

AMPCONTROL COVIDSAFE WORKPLACE PLAN: VICTORIA



Update: Version 3

Last Updated: 22.10.20

The COVID-19 outbreak is an ever-evolving global issue and is continually changing. Our approach and guidelines for managing this situation are based on the advice provided by the Government authorities in the countries in which we operate at the time of publication. We will continue to review our approach and update employees here when changes are made.

At time of publication, we can confirm that we have five (5) employees currently diagnosed with COVID-19 across our global operations, all of which are based in the United Kingdom.

WHAT WE'RE DOING

The health and safety of our people is our number one priority. We are obliged to provide a safe environment for our people, customers, and visitors, and to ensure our business continues.

We will continue to monitor and apply the advice from the [World Health Organization](#) (WHO) and the respective Government authorities in all the countries in which we operate around the world, and will evaluate business decisions in these fast-changing circumstances.

We have an approach and guidelines to proactively managing risk to Ampcontrol, its customers, and our employees. A COVID-19 response team has been established and will meet with the Senior Leadership Team daily to review the situation, our approach and action plans to respond to the rapidly evolving global issue.

We are working on the day-to-day business matters, as well as larger risk management plans including financial impacts, business continuity, and remote and flexible working arrangements.

We will communicate with our employees and customers regularly as the situation evolves, particularly concerning any changes to our approach. A dedicated update portal has been set up on Amplify so that all employees have access to the latest information, approach and resources [CLICK HERE](#). Please continue to check this site regularly.

WHAT YOU CAN DO

As individuals, we all have a responsibility and duty of care when it comes to the health and safety of ourselves and others. Containing the spread of infection like COVID-19 comes down to every single person playing their part by looking after their hygiene, looking out for each other, and staying informed.

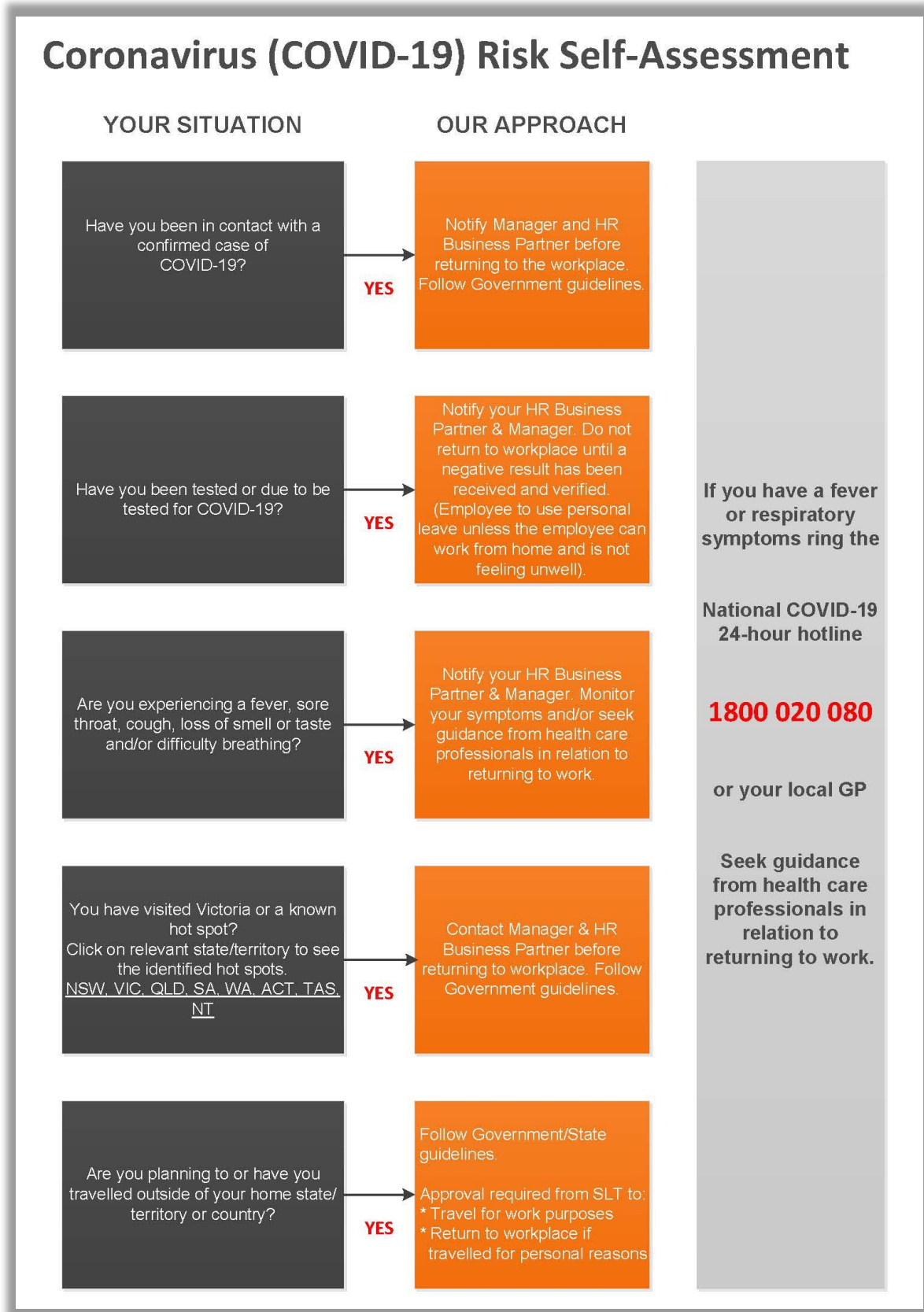
The best defence against most viruses, including COVID-19, is practicing good hygiene.

