

OUR PEOPLE

MINIMISING THE RISK OF COVID-19 AT WORK

Updated 07.04.2020





COVID-19 WHAT IS IT?



Coronavirus (COVID-19) is a respiratory illness.

As with any virus good hygiene and social distancing can prevent infection;

- Wash hands well, regularly with soap and water. If no soap is available, use hand sanitiser;
- Cover your nose and mouth when coughing or sneezing;
- Avoid touching your face and mouth and adhere to good food-safety practices;
- <u>Aust. Govt. Dept. of Health</u> advises to keep 1.5 metres between you and other people whenever possible, while <u>NZ</u>
 <u>Mins. Of Health</u> advises 2 metres.

SUPPORTING OUR PEOPLE

- CPB Contractors is working to minimise the impact and has infection control <u>protocols in place to manage this risk</u>;
- We all have a role to play to reduce the risk of infection and minimise workplace disruption;
- Check your contact and work location details are up to date in Oracle or ask HR to help.



NEW CPB PROTOCOL IS ALIGNED WITH GOVERNMENT HEALTH ADVICE

ALL OFFICES AND PROJECTS

At every CPB Contractors' office and project site the following actions are in place to protect our people:

- Effective and ongoing schedule for cleaning of offices and projects, including hard surfaces telephones, computer keyboards and mouse, desks, chairs, cabinets, printers, handrails, etc. with sanitizing wipes or a mild bleach solution;
- All projects and offices should provide supplies of hand sanitiser and disinfectant wipes;
- If supplies are not available, people should regularly wash their hands with soap and water.
- If you can work from home, discuss this option with your CPB Manager and/or HR representative.

INTERNATIONAL TRAVEL

- Defer all international travel until further notice, other than individuals returning to their home country who must self-isolate for 14 days, regardless of the country visited.
- Approval is required for any exceptions from the CPB MD and CIMIC CEO.
- Download International SOS App using member No 12AYCA083345;



CPB PROTOCOL ALL SITES AND OFFICES

WHAT TO DO IF YOU OR YOUR COLLEAGUE IS UNWELL AT WORK

Everyone is responsible for taking appropriate precautions. If you are concerned speak to your manager, SHEQ or HR Manager. As with any illness in the workplace, CPB People who are **unwell** will be told to:

- Not attend and/or leave their place of work;
- Discuss working arrangements with their Manager and contact a Medical Practitioner if needed;
- Remain away from the work site / office until the symptoms have resolved (without medication) or they
 provide a medical certificate and/or clearance.

If you have fever, a cough, sore throat, tiredness and shortness of breath, telephone your Medical Practitioner or local Hospital ahead of attending, so appropriate precautions can be taken.

APPROVAL TO RETURN TO WORK

 Approval by your CPB Manager must be obtained before returning to work and a medical certificate and/or clearance must also be provided.



CPB PROTOCOL ALL SITES AND OFFICES

WHAT TO DO IN THE EVENT OF A CONFIRMED CASE

The person who is confirmed **and** those identified as having been in **CLOSE** contact with the person confirmed, must:

- Self-isolate for 14 days, contact a Medical Practitioner to arrange testing and follow their advice;
- Notify your CPB Contractors Manager or Supervisor immediately;
- Discuss work arrangements or leave entitlements with your CPB Manager or HR Representatives;
- Return to work after the 14 day period providing, they have not experienced any symptoms.
- If any respiratory infection symptoms were experienced during the 14-day period, the person is not to return to work until the symptoms have resolved (without medication) and a medical certificate authorising a return to work is provided.

CPB CONTRACTORS WILL TAKE THE FOLLOWING ACTIONS

- Work with health authorities and notify co-workers who have had **CLOSE** contact with the person;
- Support and educate those that may have had CASUAL contact with the person;
- Communicate any necessary change to work arrangements while effective and professional cleaning of the work area(s) is completed.

People who may have had CASUAL contact with a confirmed case to receive a COVID-19 briefing.

Medical and psychological support is also available.



CPB PROTOCOL NOTIFICATION

WHAT TO DO IN THE EVENT OF A Suspected or CONFIRMED CASE

On Site

- 6. GM SHEQ to notify ELT
- **5.** BU SHEQ / BU HR Manager to notify General Manager SHEQ & General Manager HR
- **4.** BU SHEQ / BU HR Manager to co-ordinate with provider
- 3. Project Manager / Director to notify BU SHEQ / BU HR Manager
- Supervisor or Manager to notify Project ManagerDirector

Corporate Offices

- 6. GM SHEQ to notify ELT
- **5.** General Manager to notify General Manager SHEQ and General Manager HR
- **4.** General Manager to co-ordinate with Provider
- **3.** Group Manager to notify General Manager
- 2. Supervisor or Manager to notify Group Manager
- 1. Notify your CPB Supervisor or Manager

1. Notify your CPB Supervisor or Manager



DOMESTIC TRAVEL REQUIREMENTS

All CPB personnel must defer all non-essential domestic air travel.

