

INFORMATION & TRAINING

All employees are to successfully complete the online COVID-19 Infection Control course prior to returning to office work (<https://covid-19training.gov.au/>) Completion certificates are to be forwarded to Email: admin@lftransport.com.au

PRIOR TO ENTERING THE WORKPLACE

All employees must report to their Manager or supervisor as soon as possible, even if they are working from home, if they are experiencing symptoms of COVID-19 being:

- fever
- coughing
- a sore throat
- fatigue, and
- shortness of breath.

or

- if they have been, or have potentially been, exposed to a person who has been diagnosed with COVID-19 or is suspected to have COVID-19 (even if the person who is suspected to have COVID-19 has not yet been tested), or
- if they have undertaken, or are planning to undertake, any travel.

If you have tested positive for COVID-19 you are NOT allowed to return to the workplace (that is not your home) until you are cleared of the virus. You must have a medical clearance certificate prior to returning to the workplace.

Employees who have completed a 14-day quarantine period be it for whatever reason and who did not develop symptoms during quarantine do not need a medical clearance to return to work.

FACE MASKS

In line with current Victorian health regulations, it is mandatory for all staff that cannot work from home, to wear a face mask or covering while working onsite at LFT Offices.

GOOD HYGEINE

All employees and visitors to the workplace must practice good hygiene. Good hygiene requires everyone to wash their hands regularly with soap and water for at least 20 seconds and drying them with clean paper towel. Everyone must wash their hands:

- before and after eating
- after coughing or sneezing
- after going to the toilet, and
- when changing tasks and after touching potentially contaminated surfaces.



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An alcohol-based hand sanitiser with at least 60% ethanol or 70% isopropanol as the active ingredient must be used as per the manufacturer's instructions when it is not possible to wash hands.

At all times, everyone in the workplace is required to:

- cover their coughs and sneezes with their elbow or a clean tissue (and no spitting)
- avoid touching their face, eyes, nose and mouth
- dispose of tissues hygienically, e.g. in closed bins
- wash their hands before and after smoking a cigarette
- clean and disinfect shared equipment and plant after use
- wash body, hair (including facial hair) and clothes thoroughly every day, and
- have no intentional physical contact, for example, shaking hands and patting backs.

PYSICAL DISTANCING

Physical distancing is necessary because the most likely way of catching the virus is by breathing in micro-droplets from another person sneezing, coughing, or exhaling. By ensuring there is 4 square meters of space per person and maintaining a physical distance of at least 1.5 meters from others where possible, you will reduce the likelihood of exposure to micro-droplets of others.

All desks have been moved within the office space to ensure there is a minimum of 1.5m between each employee's workstation. We encourage all staff to ensure this is maintained and especially when using shared areas such as the kitchen or boardroom facility.

WORKPLACE FACILITIES

Hand Sanitizer has been made readily available on each employee's desk and in the kitchen area. It is expected that everyone will use the sanitizer regularly and practice good Hygiene, at all times.

Poster have been placed around the office as a reminder to all staff to practice good hygiene.

DELIVERIES, CONTRACTORS AND VISITORS

All Non-essential visits to the workplace should be cancelled or postponed.

Direct visiting delivery drivers and contractors should be directed to use alcohol-based hand sanitizer before handling products being delivered.

If any visitors are required to be on site for an extended period(Longer than 15minutes) then their full name, contact number and address needs to be recorded down in the COVID VISITORS LIST,

All visitors are to complete the LFT COVID questionnaire available on our website prior to coming onsite.



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CLEANING

To help reduce the risk of any infection we have arranged for the office to be cleaned and disinfected daily, including but not limited to the wiping down and sanitizing of all desks, door handles, light switches and common areas such as the kitchen table and appliances.

We encourage all employees not to share cutlery and crockery, but to use their own wherever possible. We have made available disposable cutlery and coffee cups for employees that do not have their own available.

REVIEW AND RISK MANAGEMENT

We will continue to consult with all employees and review these COVID-19 risk management controls on a continued basis to assess and decide whether any changes or additional control measures are required.

If you have any concerns or questions regarding the Covid 19 Safe Plane, please ensure you contact Luke Fraumano on luke@lftransport.com.au so we can assist you.



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CONTRACTORS & DRIVERS

We are informing you that L.Fraumano Transport P/L will continue to service our clients taking precautions under the advice of the Australian Government Department of Health. If anything changes, we will contact you immediately.

Further information can be found on the Australian Government Department of Health website, or by using the link below;

www.health.gov.au

In light of the recent Government Stage 4 restrictions that have been implemented in Victoria, effective immediately it is required for All LFT Contractors and Drivers to adhere to the following Safety Plan;

- **Wear a face Mask** at all times if the window of your cabin is down or you are outside the cabin of your vehicle. You must ensure the mask is fitted prior to leaving the Cabin.
- **Avoid** any physical contact with anyone during work and maintain a distance **1.5 meters** at all times.
- **No Signatures/ sign on glass** from customers is required in The Chain App during this pandemic. Please print site personnel names in your app and where possible take a photo of the loaded/unloaded stock on site. In the signature box please mark N/A until further advised.
- **Customer paperwork.** Please do not request customers to sign paperwork. If required, customer names are to be recorded directly on paperwork by the driver only. Drivers are to use their own pen at all times and not share or use any other pen.
- **Sanitizer** must be kept in the cabin of the vehicle at all times and drivers are expected to use it regularly prior to exiting vehicle and also after returning to the cabin of their vehicle.
- Vehicle cabins, door handles **high touch zones** should be wiped over with sanitizing wipes daily.
- Drivers must comply with any onsite **Temperature Checks** wherever implemented.
- Drivers will follow loading exclusion zone requirements at all times. This includes the use of Driver Safety zones and remaining out of the loading exclusion zone while forklift or grab is present.
- **Continue** healthy habits: exercise, drink water, get plenty of sleep.
- **Isolate** yourself at home if you feel sick. And contact your GP first if you need medical attention.
- Anyone arriving from Overseas must **self Isolate** for 14 days effective immediately.

Drivers travelling into Regional Victoria MUST still adhere to the METRO COVID RESTRICTIONS. This means you must not stop and sit down at any café or restraint during your break. Only take away food can be purchased and you must social distance at all times.

We kindly ask that **if you are experiencing any sickness or feeling unwell DO NOT WORK and consult with your GP** for further advice.



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