



STA
TRAFFIC MANAGEMENT SOLUTIONS

STA Traffic Management COVID Safe Plan

Compatible with Stage FOUR Restrictions

Revision Information

Doc Code	Revision	Date	Author
STA/CV19/D1	1	6/08/2020	Carly Jonsson (HR Manager)

Revision History

Each new approved revision of this Plan will be distributed to all necessary stakeholders and hard copies located in the depot. The revision number is noted on this page. When amendments occur the document will be reissued with the revision number updated accordingly.

Issue no.	Approved by	Date
1 – STA/CV19/D1	Carly Jonsson	6 August 2020

Introduction

All Victorian employers are required to have a COVID Safe Plan

Under the COVID-19 Stage 4 restrictions for Victoria, there are new requirements for businesses. Certain services and industries will be able to remain operational, and will be required by law to have an up to date COVID Safe Plan

STA's obligations

Under the Stage 4 restrictions, workplaces that remain open must:

- have a COVID Safe Plan in place that is regularly updated (unless you are a small business with fewer than 5 employees)
- ensure that any workers that can work from home are able to do so
- collect records of all workers, subcontractors, customers and clients attending the work premises for 15 minutes or longer (certain exemptions will apply)
- one worker per four square metres of enclosed workspace or in shared areas
- unless an exemption applies, ensure that workers do not work across multiple sites, or for multiple employers
- ensure that workers are in good health - workers cannot work if they are unwell and employers must not require workers with symptoms to work
- if your worker is unwell, send them home and direct them to be tested. They must stay home until they have their result
- report any positive cases of coronavirus (COVID-19) to DHHS, Worksafe, Health and Safety Representatives, and notify your workforce
- regularly clean your facilities, shared spaces and provide additional cleaning supplies
- undertake risk assessments for cleaning and the potential closure of your workplace in certain situations

Our COVID Safe Plan

Our COVID Safe Plan helps protect our workers, customers and visitors and to prepare for a suspected or confirmed case of coronavirus (COVID-19) in our workplace.

The COVID Safe Plan sets out:

- actions to help prevent the introduction of coronavirus (COVID-19) in the workplace
- The level of face-covering or personal protective equipment (PPE) required for the workforce
- How we will prepare for, and respond to, a suspected or confirmed case of coronavirus (COVID-19) in the workplace

This plan demonstrate how STA Traffic Management will meet all of the requirements set out by the Victorian Government.

Business Details

Business Name:	STA Traffic Management Pty Ltd
Site Location(s):	Depot – 224 Whitehall Street, Yarraville 3013
Contact Person:	Brendan Morter (Business Manager)
Contact Phone:	0419 818 788
Date Prepared:	August 06 th , 2020

COVID Safe Management Plan – Requirements and Expectations

The following sections cover all STA Traffic Management employees and all subcontractor partners working on or engaged with current permitted projects. Subcontractor partners are free to implement their own COVID Safe Plans if they desire, however they must be at least as stringent as this plan for approval to operate under their own plan and meet all Government Requirements to operate during Stage 4 Restrictions.

1.1 Permitted Worker Requirements

STA Traffic Management Pty Ltd have issued a “Permitted Worker Permit” for all employees who are engaged in Traffic Control on current permitted projects or employees who may need to come into the office to undertake duties in fulfillment of essential services. As our operations are a 24/7/365 operation, these essential services include, but are not limited to:

- Managers and coordinators attending sites as, advisory work and continued safety audits
- Traffic Controllers undertaking essential safety management for sites
- Traffic Controllers undertaking “on call” emergency works
- Rostering and Operational controllers working from the office dispatching out employees and coordinating after hours activities
- Other personnel who need to come into the office at irregular times to conduct work

All workers have an individually signed document “Permitted Work Permit” that gives them authority under the permit to undertake our work during the Stage 4 restrictions in place.

