

## **Skip Bins Brisbane Group Covid-19 Policy** (January 2021)

### **Overview**

This policy aims to ensure we maintain appropriate compliance with Covid-19 infection control practices. The policy includes the measures adopted to mitigate the spread of coronavirus.

The hygiene guidelines are minimum requirements to which all employees, contract workers, and temporary staff must comply with while working with the Skip Bins Brisbane Group Pty Ltd.

It is important that we all respond responsibly and transparently to these health precautions. This policy is susceptible to changes with the introduction and changes of Government guidelines.

### **General Public Notice**

We are working hard to ensure the continuity of our services while prioritising the health and safety of our customers and our employees.

We have adopted the following practises:

- Adhere to specific site requirements
- No physical contact with customers (i.e. no handshake)
- Maintaining social distancing of 1.5 metres
- Maintain personal sanitation routines

We will continue to closely monitor the situation and act on the advice of health authorities. We understand that these are concerning times and want to assure you that our priority, like yours, is to help contain the impact of COVID-19 on our community.

### **Employee Guidelines**

Employees are encouraged to raise and express their views on work health and safety issues that may arise directly or indirectly because of COVID-19.

Employees are requested to follow these guidelines to sustain a healthy and safe workplace.

## **General**

- Adopt a common-sense approach and maintain vigilance for your safety and the safety of others.
- Maintain the inside of truck in a clean and tidy manner (part of daily requirements)
- In addition to this utilise cleaning products (supplied/reimbursed) during the day as appropriate.
- Clean inside truck cabins once a week (part of weekly routine)
- Where you are required to use another vehicle discuss this with management before going into the vehicle.
- Utilise PPE (hand sanitiser, mask etc. supplied/reimbursed) as appropriate and required.

## **Capalaba & Hemmant Depots – General Guidelines**

- Adhere to specific site requirements
- Maintaining social distancing of 1.5 metres
- No physical contact with others (i.e. no handshake)
- Maintain personal sanitation routines
- Wipe down equipment and items others may use after you

## **Onsite**

- Adhere to specific site requirements
- Do not greet customers with a handshake
- Maintain social distancing of 1.5 metres
- Maintain personal sanitation routines (consumables supplied or reimbursed)

## **Finally**

Report immediately to Management if you answer yes to any of the following:

1. Are you feeling unwell with symptoms such as fever, sore throat, cough, or shortness of breath?
2. Have you had close contact with someone who has a confirmed case of coronavirus (COVID-19)?
3. Have you travelled to a Covid hotspot in the last 14 days?

Take reasonable care of your own health and safety and ensure your actions do not adversely affect the health and safety of others.

Comply with Covid-19 infection control practices (good hygiene, regular handwashing, social-distancing etc.).

Do not misuse or interfere with anything which is provided for Covid-19 management.

Report any hazard, incident or others concerns whether on customers sites or on company sites to Management if you believe there is a reasonable risk of contracting Covid-19 due to a failure of others to adhere to reasonable guidelines.