tables, benches, any taps and sinks, microwave, handrails, door handles, flush buttons and toilet cubicle locks.
- - **Meetings.** No face to face group meetings to be carried out for the immediate future. Site Meetings will be completed on- line with all regular participants zoom. Any staff meeting, contract negotiations or tender reviews with contractors are also to be completed online rather than in the office as would normally occur.
- - **Lunchroom & Amenities.** To maintain recommended personal space requirements (4m2) please restrict occupancy of the lunchroom to 2 people maximum and amenities to 2 people maximum concurrently. Please try and stagger your breaks accordingly or prepare your food when space is available and then eat outside or at your desk. Please don't congregate in the lunchroom. Please place your own cutlery and crockery in the dishwasher. Please use the existing hand sanitiser in the amenities and kitchen areas regularly. We have removed the handtowels from the amenities so please use the hand dryers. Please be considerate in your use of toilet paper and paper towel as these are in short supply at the moment.
- - **Remote Working.** Given the open plan and tight space in the Project Managers office on the ground floor we will be arranging for two Project Managers at a time to work remotely from home to minimise the number of people in that space at once.
- - **Deliveries.** An area has been set up in the garage for deliveries and couriers have be instructed not enter the office for signatures etc
- - **Paperwork.** Please minimise the handling of physical paperwork in the office.
- - **Close Contact.** If you have been in close contact with anyone including family that has either been diagnosed with the virus or has the flu or has flu like symptoms please discuss this with your employer prior to coming to work and you **MUST** inform us before starting work. We may need to make alternative arrangements or take additional precautions.
- - **IF YOU DO FEEL UNWELL.** If you feel unwell before starting your shift please avoid coming into work in the first place. Corrective Services Pty Ltd staff have been instructed to send anyone with flu like systems home. If you begin to feel unwell during the day with flu like symptoms please inform us, go home and talk to your GP and follow their advice.

Yours Faithfully ,

~ Director
Grant Talbot