- **Wash** your hands frequently with soap and water
- **Cover** your cough/sneeze and dispose of tissues
- **Avoid** contact with others if you are feeling unwell
- **Practice** social distancing (e.g. not shaking hands or holding gatherings in small spaces)

Version No: 3	Doc No: / Name: Ampcontrol COVIDSafe Workplace Plan				
Status: Approved	22.10.20	Author / SME Prepared by:	Group Manager - Communication	Approval by Process Owner:	CEO
Refer to Amplify for latest version					Page 1 of 6

OUR APPROACH TO PROACTIVELY MANAGING RISK TO OUR PEOPLE, CUSTOMERS AND BUSINESS

The following COVID-19 Risk Self-Assessment Flowchart outlines the management approach to be applied when considering those employees or visitors who are at risk of exposure of COVID-19.



OUR SAFETY MEASURES & CONTROLS TO MINIMISE RISK TO OUR PEOPLE, CUSTOMERS AND BUSINESS

VICTORIA'S CURRENT RESTRICTION LEVELS (as at 22.10.20)

- There is a [roadmap that outlines the steps Victoria is taking to reopen](#)
- [Third Step restrictions](#) apply throughout regional Victoria
- [Second Step restrictions](#) apply in metropolitan Melbourne
- From 11:59pm 18 October restrictions changes are being made to restrictions in both metropolitan Melbourne and regional Victoria
- Restrictions will be eased when requirements are met and are based on Public Health advice. The roadmap to reopening includes dates when it is expected Victoria will meet case number requirements
- Use of fitted face masks is mandatory throughout Victoria
- [New South Wales and South Australia](#) have border restrictions in place

1. COVIDSafe Plan For Workplace

As per Government advice in accordance with [Australian Roadmap to COVIDSafe Australia](#), our COVIDSafe Plan For Workplace has been provided to all employees and will be updated and reissued as directions are made by Government Health authorities.

UPDATE [20.10.20]: Ampcontrol COVIDSafe Workplace Plan For Victoria employee infographic has been updated for October 2020 and is available on [Amplify](#).

2. Permitted Worker Permit

From 11.59pm Wednesday 5 August, Ampcontrol has issued all Victorian employees required to attend a work site with a Permitted Worker Permit. The Permit is to be carried at all times by the employee when travelling to and from the workplace and be accompanied by photo identification. The Permit can be shown electronically to authorities such as a photo, scanned copy, or on a mobile device. The employee acknowledges all obligations that reside within the use of the Permit.

