

Business name:	Redflex Traffic Systems Pty Ltd
Site location:	31 Market Street, South Melbourne, Victoria, 3205
Contact person:	Andrew Hawkins, Director – Workplace Governance
Contact person phone:	0428 022 015
Date reviewed:	1 July 2021



Practise physical distancing

Action

- Workstations have had chairs removed and workstations have been appropriately marked with an “X” (meaning that workstation is not to be used) in open plan areas to promote the maintenance of required physical distancing. Meeting rooms and the ‘hub’ meal area have had chairs removed and floor markings have been placed in the ‘hub’ meal area to provide minimum physical distancing guides.
- Regular email communications and directions are issued to workers in accordance with current Victorian requirements about work from home, authorised worker, density quotients and physical distancing requirements or recommendations.
- A no touch internal delivery process has been implemented in the 31 Market Street, South Melbourne ground floor supply area and external deliveries are accepted via limited contact in the same area.
- Workers have been instructed that where possible they are to maintain physical distancing of 1.5 metres from others and regular updates are provided to all Victorian workers on current public health directions and their application in the workplace.
- Instructions are issued so that meal breaks are taken at staggered times and whilst a build-up of workers at the entry/exit to the building or floors does represent an issue this is reviewed on an ongoing basis and will be managed via staggered start/finish times, if required.



Wear a face mask

Action

- Workers on site and visitors are required to wear a face mask or fitted face covering in accordance with current Victorian requirements as outlined at coronavirus.vic.gov.au/face-masks when entering, attending and working within the Site or at external work locations.
- A supply of disposable face masks is provided by the company at each entry for employees/visitors to use, as required.
- The company has provided a supply of disposable and re-usable (washable) face masks where staff are unable to provide their own preferred choice.
- Reusable masks become the property of the worker and are not shared and are required to be washed/sanitised by the worker at the end of each day.
- Workers have been directed to the Victorian Department of Health and Human Services (DHHS) website for advice/a training video on how to safely don/use a face mask or face covering via the following links.
- Click [HERE](#) for an information sheet on how to use a fitted face mask properly
- Click [HERE](#) to the DHHS website for more information on the wearing of fitted face masks
- Workers are advised that if a face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately and to dispose of disposable PPE, after use, in refuse receptacles provided by the company.
- Advisory posters on mask wearing, 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.



Practise good hygiene

Action

- The company has provided hand sanitiser stations at the entrance to the Site and throughout the Site and provided disinfectant wipes for workstations, disinfectant spray for high touch areas and soap for all washrooms and kitchen areas. Paper towel is also available in the 'hub' meal area and is replenished daily.
- Signage at the entrance to the Site requires all persons to hand sanitise on entry, register using the Victorian Government QR Code Service and workers are also provided with disinfectant wipes and sprays to use on their workstations. In addition, the landlord of the building at 31 Market Street, South Melbourne has also provided hand sanitiser wall stations in the building lobby.
- Advisory posters on good hygiene practices including hand washing and coughing and slowing the spread of coronavirus (COVID-19) are placed at entries and throughout the workplace and reinforced via email updates, when required.
- The company monitors stock levels, re-ordering additional supplies where necessary and adequate spare stock of cleaning products is also kept for replacement and replenishment purposes.
- The company 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.
- The company's external cleaning contractors have provided the company with a written cleaning plan to be in effect during the pandemic, including deep cleaning of part or the entirety of the workplace is required. The cleaning contractors also maintain and manage supply of commercial cleaning products, washroom supplies, kitchen cleaning supplies and disposable paper towel.



Keep records and act quickly if workers become unwell

Action

- All workers and visitors are required to register using the Victorian Government QR Service Code using authorised posters displayed at the entry to the Ground and First Floor Work Areas of the Site (or via the link provided on the QR Code Posters)
- Workers are advised that if they feel unwell or show any symptoms of COVID-19 (no matter how mild), they are to follow the following protocols:
 - If not at work, they are not to attend work, notify their manager and get tested and then go home and self-isolate until they receive a test result
 - If they are at work, notify their manager immediately, leave work and get tested and then go home and self-isolate until they receive a test result
 - They are not to return to work unless they receive a negative test result and are cleared to attend work their manager and DHHS if required.
- The company has conducted and documented a *Pandemic (COVID19) – 31 Market Street, South Melbourne/SWMS Addendum Risk Assessment* inclusive of business contingencies and planning to manage outbreaks.
- Managers are advised to ensure workers comply with the above requirements and current work arrangements, to treat any report as a potential Class 2 incident and escalate in accordance with the company's WHS Incident Management Procedure that details response and regulatory notification responsibility requirements.
- The company's cleaning contractors have provided a written cleaning plan to be in effect during the COVID-19 pandemic. That plan includes the capability to "deep clean" part or the entirety of the workplace in the event of an actual or suspected positive case.
- The company has nominated a senior management team with members from the operational, risk, health and safety, people and performance areas. That team is responsible for managing the response of our Victorian operations to the Pandemic including management of a site shutdown and reactivation drawing on additional senior/executive management input, as required.



Avoid interactions in enclosed spaces

Action

- The site air conditioning is regulated by the building owner and has limited capacity to circulate fresh air and external windows in the general office areas do not open, limiting the ability to increase airflow. Enclosed offices/operations rooms meeting rooms and the meal area have limitations on the number persons allowed. Operations rooms are also subject to restricted/authorised personnel access rules.
- When required to accept/despatch deliveries or maintenance vehicle access, the garage door to the stores area and maintenance workshop is ventilated to permit airflow into the warehouse area at other times.
- All deliveries to the Site are restricted to ground floor receiving area where inwards and outwards goods are managed by one employee and utilise contactless delivery and utilise manual handling equipment to place/remove pallets/larger items on and from vehicles.
- Delivery drivers/couriers do not and must not enter work areas and are required to maintain social distancing



Create workforce bubbles

Action

- Worker numbers onsite are maintained in accordance with current regulatory settings including (when in place) authorised workers, physical distancing, workplace density requirements.
- Worker movement between Ground and Level 1 is limited
- Staggered start and finish times are implemented and, work areas adjusted where needed to limit the accumulation of workers in specific areas.