COVID Safe plan

Our COVID Safe Plan

Business name:	McColl's Operations Pty Ltd trading as McColl's Transport
Site location:	Lot 19 Drovers Place, Pakenham VIC 3810
Contact person:	Matt Baulch
Contact person phone:	0400 445 582
Date prepared:	11/08/20

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
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.	Hand Sanitiser are located at main entrances to the onsite buildings. Bathroom facilities are stocked with liquid soap that is refilled daily or as required. Paper towel is available to dry hands and use when opening doors hands have been washed.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	Main doors are open where possible and restricted area's are closed off via chain or half doors to allow airflow through building.
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.	McColl's sites have a mandatory face cover/mask rule to comply with Victorian COVID-19 restrictions, this has been extended as policy to all interstate McColl's sites. All drivers are also required to wear a face cover/mask as set out in the *McColl's COVID-19 Driver SOP*. Disposable and cotton masks have been made available to staff onsite.

Guidance	Action to mitigate the introduction and spread of COVID-19
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).	Guidelines on mask wearing were provided as part of our instruction on mask requirements across the business. We have a document *McColl's COVID-19 How to Wear a Cloth Mask Correctly* that can be accessed via our website with links sent to staff. Hygiene posters are set across our facilities to remind staff.
Replace high-touch communal items with alternatives.	Alternative options for shared area's and high frequency locations on site have been developed and are being implemented. Separation via split shifts and rest breaks are also designed to reduce risk as well as roster arrangements for staff to minimise interactions on site.

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	Cleaning of areas has increased to help reduce COVID-19 risks. Sanitiser sprays have been made available to office and driving staff for use in the building and on our trucks and equipment.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	Additional supplies have been made available. Ordering occurs at a local level while additional supplies can be sourced from Head Office in Geelong.

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	McColl's depot and office arrangements are being manned in line with Government recommendations. All McColl's office employees continue to work from home where possible. Depots have been paired back, with the bulk of the team working remotely, communicating via Microsoft Teams and the McColl's Intranet.

Guidance	Action to mitigate the introduction and spread of COVID-19
Establish a system that ensures staff members are not working across multiple settings/work sites.	McColl's depot and office arrangements are being manned in line with Government recommendations. As the current situation continues to evolve, it is recommended that all non-critical business travel is suspended. Non-critical business travel applies to office-based employees including Managers, Operations, Admin, Clerical, and Depot office-based employees. If you are unsure, please ask for clarification. These details are contained on our *McColl's COVID-19 Inter-region Travel Guideline*.
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	*McColl's COVID-19 Visitors to Sites & Regional Depots Guidelines* are in place to assist sites with instructions on visitor protocols prior to and upon arrival. This includes a visitor health declaration submitted prior and a visitor management plan, as well as temperature checking available prior to entry.
Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.	Communal areas have been sign posted on staff capacity based on 1.5m separation and one person per 4sq metres.
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	Signs have been posted to help with this. Most areas are not conducive to floor markings.
Modify the alignment of workstations so that employees do not face one another.	Workstations do not face each other. Main office areas have also been cleared out with only minimal staff attending these areas.
Minimise the build-up of employees waiting to enter and exit the workplace.	Separation of drivers, mechanics and office staff to different sections of the facility is designed to reduce any build-up in any one area. This is complemented by work from home staff not attending the sites.
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	Notifications have been sent to staff and posters used in common areas.

Guidance	Action to mitigate the introduction and spread of COVID-19
Review delivery protocols to limit contact between delivery drivers and staff.	The delivery process onsite allows for contactless delivery.
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	To reduce exposure, the Altona workshop has split the day shift into a morning and afternoon shifts.
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.	Signs have been created to list capacity of areas as formulated from the four-square meter rule.

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	Visitor sign in book, staff clocking assist. Driver movement are identified via operations roster. Additional usage of tracing documentation will also be utilised.
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	Beyond our normal incident reporting processes, a COVID-19 hotline has been established to bring any possible cases to a centralised and documented location. This is designed to assist with possible contact tracing and reporting. 03 5226 1450

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	In response to COVID-19, McColl's updated the business continuity plans across the major functional areas including operations, HR, finance, fleet, administration and IT. The BCPs were prepared within a risk management framework detailing high risk high consequence events. Risk mitigating responses have been identified to ensure continuity of operations.

Guidance	Action to prepare for your response
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	Records are kept in a form that can be recalled, this includes a combination of clocking-in, visitor sign-in, gate entry, and vehicle movements,
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	The *McColl's COVID-19 Infection Response Protocol* and *McColl's COVID-19 cleaning instructions* outline the requirement in response to a positive case.
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	The *McColl's COVID-19 Infection Response Protocol* and *McColl's COVID-19 cleaning instructions* outline the requirement in response to a positive case.
Prepare to notify workforce and site visitors of a confirmed or suspected case.	Guidelines on notifying staff are outlined in our *McColl's COVID-19 Covid Testing Reporting Protocols.*
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	Contacting Worksafe is outlined in our *McColl's COVID-19 Communication Protocol.*
Confirm that your workplace can safely re-open and workers can return to work.	Communication via our SMS service can quickly and easy communicate with our staff as required.

I acknowledgement I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed:
Name: Marcus Tyrrell
Date: 05/08/2020