Coronavirus (COVID-19) Workplace Action Handbook

Overview

Background

The COVID-19 virus has escalated rapidly to a worldwide pandemic that is affecting Australian workplaces.

John Holland has moved quickly in response; and has taken the following steps:

- Established a Senior Management taskforce, to determine what action needs to be taken to protect our people and keep our projects operating.

- Suspended all domestic and international business travel except by strict exception.

- Monitoring daily information being provided by the Australian Dept. of Health and State and Territory Health Agencies.

- As the situation evolves, providing updated advice to the business via all-employee emails, the John Holland intranet page and Workplace

- Established a central point of COVID-19 information on the John Holland intranet.

- Established the COVID 19 Exposure Flowchart to assist managers and their teams in dealing with exposure scenarios.

- Provided regular information to John Holland workplaces about what they need to do.

Purpose

Adding to the action outlined above, we have prepared this Workplace Coronavirus Action Pack.

This is a consolidated coronavirus action, information and advice pack, in a single simple guide for workplace managers.

It includes the requirement to complete the following actions:

Stage 1: Deliver COVID 19 Toolbox to all workers – including subcontractors

Stage 2: Complete the Coronavirus Workplace Checklist

Stage 3 : Provide health and hygiene information to workers

Our priority is the health of our people and to ensure that our projects can continue to operate during this challenging time.

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Coronavirus (COVID-19) Toolbox Talk

Using resources provided, Workplace Managers will run Coronavirus (COVID-19) Toolbox with key information including what workplaces and workers need to do to reduce the risks of infection and transmission.

Audience	The Toolbox Talk is for every person on site (including labour hire and subcontractors)
Presenter	Workplace Manager, supported by the workplace HSE team.
Preparation	Use this document and the PowerPoint presentation provided. The presentation includes detailed speaker notes to help you get ready for the Toolbox Talk. Consider questions that will spark discussion with the team and make sure they go away with clear actions/awareness of their role in preventing the spread of the virus.
Venue and Equipment	The location of Toolbox Talks must **ensure there is adequate space for social distancing (as per Government Guidelines).** If your toolbox is held indoors, ensure there are no more than 100 people. Where it is conducted outdoors, ensure people are 1.5 metres apart.
Time	Around 15 minutes (allow sufficient time for discussion regarding washing hands and social distancing)
When	By 25 March

The table below provides a high–level overview of the Toolbox slide content. More detailed speaker notes are provided in the Toolbox Talk PowerPoint presentation.

What does self isolate mean?	The Toolbox provides an explanation of what Self Isolation means.
What is Social Distancing?	Around 15 minutes (allow sufficient time for discussion regarding washing hands and social distancing)
What workplaces need to do?	Around 15 minutes (allow sufficient time for discussion regarding preventative and large group hygiene).
What do I need to do?	This slides steps through the key things our people to need do to reduce the risk of spreading COVID–19 in our workplaces.
Handwashing and Social Distancing Activity	During this activity participants will be shown the correct technique for washing their hands and will be shown what social distancing looks like when working with people (i.e. a demonstration of what is a 1.5 m separation between people).
If you are Anxious or Worried	In closing the toolbox it is important for workplace managers to acknowledge the worry and concern people may be experiencing. It is important to reiterate where people can go for assistance and support.
More Information	Provides a list of external resources for more information.

Checklist and Information

COVID-19 Checklist

Each workplace is to complete the Coronavirus Workplace Checklist and confirm all necessary controls are in place to reduce transmission of COVID-19.

This checklist requires the assessment of the following:

– Personal hygiene facilities

– Workplace cleaning

– Training & instruction

– Consultation and communication.

The Coronavirus Workplace Checklist can be found in the HSES & Wellbeing Portal on the Campaigns Page: https://johnholland.sharepoint.com/sites/na/hseqs/HSE/HSESW/SitePages/HSESW-Campaigns.aspx

Provide Extra Information

Each workplace must provide people key health and hygiene information and other external sources of information.

1. Display health and hygiene information

Health and hygiene information must be displayed in appropriate locations, including:

– Hand washing posters

– Social distancing poster

– COVID 19 – Exposure Flowchart

You can find these on HSESW SharePoint Portal > Campaigns

2. External resources

Further information and resources relating to COVID-19 can be found via the links on the following page. Workplaces are encouraged to review these links and share and regularly update relevant information.

External Resources

– Australian Government – Department of Health: COVID-19 health alert

  > Stop the Spread: https://www.health.gov.au/resources/publications/coronavirus-covid-19-stop-the-spread

– New Zealand Government – COVID-19

– World Health Organisation – advice for public

Posters and other infographics – Print and display in common areas and bathrooms etc

– How to Hand Wash– Poster www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf

– How to Hand Rub– Poster http://www.who.int/gpsc/5may/How_To_HandRub_Poster.pdf

– Wash Your Hands 1 – Social media square https://www.who.int/images/default-source/health-topics/coronavirus/social-media-squares/blue-1.png

– Wash Your Hands 2 – Social media square https://www.who.int/images/default-source/health-topics/coronavirus/social-media-squares/blue-2.png

– Protect Others From Getting Sick – Social media square https://www.who.int/images/default-source/health-topics/coronavirus/social-media-squares/blue-3.png

– Shaking Hands – Social media banner https://www.who.int/images/default-source/health-topics/coronavirus/safe-greetings.png

– Greeting Others – Social media banner https://www.who.int/images/default-source/health-topics/coronavirus/handshaking.png

Further Information

Contact your Business Unit/Regional HSEQ Manager, or email Covidqueries@jhg.com.au

For people-related questions, talk to the People team or the National Advisory Team by emailing naser@jhg.com.au or calling 1300 062 737