



BUSINESS HIGH RISK COVID SAFE PLAN
Company Name: Leocatas Transport, Storage & Distribution
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Objective: Leocatas Transport acknowledges its responsibility to identify, control and monitor the risks associated with the COVID 19 pandemic, this includes protecting all persons who attend our worksites and to all continued business operations during this period.

Purpose: To provide communication, information, and safe work procedures during a global pandemic to ensure the safety of all individuals and to continue essential services operations. To also confirm the necessary actions required in the event of a positive COVID 19 case reported at a Leocata Transport site.

*** Note this document is specific to COVID 19 current government and Dept of Health requirements and is to be used in conjunction with LT 357 Pandemic Business Continuity Plan as required*

Procedure: ** If showing COVID 19 symptoms as per the Victorian Dept of Health guidelines DO NOT ATTEND WORK and immediately attend a Covid-19 testing site before self-isolating at home until you receive your results. YOU cannot attend work until you provide evidence of a negative result.

PPE: Masks/face coverings must always be worn in any shared office space, for those in individual offices mask/face coverings must be worn when anyone enters the office space. *(Note: This directive may change dependent on State Government Advice)*

Drivers, Yard Staff, Operations, Warehouse and Workshop Staff, Truck washers and Forklift Operators must wear masks or face coverings at all times when working or entering a client site or other Leocata site.

Employee Requirements:

- You must be tested for COVID 19 and not attend work with any symptoms including flu like symptoms, a fever, dry cough, shortness of breath, sore or scratchy throat, a runny nose, a loss of taste and smell.
- If you experience symptoms at work, you must notify your supervisor or Manager and you will be directed to leave work to be tested and isolate at home while you wait for your test results.
- You must notify management if you or a family member has been tested for COVID 19
- You must notify management if you test negative or positive for COVID 19
- If staff can work from home, they must work from home if viable
- 1.5 metres social distancing must always be in place in all work areas
- Masks/face coverings must be worn in any shared office space, for those in individual office spaces masks/face coverings must be worn when anyone enters the office space as per govt guidelines.
- Ensure hand sanitisers are used upon entry and exit to all work areas, notify management of missing sanitisers or of sanitisers that need replenishing.
- Employees to follow the four (4) square metre rule for enclosed or shared work areas
- No more than 4 persons at any one time permitted in drivers' tearoom for lunch or tea breaks
- No more than 2 persons at any one time permitted in the Operations waiting area
- Drivers must ensure they only use their own pen when signing documents
- Any employee that is sick with fever and other cold/flu symptoms are to be advised they cannot attend work and to seek medical clearance before returning to site

Employer Requirements:

- Ensure all employees who can work from home are working from home if viable.
- Ensure visitor/subcontractors check in using QR code for contact details or sign in.
- Signage and reminders in place to wash hands after eating, sneezing/coughing and after going to the toilet
- Signage/alerts regarding wearing of facemasks and face coverings
- Ensure employees are in good health- ensure workers do not work if unwell
- Leocatas Transport will report any positive cases of coronavirus (COVID-19) to Worksafe Victoria and notify the workforce
- Will supply all PPE, sanitisers and cleaning equipment required
- Update staff regularly via OHS Alerts, emails, and SMS on current COVID 19 situation and requirements

If a person is confirmed as contracting COVID-19 and worked at a Leocata or client site or had contact with an infected person, the following will apply:

- Relevant clients, DHHS (Dept of Health & Human Services) and Workforce notified and Worksafe Victoria contacted.
- Worker stood down immediately pending evidence of a medical clearance
- Confirm and compile list of persons the infected person has had contact with to be notified as a priority, stood down and told to self-quarantine and follow government health departments directions
- Site to be shut down immediately with signage posted at all entry/exit points
- Deep cleaning of site to be arranged
- Alternative labour to be sourced
- Payroll advised to follow legislative and/or government direction specific to the Pandemic
- Cleaning/disinfecting regime frequency to be increased if/where required

The following instructions will apply on site to ensure ongoing safety of staff and business continuity post positive test results.

- Workforce replaced with alternative labour
- Replacement staff always directed to ensure 3 metre distance between people
- Hand sanitisers available at each designated entry/exit to tearoom
- PPE to be worn when working
- Contact with managers and supervisors via phone
- No direct person to person contacts to occur
- Paperwork to be left in designated area for 30 minutes no handling of personal handover to occur
- Welfare checks to be conducted by management at regular intervals to determine the welfare of employees in isolation

References:

[Business.vic.gov.au-disputes, disasters, succession planning/coronavirus Covid 19](https://business.vic.gov.au-disputes, disasters, succession planning/coronavirus Covid 19)

DHHS.Vic.gov.au/coronavirus

www.safeworkaustralia.gov.au/covid-19-information