



COVID-19 Risk Management Plan

For

ABS Solutions

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1. INTRODUCTION

Under the model WHS laws, employers must have measures in place to eliminate or manage the risks arising from COVID-19. To do this, you should keep up to date with the latest COVID-19 information and advice to ensure that any action taken is appropriate. This includes closely monitoring the information provided by the Australian Government Department of Health, the Smart Traveller website and advice from State or Territory government agencies, including health departments and WHS regulators.

You will not be able to eliminate the risk of workers contracting COVID-19 while carrying out work. However, you must do all that is reasonably practicable to minimise that risk. What control measures will be reasonably practicable will depend on the work being carried out by workers and workplaces.

This COVID-19 Management plan has been prepared for the management of health and safety of all company employees, contractors and visitors on all sites and business premises. This plan is based on the following standards and legislation:

- AS/NZS 45001 - 2018 Health & Safety Management System
- ISO 9001:2015 Quality Management System
- ISO 14001:2015 (Environmental)
- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Workers Compensation and Injury Management Act 1981
- Workers Compensation and Injury Management Regulations 1982

This COVID-19 management plan provides the framework for how the business will implement its Occupational Health and Safety Health Management System (OHSMS) to reduce to ALARP the risk associated with COVID-19.



The OHSMS key elements are:

- Policy, Commitment and Leadership
- Planning
- Implementation
- Measurement & Evaluation; and
- Review & Improvement.

The company will adopt the safety model (Figure 1) to ensure risk associated with COVID-19 is managed to ALARP.

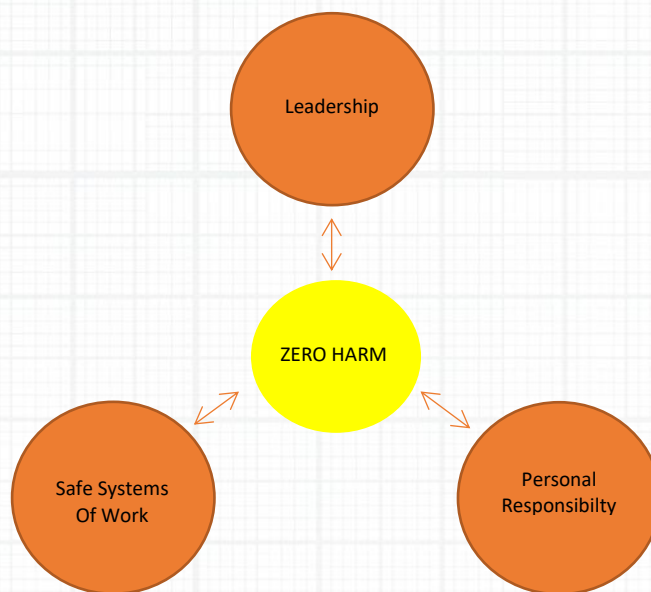


Figure 1 Safety Model

1.1 Leadership

This COVID-19 management plan and associated contractual obligations, legislation, codes of practice, procedures provide the guidelines for formulating the expected working behaviours and safe work practices for all stakeholders. All personnel are required to actively participate in the implementation of this plan.



Management teams will ensure the above is implemented, with a key emphasis on the following:

- Lead by example
- Focus on leading indicators
- Lead a culture of incident reporting
- Ensuring Line management are accountable

This plan establishes clear goals and provides mechanisms to regularly measure performance and changes as the COVID-19 Virus spreads through our communities.

To achieve these ALL personnel shall be held accountable for their responsibilities as outlined in this plan.

Health and Safety performance will be measured, and the results used to demonstrate continuous improvement within the business. This plan is applicable to all operational aspects that have the potential to adversely affect the Safety and Health of people. Policies, procedures, and checklists that will be used to safely control work activities are referenced in the plan.

1.2 Personal Responsibility

Each person has a responsibility to report if they are feeling unwell or know of anyone who may not be adhering to hygiene and social distancing guidelines set by the state and commonwealth governments. This applies to the policy and procedures that have been implemented to slow the spread of COVID19 Maintain high standards of hygiene and follow the State and Commonwealth directives

- Report immediately if you feel unwell or if you notice a colleague who may be unwell
- Abide by all new company processes implemented to slow the spread of COVID-19 including keeping required social distancing, maintaining high standards of hygiene.