Workers must carry this document with them at all times whilst they are working, in addition on site Traffic Controllers must have access to our electronic booking system “Traffio” to enable documented proof of times and sites attended.

1.2 Hygiene Requirements

1.2.1 Hand Sanitiser Stations

STA Traffic management will provide and promote hand sanitiser stations for use on entering the depot and throughout the premises and ensure adequate supplies of hand soap and paper towels are available for staff along with bins for correct immediate disposal of hand towels. All wash facilities have been labelled with Government issued correct hand washing posters to demonstrate correct techniques to better eliminate cross contamination of germs.

Hand sanitiser stations are conveniently placed throughout the office including on most workstations and on meeting room tables. Personnel using whiteboard markers / whiteboards and/or communal training tv’s or

equipment are requested to sanitise the markers used and the table locations at prior to leaving and record on the cleaning rosters placed on the wall, this includes kitchen and communal facilities.

1.2.2 Airflow

Where possible, and where employees are at the office, it is a start of day requirement to enhance airflow in the enclosed sections of the premises by opening windows and adjusting air conditioning as required to ensure adequate airflow through workspaces where practical.

In instances where Traffic Controllers are required to enter the same vehicle for set up and pack up purposes of job sites all PPE must be worn and it is recommended that windows are left down to ensure adequate airflow through the vehicle

1.2.3 Personal Protective Equipment Requirements

General

The requirements for PPE during the pandemic, documented below, is to be implemented in addition to any standard PPE expected of staff and contractors whilst working on a STA Traffic Management work site, Standard PPE on ALL worksites includes:

- Long pants
- Long shirt
- Safety boots
- Safety gloves
- Hard hat
- Safety glasses
- Hi Vis Vest
- White Overalls (Night work only)
- Face covering EXCEPT in the instance where an employee is spotting and clear communication with operators is critical to ensure the safety of employees

STA Traffic Management have provided staff with a once off monetary payment to assist in the purchase of a reusable/washable face covering for use during work times. Advice of any changes to procedures or protocols will be made through the regular channels of email and Traffio alerts as they become available. Management will regularly be monitoring the use of face coverings in the workplace to ensure continued and correct use.

In the event a staff member does not have reusable/washable face mask one will be provided.

Yarraville Office Area

All personnel entering, walking through or working inside the office area of Yarraville this includes employees, contractors, visitors and delivery drivers will be required to wear a face covering at all times when they are not on the phone in line with current government directions unless an exemption has been supplied. The face covering may be of any type, so long as it fulfills requirements of covering the nose and mouth when applied.

1.2.4 Training

Face Masks:

All personnel should follow directions provided in the safety bulletin sent 29th July regarding the correct use and disposal of face coverings. This bulletin is also attached to this document.

All STA personnel have been alerted on the wearing of masks, and any subcontractors or clients are expected to do the same for their own safety.

Hand and Cough Hygiene:

All depot hand washing facilities and common areas have been affixed with a correct hand washing and cough etiquette technique poster to ensure adequate hand washing and personal hygiene practices

Communal Area Cleaning:

All office-based staff have been briefed by regular office meetings on the requirements of high touch communal areas and completing cleaning logs

Sick or unwell employees:

Employees have been alerted by bulletin and posters around the worksite of symptoms to look out for related to COVID-19 and reminded regularly to isolate immediately and present for testing if they experience any.

1.2.5 High Touch Communal Areas

STA have identified but are not limiting the following areas as high touch communal areas:

Kitchen Benches

Water Filter

Board Room (chairs/tables/whiteboard/whiteboard markers/door handles/light switches/aircon remote)

Bathrooms and toilet facilities

Photo Copiers and Printers

Stationary Cupboards

Personnel are expected to wipe down as much as possible, any items they have touched whilst in a high-touch communal areas importantly the kitchen and board rooms and complete the cleaning log. This is good practice for your colleagues and helps stop the spread of any germs. The Depot has also moved from a once weekly clean to twice weekly in the attempt to stop any cross contamination of germs

High touch communal areas have been limited to different categories of staff in an extra step to avoid infection, these are as follows:

Traffic Controllers **MUST** not enter the office communal kitchen area at any time unless going through to the bathroom facilities, it is asked that they use the hand washing facilities within the bathroom and not the kitchen for hand washing purposes and are not permitted to use the fridges or enter the Board Room.

