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Title:	Covid-19 Guidelines		

## PURPOSE:

The purpose of this Policy is to outline the Jones & Rickard Group's response to the Covid-19 Crisis, providing guidance to employee's and other stakeholders.

## SCOPE:

This Policy applies to all subsidiaries of the Jones & Rickard Group (J&R Magnetics and Dynelec). It stands until the Crisis has passed and the GLT formally withdraws the arrangements.

## REFERENCES & DEFINITIONS:

NSW Government legislation  
Australian Government legislation  
Australian Government Department of Health resources  
NSW Government Coronavirus advice hub  
NECA Covid-19 Protocols (HSEQ-TB-087-COVID-19 Protocols) and Employer Guide  
WHS Act 2011  
WHS Regulations 2017  
Jones & Rickard Group Business Risk Management register

**National Coronavirus Helpline: 1800 020 080**

## SAFETY REQUIREMENTS:

These guidelines and requirements have been developed to ensure the safety of all employee's, customers, suppliers, visitors and the general community. It includes new protocols and adjustments to existing procedures recognising the developing risk of Covid-19.

## PROCEDURE:

Jones & Rickard Group's principle business is the manufacture, testing and installation, servicing, repair & overhaul of electrical distribution, control & electromagnetic systems, and rotating machines. This policy applies to all staff, apprentices, contractors and other personnel at workplaces under the management of the Jones & Rickard Group.

## Jones & Rickard Group aims to:

- ensure all employees and contractors work in a healthy environment
- minimise the spread of infectious diseases by having access to sanitisation products where appropriate and taking reasonable and appropriate action where require
- ensure risk management principles are applied to all places of work
- encourage all employees that feel unwell to stop any activity and report this to a supervisor or manager.

The following Protocols and physical distancing in the workplace are required:

### Practicing of Good Hygiene:

- if you are sick, avoiding contact with others and staying more than 1.5 metres away from people. Communicate with your Supervisor, leave the site and seek medical advice.
- "No shaking hands" policy has been implemented.
- covering your coughs and sneezes with your elbow or a tissue
- disposing of tissues properly
- washing your hands often with soap and water, including before and after eating and after going to the toilet (Liquid Soap and Single-Use towels have been located at all sinks, bathrooms, toilet facilities)
- using alcohol-based hand sanitisers (sanitiser has been placed throughout sites)
- cleaning and disinfecting surfaces & touch points daily throughout the sites and including the vehicles
- cleaning and sanitising frequently used objects such as mobiles, keys, wallets, keyboards, screens, mouse's, desktop phones (wipes have been placed throughout sites).

### Protocols as follows:

- The introduction of a physical isolation roster (where possible and appropriate), so that not all employees start and finish work at the same time.
- Before work each day, each employee is instructed to check for symptoms of COVID-19 (this includes taking their temperature with a thermometer). If employees have a cough, sore throat, shortness of breath or a temperature above 37.3C°, they must not come into work and phone their supervisor;
- Mandatory Temperature Checking - Upon arrival at the start of each day to the Jones & Rickard Group Office or Workshop, the Manager/Supervisor/Leading Hand will use a non-contact device to measure the employee's or visitor's temperature. If the temperature is 37.3 degrees celsius or greater, the employee will rest for a 10 minute period, then temperature measured again. If still 37.3 or greater, the employee will be directed to go home and seek medical advice.
- Employees are encouraged, where possible to travel to and from work as well as between sites in their own vehicles (without passengers) if they have not been issued with their own work vehicle. If this is not possible, the Company will seek to reduce the number of workers required to travel in each vehicle, and introduce risk controls including masks, sitting front/back/diagonal, disposable gloves, and disinfecting touch points before and after travelling. Where practical, the same crews will remain with the same vehicles.
- Working in smaller teams and practice distancing while onsite of 4m<sup>2</sup> (2m either side) where possible and limit closer interactions for a maximum time of 15mins;
- Minimise meetings and try to use other remote forms of communication. Where meetings are held, maintain 4m<sup>2</sup> per person and at least 1.5M distancing between people. Use an open-air location, else naturally ventilate the room. Minimise the duration of the meeting to that essential only.
- Providing additional PPE, including masks, sanitizer and latex gloves when working in a public environment;
- Gloves are a potential source of infectious disease; the Glove policy has been temporarily adjusted;
  - Gloves are to kept in a zip-locked plastic bag unless being worn.
  - Gloves must not be placed near food or eating surfaces.
  - Gloves are to be washed every three days.
  - As before, Gloves are to be used when the task risk assessment or procedure requires (eg. risk of hand laceration). However, the requirement that Gloves be worn always, and a UAP is required to remove them, will be temporarily suspended.

- Staggering lunch breaks during the day and requiring workers to eat outside on their own, where possible;
- Requiring workers to clean work-sites before and after work. This includes vehicles, touch-points, tools, and any equipment, if required;
- Telephoning customers before crews arrive to understand whether the customer is in isolation or a high-risk group;
- Limit face to face interactions with all clients - where possible, crews will announce their arrival by phone and continue straight to the location of work with minimal human interaction.
- Desk-top audits will be conducted when accommodation is to be selected to ensure protocols are in place.
- Sign-offs or completions will be completed via emails and supported by photographs.
- Visitor/Courier Management - only essential visits will accepted. All visitors will be required to read a wall-mounted questionnaire at entrances before entry - entry will not be accepted if responses don't meet the criterion. Mandatory Temperature Testing before entry. Couriers will self-sign for goods, printing our representatives name & contact number.

### Monitoring and Review

Jones & Rickard Group will review this policy 6 months after implementation (or more often as required). Effectiveness of the policy will be assessed through:

- consultation with employees, the Health and Safety Committee (if applicable), management and where applicable to stakeholders
- review of the policy by management and committee to determine if objectives have been met and to identify any incidences or occurrences which affect this policy through active monitoring

Rod Abell  
Chief Executive Officer

30 March 2020

### Approval

**Approved By:**

Rod Abell/DEC

**Approval Date:**

30/03/2020

**Document Status:**

Active