2. PLANNING

2.1 Planning Identification, Assessment and Control of Risk

The application of hazard identification and risk management processes is an integral part of the OHSMS. As part of this COVID-19 risk management plan a risk assessment has been undertaken to identify additional



hazards associated with COVID-19. Additional controls have been put in place to protect the health and safety of our workers and clients.

2.2 Legal and Other Requirements

Legal, regulatory and other requirements identified as part of the control of COVID-19 outbreak have been added to existing internal procedures and work practices.

The key legislation applicable to this contract are:

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Workers Compensation and Injury Management Act 1981
- Workers Compensation and Injury Management Regulations 1982

3. OBJECTIVES AND TARGETS

The following objectives have been defined:

- Identify and meet client expectations and targets for the containment and mitigation of the COVID-19 Virus.
- Comply with site specific specifications, requirements, State and Federal government requirements
- Reporting of any hazards associated with COVID-19 immediately as outlined in this document
- Adhering to the OHS framework as outlined in this plan
- Comply with the requirements detailed in the OHS Policy

3.1 Key Performance Indicators (KPIs)

The following KPI's have been set for the implementation of this plan:

- Weekly review/update of Risk Register, following a significant change in work processes or new directives from government authorities
- Daily health checks of all personnel



- Hazard report forms completed when hazards are identified
- Daily workplace Inspections to ensure health and hygiene protocols are being followed

4. ROLES AND RESPONSIBILITIES

4.1 Manager Responsibilities

Managers should provide information to workers, including changes to control measures. As the situation develops provide workers with continued access to official government sources for current information and advice and remind workers that they have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of others. They also shall provide workers with a point of contact to discuss their concerns, and access to support services, including employee assistance programs.

Their responsibilities include but are not limited to:

- Ensure that each employee is knowledgeable of the requirements being implemented to control the spread of COVID-19.
- Implement and monitor this COVID-19 management plan and ensure adequate coaching to supervisory personnel and workforce employees as to the safe working practices required.
- Ensure adequate resources are available for work activities so compliance to this plan can be maintained
- Promote the reporting of health and hygiene concerns
- Monitor the return to work strategies of personnel required to isolate due to COVID-19

4.2 Supervisor Responsibilities

Supervisors are required to ensure that workers are provided with appropriate personal protective equipment and facilities, information and training on how and why they are required to use them. Educate and enforce workers to practice good hygiene, including, frequent hand washing encourage limiting contact with others, including through shaking hands, covering their mouths while coughing or sneezing.

Their responsibilities include but are not limited to:

- Educate and ensure workers stay away from the workplace if they are unwell and not fit for work, and encourage them to seek medical advice as appropriate



- Seek advice from health authorities immediately if there has been a confirmed case of COVID-19 in your workplace
- limit access to the workplace by other people, unless necessary
- reconsider work-related travel and implement other methods of communication
- Implementing the COVID-19 Management Plan.
- Making sure that work activities are carried out in accordance with directives given by state and commonwealth regulatory bodies
- Plan to do all work safely including any interface with other work activities that could lead to exposure to COVID-19.
- Be part of the planning and design stages of trade activities.
- Help to prepare Safe Work Method Statements for the work activities.
- Investigating hazard reports and ensuring that they are completed, and corrective actions undertaken
- Leading by example and promoting sound health and hygiene practices at every opportunity.

4.3 Employee/Contractor Responsibilities

Workers should know when to stay away from the workplace, what action to take if they become unwell, what symptoms to be concerned about their responsibilities include but are not limited to.

- work in a safe manner without risk to themselves, others
- complying with the COVID-19 management plan including all controls specified.
- reporting all incidents to the Supervisor
- reporting any OHS hazards to the Supervisor.
- correctly using all personal protective equipment
- continually monitor relevant information sources provided to them and update control measures when and if necessary.



5. IMPLEMENTATION

5.1 Consultation and Communication

All personnel are given the opportunity to contribute to the development of work processes to improve controls associated with COVID-19

Employees will be required to actively participate in the production of Safe Work Procedures, Incident Investigation and task specific Safe Work Method Statements. They will be required to provide feedback and application specific advice on safety initiatives outlined during these discussions.