The CPB Managing Director must approve essential all domestic air.

Essential travel includes rostered fly in / fly out travel (FIFO) and any domestic air travel that is location specific and time critical.

- Location specific means that the task cannot be completed unless the person is physically at the travel destination and time critical mean that it cannot be delayed or deferred without significant business impact.
- Consideration must also be given to any border restrictions, local jurisdictional movement limitations, and quarantine provisions; and



For international travel, refer to the Group Protocol International Travel.



DOMESTIC TRAVEL REQUIREMENTS

Transport including charter flights, buses and transit vehicles, require the following controls:

- Modified seating arrangements to support practical social distancing;
- Demonstrable cleaning regimes before loading passengers;
- Hand wash stations or hand sanitiser for passengers' immediate use before boarding; and;
- Resources to enable cleaning of seats and arm rests in transit;
- Records of passengers in transfer vehicles, buses and charter flights must be maintained.

For international travel, refer to the Group Protocol International Travel.





DRUG AND ALCOHOL TESTING

- In line with social distancing and the reduction in size of pre-start and toolbox meetings, projects must not undertake mass alcohol and drug testing at the start of a shift or at any other time.
- Frequent and periodic alcohol and drug testing must still be conducted randomly, targeted or for cause in accordance with ratios identified within the CPB Knowledge Document for Alcohol and Drug testing.
- Any testing undertaken must strictly comply with the social distancing requirements, i.e. actively manage bottle neck queues to optimise 1.5 metres separation between people.







- Workers may present a risk depending on the activities undertaken during leave.
- All employees must provide a declaration concerning any travel over their break, current health status and any close contacts.
- Refer to Tool: CPB COVID-19 Confirmed Case Checklist



Part 1 – General Inf	ormation			
Notification Details				
Date: Projec	t / Office:			
Date of confirmed COVID 19 C	ase:			
Notified by:	To Whom:			
Name of Confirmed:	med: Company:			
Contact no. of Confirmed:	Con	pany Conta	ct No:	
Actions Taken				
Internal Notification occurred? (8	IU etc phone / email)	Yes	■ No	
External Notification occurred?		Yes	■ No	(If applicable)
Have you referred to the CPB Co the risk of COVID-19 (Leaders C		Yes	■ No	
Have you identified all 'Close Co	ntact* personnel (See Part 2)?	Yes	■ No	(Attach spreadsheet including contact numbers)
Have identified 'Close Contact' pe instructed to self-isolate for 14 da		Yes	■ No	
Have you identified all 'Casual Co	ontact' personnel (See Part 3)?	☐ Yes	□ No	(Attach spreadsheet including contact numbers)
Have people isolated from the affi arranged?	ected areas and cleaning	Yes	■ No	Date:
Has the affected area been cleaned, handed back and approved for re-occupation (See Part 4)?		Yes	■ No	Date:
Has medical or psychological support been provided for potential cases and others?		Yes	□ No	
Have people been returned from isolation or quarantine in accordance with CPB Policy (See Part 5)?		Yes	■ No	
the confir who shar that pers	on who has spent greater than med case (while they were sy ed a closed space such as an on remained within 5m of the o than 15 minutes)	mptomatic) : office area,	in any se meeting	tting, or any person room, etc., where
	yphonpsych.com.au phon Psychology EAP – free			iroid stores
	er / Office Manager to BU Ger Manager to BU SHEQ Manag		er	
Refer to: CPB Contractors	Protocol Minimising the risk of	COMD 19 //	ondore C	uldo)





- Workers must be trained in the infection control strategies employed at the site or office and have access to information about the risks of COVID-19.
- Communication methods should include briefings in pre-start or toolbox meetings, posters, video conferences, e-learning and electronic message boards.
- Feedback should be sought on additional areas to be considered and the perceived effectiveness of controls.
- Nominate a point of contact/s who workers can discuss concerns with and seek further support.
- Include information about Employee Assistance Programs.

MANAGING THE RISK OF CORONAVIRUS



WHAT IS CORONAVIRUS?

