

COVID SAFE PLAN

REDFLEX TRAFFIC SYSTEMS PTY LTD

ABN 74 006 403 925

31 MARKET STREET, SOUTH MELBOURNE VIC 3205

Our COVID Safe Plan

Business name:	Redflex Traffic Systems Pty Ltd
Site location:	31 Market Street, South Melbourne, Victoria, 3205
Contact person:	Andrew Hawkins, Director – Workplace Governance
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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.	<p>Redflex has provided hand sanitiser stations at the entrance to the Site and throughout the Site. Redflex has also provided disinfectant wipes for workstations, disinfectant spray for high-touch areas and soap for all washrooms and kitchen areas. Paper towels are available in the kitchen area which are replenished daily and ample stock of all hygiene/sanitising products is kept on site.</p> <p>Signage has been placed at the entrance to the Site requiring all persons to hand sanitise on every entry, sign the attendance book daily and to wipe their workstations down with disinfectant wipes or spray each day. These items are provided by Redflex.</p> <p>In addition, the landlord of the building at 31 Market Street, South Melbourne, Victoria, 3205 has also installed wall stations with hand sanitiser in the building lobby.</p>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<p>This is not possible at the Site as air conditioning is regulated by the building owner and external windows in the general office areas do not open.</p> <p>When required to accept/despatch deliveries or maintenance vehicle access, the garage door to the warehouse area is left open but is supervised for unauthorised entry. It is also ventilated to permit airflow into the warehouse area at other times.</p>
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.	<p>All Site staff and visitors (if any) are required to wear a face mask or face covering in accordance with current Victoria DHSS guidelines when entering, attending and working within the Site and a supply of disposable face masks is provided by Redflex at each entry for employees/visitors to use, as required. Redflex has provided a supply of disposable and some re-usable (washable) face masks where staff are unable to provide their own preferred choice. Reusable masks become the property of the staff member and are not shared and are required to be washed/sanitised at the end of each day.</p>

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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).	<p>Redflex staff have been directed to the Department of Health and Human Services website for a short video on how to safely don a face mask or face covering.</p> <p>Advisory posters on good hygiene practices and slowing the spread of coronavirus (COVID-19) are placed at Site entries and throughout the Site and reinforced via regular email updates, when required.</p> <p>Staff are instructed and expected to dispose of disposable PPE, after use, in refuse receptacles provided by Redflex.</p>
Replace high-touch communal items with alternatives.	<p>Redflex has sought to reduce as many high-touch communal items as possible. Disinfectant wipes and sprays are available within the Site and close to printers and copiers. Redflex employees use their own telephones and computers and disinfectant wipes, sprays and disposable paper towel is available for employees to use to wipe these items down regularly.</p> <p>Employees are instructed to regularly wipe down high-touch surfaces with disinfectant wipes and sprays provided by Redflex.</p>

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).	<p>Redflex engages external cleaning contractors to provide high level daily hygienic cleans of all washrooms, kitchen and other communal areas in accordance with Safe Work Australia's guideline on cleaning to prevent the spread of COVID-19. Redflex's external cleaning contractors have provided Redflex with a written cleaning plan to be in effect during the COVID-19 pandemic.</p> <p>Employees are also provided with disinfectant wipes and sprays to use on their workstations on a daily basis. Hand sanitiser is also available throughout the Site and soap is provided in all washroom and kitchen areas.</p> <p>Employees are instructed and expected to wipe down/sanitise their own workstations and equipment at least twice a day (at the start and end of each working day).</p>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<p>Redflex monitors these stocks on a daily and weekly basis and at least two designated employees are responsible for monitoring stock and re-ordering where necessary. These employees are a minimum the Redflex Office Manager and the Director – Workplace Governance. Other employees with valid Permitted Worker Permits may be designated to this role from time to time. Adequate spare stock of cleaning products is also kept for replacement and replenishment purposes.</p> <p>Redflex external cleaning contractors also maintain and manage supply of commercial cleaning products, washroom supplies, kitchen cleaning supplies and disposable paper towel.</p>

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.	<p>Only in circumstances where is not reasonably practicable and unless the employee has been issued with a valid Permitted Worker Permit, all Redflex employees have been instructed to work and are working from their usual place of residence (home). Redflex management has communicated, and continues to communicate, to all staff on a regular basis to inform them of this important requirement.</p> <p>Redflex employees have been instructed to work from their usual place of residence (home) unless that is not reasonably practicable or unless they hold a valid Permitted Worker Permit issued by Redflex. Employees who cannot work from home and can continue to work at or from the Site under an exemption to the Chief</p>