All relevant Occupational Health and Safety information will be provided to the workforce (including subcontractors). This information will be conveyed through Toolbox Meetings, Pre-Start discussions or displayed on noticeboards at the company head office.

Consultation and communication shall be undertaken with all personnel through:

- Pre-Start Meetings
- Toolbox Meetings
- Safety Alerts; and
- Notice Boards

The minutes shall identify who is to carry out the action and the date for the action to be completed.

5.2 Reporting

Effective reporting and review of relevant safety and health matters is critical to the effective ongoing operation, and continuous improvement of the SMS.

The Business has developed and implemented a reporting system for all hazards, risks and incidents identified within the workplace. This system promotes the involvement of all employees in reporting, which in turn increases awareness and ultimately creates a safer work environment.

Reporting documents include:

- Job Hazard Analysis
- Incident Report Form



- Hazard Reports
- Workplace Inspection
- Toolbox Meetings Minutes

5.3 Incident Reporting and Investigation

All incidents and near misses associated with this plan shall be immediately reported to project Supervisor/ Manager, investigated and corrective actions implemented.

5.4 Hazard Identification and Risk Management

The company will determine appropriate control measures in consultation with workers, their representatives and taking account of official information sources regarding COVID-19 and implement those measures.

Management and supervision will clearly communicate them to all workers, including providing clear direction and guidance about what is expected of workers.

Prior to the implementation of this plan a COVID-19 risk assessment has been conducted with additional controls updated into existing risk assessments. All high-risk activities regarding the COVID-19 will be identified, controls implemented, and the risks reduced to ALARP.

Hazard ID and Risk Management is achieved through use of the following:

- Risk Register
- Job Hazard Analysis
- Incident Report Form
- Hazard Reports
- Workplace Inspection
- Stop Work

For further reference, such as control and the methodology please consult the Risk Management Procedure.

5.5 Stop Work

All personnel have a duty of care to identify hazards associated with COVID-19 and immediately stop work if they believe a person or themselves are at risk.

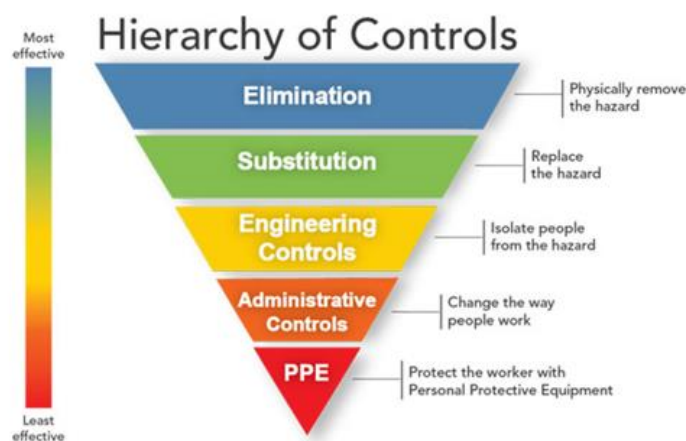


If works are stopped the following must immediately occur:

- Stop the work by informing the person involved in the task
- Close of the Plant & Equipment if trained to do so
- Remove the person at risk from the situation, if safe to do so
- Report the issue to the Supervisor

5.6 Hierarchy of Control

The hierarchy of control is used to reduce the risk of an activity. The hierarchy of control will be applied to all risk assessments with regard to identifying appropriate controls.



5.7 Training and Competency

All Personnel will undertake additional awareness training to ensure they understand how to implement the additional controls that have been implemented with regard to Minimising exposure to COVID-19. This information will be continually updated and communicated by management as the recommendations are released by the governing authorities.



5.8 Personal Protective Equipment

PPE is supplied to all employees where it has been identified as a suitable control measure. All items of PPE are manufactured, used and maintained in accordance with the relevant standard and guidance provided by regulatory bodies, standards and best practice.

Upon the issue of PPE all staff are trained in the correct use and inspection requirements. The equipment is then checked for compliance daily by the employee and regularly by supervision.

