

COVID-19 Safe Plan – Stage 4 Restrictions

Following the Victorian Government's announcement of Stage 4 restrictions, we (Hose Supplies Pacific) will be enforcing the following steps to help protect our Employees, their families, customers and visitors -

ENSURE

- Compulsory face mask or coverings to be worn where-ever practical.
- Regular handwashing and sanitizing upon use of all shared facilities. E.g. Office, Tea-Room & Bathrooms.
- Physical distancing – Alternate break-times and no more than 2 people in the Tea-Room at a time.
- Ensure any areas frequented by workers or others (e.g. visitors to our premises) are cleaned at least daily with detergent or disinfectant.
- Ensure workstations are used by the designated staff member only.
- Ensure social distancing measures are being followed after hours.
- All staff to have signed permit to travel to work. It is the staff members responsibility to ensure that their work permit is with them at all times whilst travelling.

REDUCE

- Reduced staffed office hours. Office staff to work from home on the permitted days.
- Reduce contact with customer sites, deliveries and courier drivers.
- Reduce contact with others, no shaking hands or touching objects unless necessary.
- Reduce contact with office and workshop staff wherever possible.
- No afterhours use of the office and workshop.

MONITOR

- Check that you are feeling well before attending your shift. Staff cannot work if showing any Covid symptoms.
- Ensure workers are in good health to commence the days work.
 - If unwell or in close contact with a tested or confirmed case, get tested and isolate until results come through.
 - Advise management with proof of test results prior to returning to work.
- If positive test arises, all staff and household members to be tested and isolate immediately.
 - Report the positive case to DHHS and Worksafe as soon as possible.
 - Deep clean of the premises to be organised prior to staff returning to work.
 - Staff are able to return to work upon proof of negative result.