The 2019 novel coronavirus (also known as 2019 n-CoV) is a previously unidentified strain of coronavirus. It is responsible for the outbreak of pneumonia which began in Wuhan City, Hubei Province, China in late 2019.

SYMPTOMS INCLUDE









These symptoms are not limited to 2019 n-CoV. Respiratory illnesses and pneumonia caused by other organisms (including bacteria) and other viruses (such as influenza) can also cause these symptoms.

STOP THE SPREAD!

Cover coughs | Wash hands | Wipe down surfaces Maintain good food safety and personal hygiene

WHAT TO DO IN THE EVENT OF A SUSPECTED CASE

Everyone is responsible for taking appropriate precautions. People Those in CLOSE contact with a person who is a confirmed case of who are clearly unwell (counting specing runny pose and/or a Coronavirus must: fever) and have had CASUAL contact with a confirmed case of coronavirus, will be told by their CPB Manager, to:

- · Not attend or leave your place of work:
- Go home and self-quarantine, contact a Medical Practitioner or. Hospital and undergo a Coronavirus test:
- Obtain a medical clearance before returning to work. If you have fever, a cough, sore throat, tiredness and shortness of

breath, telephone your Medical Practitioner or local Hospital ahead

Work with health authorities to notify co-workers who have had of attending, so appropriate precautions can be taken.

· Approval by your CPB Manager must be obtained before returning to work and a medical certificate and/or clearance must also be provided.

WHAT TO DO IN THE EVENT OF A CONFIRMED CASE

- Soft-guaranting contact a Medical Dractitioner to arrange testing and follow their advice:
- Notify your CPB Contractors Manager or Superviso
- · Discuss work arrangements or leave entitlements with you

CPB CONTRACTORS WILL TAKE THE FOLLOWING ACTION

CLOSE contact with the person.

Support and educate those that may have had CASUAL contact with the person.

Effective and professional cleaning of the work area(s). People who may have had CASUAL contact with a confirmed case should be provided with a briefing on COVID-19. Medical and nsurbological support should be provided where requested or

deemed as required.

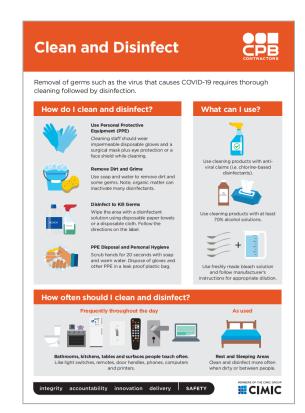






CLEANING REQUIREMENTS

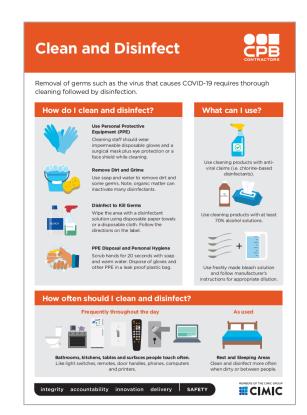
- Effective cleaning of offices and hard surfaces can significantly reduce the transmission of disease.
- This includes regularly wiping down shared items with sanitizing wipes or a mild bleach solution.
- All sites and offices must maintain sufficient supplies of hand sanitiser, soap, detergent, disinfectant wipes and face masks (P2, P3 or N95 masks).
- To minimise the risk of exposure to COVID-19, the person cleaning should wear gloves and use alcohol-based hand sanitiser before and after wearing gloves.
- Gloves and hand sanitiser should be made available throughout the work site. Workers are required to clean down plant or equipment immediately after use.
- Adjustments to cleaning regimes must be based on risk, such as how often the area is used and how often a surface may be touched.







- In the event of a confirmed case, the affected areas of a site or office location must be isolated, and occupants removed until appropriate cleaning activities are completed.
- Affected areas will include all areas that were routinely accessed by the confirmed case, during their infectious period. Including any communal transport.
- If the extent of the affected area is unclear, then advice must be obtained from your Business Unit Health and Safety teams.
- Cleaning must be undertaken by cleaners who are experienced in disinfection processes and must wear appropriate Personal Protective Equipment while cleaning activities are completed.
- Normal work may resume once the area has been cleaned and all surfaces have dried.





SELF ISOLATION WHAT DOES IT MEAN?

The person who is required to self-isolate, must:

- Isolate themselves at home until 14 days after they were last exposed to the infectious person;
- Not leave the house, except for seeking medical care;
- Stay in a different room to other people as much as possible, and wear a surgical mask when in the same room as another person or when seeking medical care;
- Use a separate bathroom, if available;
- Follow good personal hygiene;
- Not go to work, school, or public areas, do not use public transportation, taxi services or rideshares

Note: They may, depending on the relevant State Medical Guidance, be required to undergo a test for COVID-19.