5.8.1 Gloves

The employee shall wear purpose meant gloves which are suitable for the job at hand when handling materials or engaged in work where potential for hand injuries or infection may occur.

6. WORKPLACE INSPECTIONS AND AUDITING

6.1 Audits

The supervisor and shall conduct an audit of this COVID-19 Plan to actively monitor the performance of the plan and its effective implementation by site management and employees.

Audits can also be triggered by:

- A major incident
- Recurring incidents
- Non-compliance to performance standards

6.2 Inspections

As part of the continual improvement and hazard identification process all Supervisors and Managers are responsible for conducting regular workplace inspections. As a requirement of this plan Inspections are completed daily, or as dependant on the scope of works and level of associated risk.

Inspection topics include:

- Maintenance and use of PPE
- Work practices
- Health and hygiene practices
- Employee health checks



Completed inspections will be provided to the Manager, with corrective actions arising from workplace inspections recorded and any recommendations added to existing policy and procedures.

6.3 SUBCONTRACTOR MANAGEMENT

On occasions that specialist contractors are required, all subcontractors will be selected, engaged and managed in accordance with Client and Company requirements. Specific requirements for the management of subcontractors include:

- Subcontractor selection, engagement and appointment
- Subcontract agreements
- Health and safety requirements
- Training and competency
- Communication
- Subcontractor compliance and performance monitoring; and
- Subcontractor evaluation

All subcontractors will comply with the COVID-19 Management Plan and associated requirements. Every subcontractor will be provided with regular COVID 19 information and updates.

7. FITNESS FOR WORK

7.1 Daily Health assessment

All personnel will be required to complete a daily health assessment to determine fitness for work during the implementation of this plan. The health assessment will be implemented in accordance with the State and Federal government recommendations and may include.

- Temperature checks
- Verbal questioning about state of health
- Advise if any contact with infected persons has occurred
- Health and Hygiene Practices



7.2 Working from home

Arrangements such as working remotely or working from home may be implemented to ensure continuity of work and business operations. Managers and Supervisors are responsible for ensuring that workplaces and equipment are appropriate and fit for purpose. A working from home risk assessment will be completed to insure work places are meeting minimum OHS requirements. Office work stations should be assessed for each new user, in order to gain the standard depicted in (figure 2.)

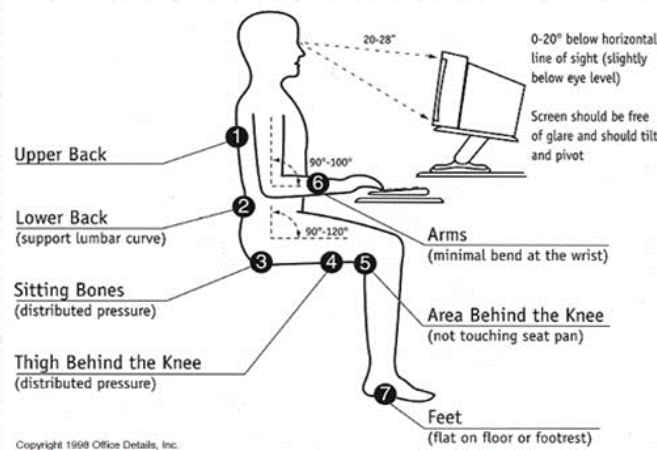


Figure 2 Working from home ergonomic standard

8. MEASUREMENT AND EVALUATION

Company health and safety performance will be reviewed by management on a periodic basis to ensure the safety system's continuing suitability, adequacy and effectiveness. Where necessary, the responsible managers shall initiate action to improve safety performance.

9. CHANGE MANAGEMENT

The introduction of new or the modification of current plant, equipment, infrastructure or systems has the potential to result in a significant increase in risk.

As a general rule, the change management process shall be followed if the proposed change results in a change in risk profile, impacts on the wellbeing and performance of personnel, or impacts on the environment, the integrity of plant, equipment, operational processes and business activities.



10. APPENDICES

10.1 Appendix 1 - Organisational Structure

10.2 Appendix 2 - Risk Register

10.3 Appendix 3 - SWMS Example

10.4 Appendix 4 - OHS Policy