3. Individual Site Continuity Plans

Each site has a COVID-19 Site Continuity Plan with temporary business practices to be implemented to allow for social distancing. The range of social distancing precautionary health measures considered include:

- a. reducing or eliminating physical contact
- b. workplace to be clean at all times
- c. reducing or eliminating workplace gatherings
- d. work arrangements to reduce the number of people working together at one time
- e. limit our people going to customers/supplier sites
- f. vigilance in allowing people to visit Ampcontrol sites

4. Ampcontrol Business Travel

All international and non-essential domestic business travel is suspended until further notice, including travel across borders that are closed by respective State Governments.

Exception: Travel across state borders that are closed to support or service essential customer needs will be considered. Approval of respective Senior Leadership Team member and provision of Ampcontrol COVID-19 Essential Services Declaration is required before travel can be undertaken.

5. Ampcontrol Business Events & Meetings

All business events organised by Ampcontrol or attendance at events such as exhibitions, conferences, and customer functions are suspended until further notice.

6. Ampcontrol Gatherings

All non-essential indoor gatherings are suspended until further notice and the number of people in meeting rooms and common areas are to be limited. Meeting rooms must have clear signage stipulating the number of people allowed within the room. Additional temporary group-wide measures implemented include:

- a. All scheduled work experience, internships, and placements are suspended until further notice
- b. All site BBQ gatherings are suspended until further notice
- c. All coffee vans and food trucks are suspended until further notice
- d. All fitness groups that take place on site are suspended until further notice

UPDATE [21.10.20]: Point b lifted from 22 October 2020 and may recommence under the condition that gatherings conducted are in a COVIDSafe manner, including social distancing and adhering to the limits stipulated for common areas/meeting rooms/outdoor spaces.

7. Travel Advice/Restriction Impacting Annual Leave

Where an employee is altering/cancelling personal travel arrangements due to the escalating travel advice, Ampcontrol will support the cancellation/amendment of the approved leave.

8. Carers Leave

Ampcontrol will support the approval of 'Carers Leave' in the instance that an employee is required to care for a dependant/s (e.g. child/ren, elderly or incapacitated family members) due to an educational (during a gazetted school term), child care, nursing or hospital facility being closed as a result of precautionary measures.

9. Special Pandemic Leave

Ampcontrol will apply the new clauses for eligible Awards that exist within our business to cover the decision by Fair Work Commission (8 April 2020) for COVID-19 pandemic leave (unpaid leave and annual leave at half pay).

10. Workplace Interactions

Employees may respond differently to concerns about COVID-19 including social interactions within the workplace. Please remember to be considerate and respectful when interacting with others.

11. Casual Employees

Casual employees will have the same management approach applied as permanent employees.

12. Workplace Hygiene

Adequate facilities and products (such as hand sanitiser, soap, and tissues) will be provided to allow employees to maintain good hygiene practices. Increases in regular cleaning have been organised, and disposable gloves will be made available to all employees.

13. Face Mask Respiratory Protection PPE

Face masks will be provided to all employees in Victoria, and is an additional level of PPE for our workplace. From 11.59pm Sunday 2 August 2020, all Victorians must wear a face covering when they leave home at the mandate of the Victorian State Government. <https://www.dhhs.vic.gov.au/face-coverings-covid-19>

14. Employee & Visitor Temperature Checking

All employees and visitors are required to have their temperature taken and recorded before entering the workplace.

15. Visitors to Site/Workplace

All visitors to site are to be limited and screened before accessing the workplace. Contracting services for all non-essential work is to be restricted eg. general maintenance, gardening. Workplace Visitor/Supplier Notification poster with screening questions can be found [Amplify](#).

16. Contactless Visitor Sign-In and Contact Tracing

All visitor management systems have been updated to allow for contactless sign-in, screening of visitors, and collection of contact details. The additional preventative measure to stop people entering our workplace who have been at risk of exposure to COVID-19, and allow us to keep digital records of visitors who have been on-site in the event we have a confirmed case and need to do contact tracing.

17. Customer Interactions/Response Plan Statements

If customers/partners request documentation as to our approach to managing and minimising the risk associated with COVID-19 as a stipulation before our employees can work on-site, our COVID-19 Response Plan Statement is found on [Amplify](#). A library of Ampcontrol Customer Response Plans and Statements can also be found on [Amplify](#) for reference.

