

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:	March 2022



## Physical distancing and communication

### Action

- Regular email communications and directions are issued to workers in accordance with current Victorian requirements about mask wearing, work from home, authorised worker, density quotients, physical distancing and any other requirements or recommendations.
- A limited/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.
- Where required, meal breaks are taken at staggered times and whilst a build-up of workers at the entry/exit to the building or floors does not represent an issue, this is reviewed on an ongoing basis and will be managed via staggered start/finish times, if required.



## Face masks

### 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](https://coronavirus.vic.gov.au/face-masks) when entering, attending and working within the Site or at external work locations.
- Disposable face masks and hand sanitiser (to use before putting a mask on) are provided at entries 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 are directed to the Victorian Government Coronavirus [WEBSITE](#) for advice 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 Coronavirus website for more information on the wearing of fitted face masks
- 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 email updates, when required.



## Hygiene

### Action

- The company has provided hand sanitiser stations at entrances to and throughout the site and disinfectant wipes and spray are available when required. Hand dryers and disposable paper towel is provided in lieu of the re-usable towels.
- Signage at the entrance to the Site reminds attendees to hand sanitise. 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 if required. The cleaning contractors also maintain and manage supply of commercial cleaning products, washroom supplies, kitchen cleaning supplies and disposable paper towel.



## Record keeping and acting quickly

### Action

- Where subject to **government Vaccination requirements** ([see here](#)), workers are required to provide evidence that they have received the stipulated number of doses of the COVID-19 vaccine or have a valid proof of medical exemption before attending the workplace.
- Where an employee is an **actual or potential contact with a positive COVID-19 case**, they are to follow current government advice detailed in the [Checklist for COVID contacts](#).
- Where an employee has **tested positive for COVID-19** and has worked indoors in the work premises during their infectious period, they must inform their manager immediately and Redflex will respond in accordance with current government advice detailed [here](#) including any employer notification requirements or recommendations.  
*Note: Government support is also available for COVID-19 positive cases and can be viewed [here](#).*
- **Workers that feel unwell or show any symptoms of COVID-19** (no matter how mild), are **not to attend work**, notify their manager and get tested in accordance with current requirements and notify their manager of the result. If at work when symptoms are noted, notify their manager immediately, undergo a *Rapid Antigen Test (RAT)\** if available and leave work immediately if they test positive, or (should a RAT be unavailable) leave work and get tested in accordance with current requirements, notify their manager of the result and follow any subsequent isolation/notification requirements as detailed above.
- In all cases employees that test positive are to comply with the requirements specified in the [Checklist for COVID Cases](#) and not attend work until they have met isolation requirements and notified their manager and received approval to resume work.
- 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.

## Action

- 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 if required.
  - The company has nominated a senior management team that 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.
- \* *Redflex will retain a supply of Rapid Antigen Tests on site (dependent on availability) that can be used by employees that are at work if needed.*



## Enclosed spaces and Ventilation

### 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.
- The garage door to the store area and the maintenance workshop is ventilated allowing fresh air to circulate. Deliveries are restricted to ground floor receiving area where inwards and outwards goods are managed by one employee utilising contactless delivery. Manual handling equipment is only utilised by authorised Reflex personnel to place/remove pallets/larger items on and from vehicles.
- Delivery drivers/couriers are excluded from 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, vaccination, physical distancing and workplace density requirements.
- Worker movement between Ground Floor and Level 1 is limited and access to the Ground Floor is limited to authorised personnel only.
- Where required, staggered break, start and finish times are implemented, and specific work areas are adjusted to limit the accumulation of workers.