

SHEQ UPDATE

RESPONDING TO THE RISK OF COVID-19 AT WORK



Coronavirus actions and protocols

Supporting the health and safety of our people

CPB Contractors is continuously monitoring government health advice regarding the coronavirus pandemic.

As always, the safety of our people is our highest priority and this document outlines the measures in place to minimise the risk of widespread infection in our workplace.

For more detailed information view the Leader guides and Toolbox talk on the intranet, or speak to your SHEQ and/or HR representative.

Minimising the risk of infection at work

To protect from COVID-19 and other infectious agents, general health precautions should be maintained:

- wash your hands frequently with soap and water, or use hand sanitiser
- cover your mouth and nose if you cough or sneeze
- avoid handshakes and adhere to social distancing practices
- wash your hands before touching your eyes, nose or mouth
- adhere to good food-safety practices.

Effective cleaning of hard surfaces can also reduce the risk of transmitting the disease.

Know the signs and respond

Our people in the following situations are being asked to self-isolate.

- **Employees who are clearly unwell** must not come to work, they must isolate and should seek medical attention, only returning to the workplace once symptoms are no longer present and/or medical clearance has been provided.
- **Confirmed cases must be reported as per CPB Contractors' P1 incident notification guideline**
- **Individuals who have come into close contact with a confirmed case** are directed to isolate for 14 days.

If the individual develops COVID-19 symptoms during isolation, the **case must be reported as a P1** and the isolation period recommences from the date of their first symptoms. If the individual is entitled to Personal Leave, this will be applied from the day that they become ill.

- **Individuals returning to Australia or New Zealand** after international travel must self-isolate for 14 days. If you departed after Sunday 15 March, you must request Annual Leave or unpaid leave for the duration of your isolation period. [For more read the CPB Contractors travel protocols.](#)

Working during isolation

During a self-isolation period, if you are able to work from home and your manager has approved this approach, you may be eligible for *Flexible Work* arrangements.

Alternatively, use of *Personal Leave* entitlements and/or periods of unpaid leave may be necessary.

If you have questions about your available *Personal Leave*, check your balance in Preceda.

Direct all questions about leave entitlements to HR.

Maintaining our operations and implementing social distancing

Planning is underway to ensure our projects and corporate teams can continue to operate while also following the social distancing directives issued by governments.

Governments have advised that further restrictions will apply if social distancing measures are not followed. Remember to maintain good hygiene practices and a distance of 1.5 metres from others.

If this is not possible, you may also discuss with your manager flexible work arrangements. Such arrangements require approval by the relevant manager and [Dean Sparshott, GM Human Resources](#), and are to be considered in the context of our operational requirements and business continuity planning.

We have protocols and plans in place to ensure the safety of our people and continuity of our operations during this time. In any instances where the risk is increased, for example because of a confirmed case in the workplace, those impacted will be informed and will be asked to isolate.

Remote working requirements for office-based employees

While all our offices and projects remain open, if you are working from home, you must be contactable during usual business hours and undertake work as usual.

Please note that an individual's flexible work arrangement is subject to regular review to ensure effectiveness is maintained. Working from home requires extra attention to good communication. Keep your colleagues informed about what you are working on, be flexible and considerate, and use chat, video and teleconferencing.

Ensure you can access the network from home by following the [guidelines on the intranet](#), completing the [working from home safely checklist](#) and taking your laptop (including power cords) home with you at the end of the workday, in case further restrictions are implemented. The ICT Service Desk contact number is 1800 672 643.

No additional equipment should be purchased to facilitate remote work arrangements and any equipment temporarily removed from the office must be approved and tracked by your manager.

Definitions and guidelines

Casual contact: Passing contact or sharing the same facilities such as meal rooms, etc.

Close contact: Any face-to-face contact with a confirmed case greater than 15 mins (while the individual was symptomatic) in any setting, or any person who shared a closed space such as an office area, meeting room, etc., where that person remained within 5 metres of the confirmed case for a prolonged period (e.g. more than 2 hours).

Self-isolation: Remain at home until 14 days after the last day of exposure to the infectious person, except when seeking medical care. Follow [Government Health advice here](#).

More information

- Read the CPB Contractors Protocol – [Minimising the risk of COVID-19 infections](#)
- Australian Government Department of Health – [What you need to know about coronavirus](#) and [Information on social distancing](#)