18. Ampcontrol Site Personnel Pre-Entry Risk Questionnaire

For employees who are required to visit customer sites, a pre-entry risk questionnaire is available to assist workers in determining the risk of exposure to COVID-19 while working on other sites. The questionnaire can be found on [Amplify](#).

19. Ampcontrol App COVID-19 Employee Self Risk Assessment Tool

To complement the other risk-based controls in place, an Ampcontrol App has been developed with a COVID-19 Employee Self Risk Assessment Tool. This self risk assessment tool will enable employees to take personal responsibility for limiting the spread and exposure to COVID-19 and help keep the workplace COVID-19 free. The use of the Ampcontrol App and COVID-19 Employee Self Risk Assessment Tool is mandatory for all employees until the COVID-19 control measures are lifted. Employees must complete the tool via the Ampcontrol App on a mobile device before the start of each shift and before you enter your place of work each day (including working from home, remotely or on a customer site). Full instructions on how to install the new Ampcontrol App and use the COVID-19 Employee Self Risk Assessment Tool can be found on [Amplify](#).

UPDATE [22.10.20]: As of 22 October 2020, the use of the Ampcontrol App COVID-19 Employee Self Risk Assessment Tool is no longer required and will be suspended. The option will remain to recommence the App if deemed necessary based on community transmission. The App will remain available and operational for any employee who wishes to continue using the device based on their circumstance.

20. Personal Wellbeing

Free, confidential support and counselling services are available to employees and their families through our Employee Assistance Program provider, call 1300 687 327. We also have a network of fully trained peer supporters on the ground across all our sites to provide local, personal support to their workmates.

21. Essential Services Classification

Ampcontrol is considered an 'essential service' as per Australian Government legislation.

22. Government Initiative For Free Childcare For Essential Service Employees

If an employee requires Essential Services Declaration documentation to seek childcare support, as per the Government initiative of free childcare during the COVID-19 pandemic, please contact your HR Business Partner.

23. Management Approach To An Employee Confirmed With COVID-19 In Our Business

All Business Unit Managers have been provided with a management process if notification is received that an employee has tested positive to COVID-19. The approach provides the steps for effective management and quick control of the situation to ensure the health and safety of the people within the impacted business unit, and assist in the continuation and recovery of operations at the advice and direction of the state Public Health Unit.

24. National Workplace Principles

Ampcontrol will apply the National Cabinet guidelines to help businesses develop work and safety principles to prepare for a normal return to work once restrictions are lifted. The principles include:

- a. All workers have a right to a healthy and safe workplace.
- b. Employers and employees should actively control against coronavirus transmission but prepare plans for an outbreak in the workplace.
- c. Businesses with workplaces in different states and territories should develop a nationally consistent approach to prevent and control coronavirus transmission.
- d. Employees should have a role in control measure development

- e. Safe Work Australia will provide a central hub for coronavirus-related work health and safety policies.
- f. State and territory governments should be the go-to for advice on and enforcement of coronavirus measures.

25. Australian Government COVIDSafe App

Ampcontrol supports and encourages all employees to download and use the Australian Government COVIDSafe app released on 26 April 2020 as an additional measure to play your role, keep you safe and slow the spread of COVID-19. Use of the Australian Government COVIDSafe app is voluntary, more information can be found [here](#).

26. Monitoring Hot Spots

Our approach/guidelines for considering those employees who are at risk of exposure of COVID-19 has been adapted to manage the change in risk profile across Australia. With the shift in confirmed cases becoming far more location-based and community transmitted, the COVID Response Team will commence monitoring hot spots in each state/territory and amend our approach/guidelines as required.

27. Questions and concerns

For HR support, contact your HR Business Partner.

BurnBrite Belinda Linnane
Belinda.linnane@ampcontrolgroup.com
Ext: 9513 Mobile: 0429 661 333

CPS National/CapTech Ben Smith
Ben.smith@ampcontrolgroup.com
Ext: 9571 Mobile: 0412 768 208

RESOURCES

Australian Government
<https://www.australia.gov.au/>

Victorian State Government Health & Human Services
<https://www.dhhs.vic.gov.au/>

Victoria's current restriction levels
<https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>