



A B Equipment Pty Ltd COVID-19 Safe Management Plan

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A B Equipment Pty Ltd Safe COVID-19 Management Plan.

This document contains the actions required to manage and control the risk of COVID infection.

All this information can also be found in A B Equipment Pty Ltd COVID-19 app available to all A B Staff.

We ask all staff to follow physical distancing guidelines provided by the Department of Health and the Australian Government and observe the following whilst attending any sites:

- Ensure physical distancing of 1.5m from others, a mask must be worn at all sites
- Maintain good personal hygiene (wash hands with soap and water & cover your sneeze)
- Follow and abide by building signage, including occupancy limits and Personal Protective Equipment (PPE) requirements
- Clean and disinfect high touch surfaces regularly when working
- Refrain from shaking hands and other physical greetings
- Stay at home if unwell

Note: This plan is not exhaustive.

- All staff responsible for the work or environment prior to commencing operations on behalf of A B Equipment Pty Ltd.
- Please retain a copy of our Safe COVID-19 management Plan.


Reference:

Department of Health and Human Services, Safe Work Australia and WorkSafe along with the Australian Government.

REMEMBER:

Before you proceed to leave your home for duties, you need to disclose and report if you are experiencing flu-like symptoms.

Hygiene	Action to mitigate the introduction and spread of COVID-19
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	A B Equipment have equipped all staff with their own hand sanitiser, PPE and PPC including disposable and cloth face masks this has been communicated not only through emails but our company COVID-19 app as well as posters and tips around the premises
In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.	
Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	
Replace high-touch communal items with alternatives.	A B Equipment have reduced/eliminated car pooling and the sharing of any items including communal areas ie kitchen, this not only through emails but our company COVID-19 app as well as posters around the premises
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	A B Equipment have a strict clean process documented within every department with a strict twice a day process unless areas have been touched in between. All staff are also instructed to keep their own desk or vehicles clean regularly and have been provided with the correct cleaning products, again this has been communicated not only through emails but our company COVID-19 app as well as a spreadsheets within all departments that is completed several times a day for record keeping
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	

Physical distancing and limiting workplace attendance	Action to mitigate the introduction and spread of COVID-19
Ensure that all staff that can and/or must work from home, do work from home.	A B Equipment have implemented 90% of office staff to work from home Nationally
Establish a system that ensures staff members are not working across multiple settings/work sites.	A B Equipment where possible allocate our techs out on the road within a certain area to reduce the multiple areas visited i.e North, South, East and West
Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.	A B Equipment staff must notify their manager before coming into work if unwell if any staff become unwell through the course of their working day they are advised by management only the course of action. No visitors are allowed to enter the premise before calling ahead where questions will be asked of their well being. If we require any visitors to work within our locations they are all given a face mask and are shown the correct procedures in following guidelines
Configure communal work areas and publicly accessible spaces so that: there is no more than one worker per four square metres of enclosed workspace / workers are spaced at least 1.5m apart / there is no more than one member of the public per four square meters of publicly available space.	A B Equipment have implemented these rules within all offices and if not possible for our techs on 2 man jobs face masks and good hygiene is followed
Modify the alignment of workstations so that workers do not face one another.	A B Equipment workstation within departments are seperated all ready due to the work we carry out
Minimise the build up of workers waiting to enter and exit the workplace.	This has been obtained with allocating techs straight to their first job with no need to enter the departments work base as well as staggering any techs required to attend the workshop and most office staff are working from home so there is no build up
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	A B Equipment have communicated not only through emails but our company COVID-19 app as well as posters and tips around the premises. Management will address this with any staff member if not followed
Review delivery/paperwork sign off protocols to limit contact between delivery drivers and staff.	A B Equipment have implemented a no sign policy throughout the company
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	A B Equipment have implemented working from home for 90% of our office staff and our day to day running with techs out on the field also eliminates any roster changes
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the 'four square metre' rule.	A B Equipment have many signs placed around the departments that a clear and visable to all staff
Record keeping	Action to ensure effective record keeping
Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	A B Equipment have a visitor sign in book where we through COVID will also take phone numbers and all staff have a daily timesheet that is completed after every job (location) and submitted at the end of the day. A B Equipment also have a daily log through our GPS system in all vehicles that a personal login code must be entered every time the vehicle is started this allows us to keep a log on their location throughout the day
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	A B Equipment have a WHS document folder accessible to all staff with information along with a digital program app that all reportable incidents can be reported as well as our company COVID-19 app available to all staff where not only information is available but links and phone numbers
I acknowledge and understand my responsibilities implemented in this COVIDSafe plan in the workplace. Not only at A B Equipment's sites but also our customers sites and with visitors. I declare that I have truthfully read the above safe plan set by management and can confirm that I will conduct my work in line with the Australian Government.	
Employer - A B Equipment Pty Ltd	Employee - Staff of A B Equipment Pty Ltd
Signed 	Signed
Name Danielle Garrett	Name
Position Director of Operations	Position
Date 07/08/2020	Date