If they develop symptoms (e.g. fever, cough, shortness of breath, body aches, sore throat, headache, runny nose or diarrhoea) they should:

- Advise their CPB Manager, and call their local public health unit for assessment and advice;
- If they cannot contact the public health unit, call the Australian Government COVID-19 dedicated health line (1800 020 080) or see a doctor (preferably at a hospital emergency department) as soon as possible;
- If they feel seriously unwell, they should call 000 immediately.



Social distancing includes:

- No personal contact when greeting visitors, friends and colleagues;
- Avoid non-essential work or public gatherings; and
- Keep 1.5 metres between you and other people whenever possible (NZ is 2 metres);

When determining appropriate social distancing and other controls, consideration must be given to people who have an increased risk of complications, should they contract COVID-19. Individuals who are at higher risk may include:

- People who have serious chronic medical conditions like:
 - Heart disease;
 - Diabetes;
 - Lung disease;
- People who have a compromised immune system;
- Older adults.

Contact your Health & Safety and HR teams for assistance in determining appropriate controls.



The following practices are required to support social distancing measures:

- Limit all physical interactions as far as practicable. Use mobile phones, where permitted, and radios to communicate while on site;
- Limit the number of workers in confined areas such as hoists and elevators at any one time;
- Actively manage bottle-neck queues to optimise 1.5 metres separation;
- Prohibit the use of greetings involving touch or personal contact, such as hand shaking, hugging, etc.;
- Cancel or postpone all face to face conferences, meetings, workshops and similar events that are not essential;
- Minimise the number of people meeting face to face use video and teleconference facilities where possible;
- Modify seating in meeting rooms to increase spacing between participants to at least 1.5 metres (minimum of 4m2 per person);



FACE MEETINGS



DEFER TRAVELLING



MAINTAIN SOCIAL DISTANCING





The following practices are required to support social distancing measures:

- Avoid greetings that involve touch or personal contact, such as hand shaking, hugging, etc.
- Identify business critical teams (for example Senior Leadership teams, payroll teams, etc.)
 and avoid meetings or work environments where the entire team is face to face or in close
 proximity;
- Consider flexible work arrangements including split rosters, staggered start and finish times and working from home. Such arrangements require approval from the Executive General Manager People and Culture;
- Consider staggered crib/meal breaks or other mechanisms to increase social distance and arrange cleaning of hard surfaces in crib/meal rooms between each break; and
- Avoid mass toolbox / pre-start meetings. Group size for toolbox and pre-start meetings must be determined on the available space and the ability to maintain a distance of 1.5 metres between participants and a floor area of 4m2 per person; and
- Place signage about social distancing around work sites and offices.



DELAY NON ESSENTIAL FACE TO FACE MEETINGS



DEFER TRAVELLING



MAINTAIN SOCIAL
DISTANCING



AVOID MASS TOOLBOX
PRESTART MEETING

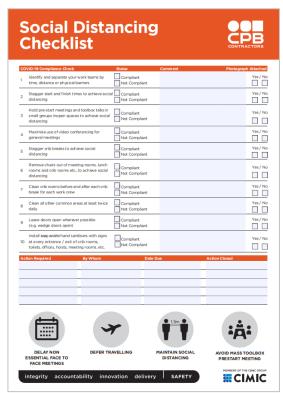


All Offices and Projects are required to increase our assurance activities, using the CPB Social Distancing Checklist (offline or on Synergy), to ensure we are effectively implementing the CPB COVID-19 Infection Control Protocols.

Frequency;

- Daily Checks using the Social Distancing Checklist, including the use of photographs as evidence;
- Weekly Reports on Social Distancing progress and outcomes.

Please liaise with your local CPB SHEQ Team for more information.







- Defer visitors from attending sites and offices as far as possible.
- Use video and telephone conference facilities.
- Visitors may only attend sites and / or offices if the visit is deemed location specific, time critical.
- Where visitors are attending sites and / or offices they must be observed to wash their hands or use hand sanitiser on arrival, and they must complete a visitor's induction.
- The induction must address any site-specific health and safety control measures, including any site-specific controls for COVID-19.

CPB COVID-19 ONLINE RESOURCES



Further COVID-19 online resources can be found on the CPB Intranet.





Web Link:

http://intranet.cpbcon.com.au/news/Pages/COVID-19.aspx