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	<p>Health Officer's directions must carry a Permitted Worker Permit issued by Redflex. Redflex maintains a register of employees who have been issued a Permitted Worker Permit from Redflex.</p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>Employees who work at the Site only work at the Site and the numbers of employees who have been issued Permitted Worker Permits are limited to the number of employees validly subject to a Chief Health Officer exemption.</p> <p>Some employees may need to work at multiple outdoor and roadside sites (where traffic cameras are located throughout Victoria) and typically either work alone or in low numbers (2-3 employees at a time). If more than one employee present, then they are instructed to maintain social distancing requirements at all times.</p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p>Redflex requires, and has communicated to all employees, not to attend work if feeling unwell for any reason or if they show any known symptoms of COVID-19. This has been communicated to all staff on many occasions, and continues to be communicated to all staff, and is now well-known by all Redflex employees.</p> <p>Redflex does not take individual's body temperatures at the Site due to the low numbers of permitted employees attending and working at or from the Site. With such low numbers of permitted employees attending or working at or from the Site, face mask and face covering requirements and social distancing requirements, Redflex believes it can significantly reduce the risk of the spread of COVID-19.</p> <p>No employees at the Site are casual employees and all have access to paid sick leave, as needed. Redflex would look at employees on a case by case basis if an employee needed to be tested for COVID-19 and was required to self-isolate or in the case of a period of self-isolation.</p>
<p>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.</p>	<p>Kitchen areas have had chairs removed to ensure social distancing requirements are met. Also, workstations have been blocked off (and physically marked with a large "X" indicating that workstation is not to be used) in open plan areas to ensure social distancing restrictions are maintained.</p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p>Workstations have been blocked off (and physically marked with a large "X" indicating that workstation is not to be used) in open plan areas to ensure social distancing restrictions are maintained.</p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p>Workstations have been blocked off (and physically marked with a large "X" indicating that workstation is not to be used) in open plan areas to ensure social distancing restrictions are maintained and areas with movable workstations are adjusted as required.</p>
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<p>Limited numbers of permitted employees work at or from the Site and employees that are permitted to work at or from the Site have staggered start and finish times, where possible, and Redflex limits entry to their own work areas on each floor.</p>

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Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<p>Staff have been instructed to socially distance at all times while working and during breaks.</p> <p>Kitchen areas have had chairs removed to ensure social distancing restrictions are met. Also, workstations have been blocked off (and physically marked with a large "X" indicating that workstation is not to be used) in open plan areas to ensure social distancing restrictions are maintained.</p>
Review delivery protocols to limit contact between delivery drivers and staff.	<p>All deliveries are restricted to ground floor receiving area where inwards and outwards goods are managed by one employee and utilise contactless delivery for smaller items and utilise manual handling equipment to place/remove pallets/larger items on and from vehicles.</p> <p>Delivery drivers/couriers do not enter work areas and are always required to maintain social distancing.</p>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<p>On Level 1, very limited number of permitted employees are presently working at or from the Site. This readily permits the required social distancing, at all times.</p> <p>One the Ground Level staggered start and finish times have been implemented and work areas adjusted where needed to limit employees in one area at one time.</p> <p>All employees must wear a face mask or face covering while entering, attending and working at, from and within the Site.</p> <p>Employee movement between Ground and Level 1 is limited.</p>
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.	<p>There is no general public access to the Site and pedestrian access to external worksites is controlled by barriers where required.</p>

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.	<p>On all levels of the Site, there is an attendance book that must be signed daily – with details of the date of entry of permitted persons, the person's name and telephone number as well as the department where they work.</p> <p>Redflex has restricted external visitors to necessary contractors only (who are permitted to work during Stage 4 Restrictions). No friends, family members of unnecessary visitors are permitted on Site.</p>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<p>All employees undergo Occupational Health & Safety induction on commencement of employment and are required to complete an annual refresher course.</p> <p>The system and requirements for incident and hazard reporting are detailed in Redflex's safety management system and available to all employees via the Reflex intranet.</p>

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.	Response and business continuity plans have been prepared to allow for both contingencies for operations that require employee attendance at the Site.
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	Redflex is ready willing and able to provide assistance to the Victorian Government in any capacity relating to contact tracing. Redflex keeps and maintains daily written records of permitted employees and visitors (if any) who are attending or working at or from the Site as well as their contact details.
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	<p>Redflex engages external cleaning contractors to provide high level daily hygienic cleans of all washrooms, kitchen and other communal areas. The Redflex external cleaning contractors have provided Redflex with a written cleaning plan during the COVID-19 pandemic in accordance with Safe Work Australia's guideline on cleaning to prevent the spread of COVID-19.</p> <p>Employees are also provided with disinfectant wipes and sprays to use on their workstations on a daily basis. Hand sanitiser is also available throughout the Site and soap are provided in all washroom and kitchen areas. Redflex also provides disposable paper towels.</p> <p>Employees are instructed to wipe down their workstation and equipment with disinfectant wipes or spray daily.</p>
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	<p>Redflex has conducted and documented a comprehensive Pandemic (COVID19) – 31 Market Street, South Melbourne/SWMS Addendum Risk Assessment to manage and respond to scenarios where:</p> <ul style="list-style-type: none"> - An employee is unwell, with potential COVID-19/Cold/Flu Symptoms - noted when not at work; - An employee is unwell, with potential COVID-19/Cold/Flu Symptoms - noted when at work; - An employee is an actual or potential or close contact of a COVID19 positive person or a person who is an actual or potential or close contact of COVID19 positive person or a person whose workplace/ school has been identified to have an actual or potential COVID19 infection or cluster; and - Employee is diagnosed as COVID-19 Positive.
Prepare to notify workforce and site visitors of a confirmed or suspected case.	This requirement is managed in the process detailed above and includes consideration of notification requirements to Employee Representatives, workforce and site visitors that may have been impacted.
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	Redflex has a documented incident reporting process that includes requirements for regulator notification and has documented additional requirements in the Pandemic (COVID19) – 31 Market Street, South Melbourne/SWMS Addendum Risk Assessment.

Guidance	Action to prepare for your response
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p>The Pandemic (COVID19) – 31 Market Street, South Melbourne/SWMS Addendum Risk Assessment addresses requirements for cleansing/sanitising and reopening areas that have or may have been impacted by a potential or conformed COVID-19 case at the Site.</p>