Office staff are to use the office kitchen facilities and only the toilet facilities located within the office building. All work stations have been allocated to an individual person and stationary labelled, hot desking is not permitted at any time.

The Coffee machine is currently **CLOSED** to all staff

1.3 Cleaning

1.3.1 Environmental Cleaning

A full office clean will be carried out twice weekly however all office areas shall be cleaned and disinfected at least twice daily. Those areas identified as high use communal areas (Kitchen/Board Room) must be cleaned after every use and cleaning logs have been put in place to be completed.

Returning vehicles to the depot are cleaned after every use and the cleaning declaration is signed by the Traffic Controller that drove the vehicle – The cleaning station is located outside the Board Room demountable

The increased environmental cleaning and segregation of employees working in different areas of the business helps ensure high touch surfaces are cleaned and disinfected regularly in addition to hygiene practices above by staff and that the amount of personnel cross contaminating surfaces is limited.

1.3.2 Cleaning products

STA utilise a third-party commercial cleaning organisation to ensure adequate supplies of cleaning products, including detergent and disinfectant are stored at the depots and available for use by cleaning staff twice daily. Cleaning staff are advised to ring Kathy Cellier (0419 880 933) should there be any issues associated with cleaning of the depot.

1.4 Physical Distancing and Limiting Workplace Attendance

1.4.1 Working from Home

STA Traffic Management have mandated that all staff that can work from home, must work from home, these positions include most administration, accounting and payroll positions. There are a few operational and Health and Safety positions where this has not been a suitable approach for operational and safety reasons (eg. Operational, Planning, Management and HR/auditing and training) modified practices have been implemented to minimise the risk to these employees. However, the vast majority of personnel are currently working from home. STA constantly review office attendance rosters and manage the staff that present themselves to the office and assess further positions that are able to work from home.

IT Equipment and Working From Home Employees

All staff that are working from home have been supplied all IT and office furniture requirements including computers, chairs and stationary and also submitted "Working From Home" completed checklists inclusive of photos of their workstations that have been sighted and approved by the OH&S officer. Employees have been instructed to take regular breaks and keep in regular contact with colleagues via online methods. All staff are still attending weekly meetings via online zoom functions.

STA Traffic understands the importance of mental health and well-being under these circumstances, where staff are isolated at home under "working from home" arrangements. Besides regular weekly meetings – senior staff members undertake separate check in zoom and telephone calls to verify the well-being of all staff on a one on one basis and invite unconditional feedback.

Staff are also reminded that where they require additional tools and equipment to enable them to work safely and ergonomically from home, they must contact HR for advice on how to proceed. No reasonable request will be denied.

1.4.2 Multiple Work Sites

STA Traffic Management recognise that Traffic Controllers and Site Auditors, by the very nature of their job, must undertake work at several worksites each day/week. However, every precaution has been taken to ensure that the same employees are attending the same sites or working within the same crew should they need to visit different locations where possible.

All Traffic Controllers MUST complete a Pre-Start COVID-19 declaration before commencing any shift and abide by all conditions in this plan and that of the client site being visited.

1.4.3 Employee and Visitor Screening

Each office entry is signposted as to entry requirements during the pandemic –

Office Staff are directed to immediately sanitise / wash their hands upon entry, take their temperature, and complete the log book. We have also implemented the policy of having the Covid Safe app activated whilst in the working environment.

Traffic Controllers are directed to sanitise their hands upon entering the work shed and complete the log book should they be spending more than 15 minutes in the Depot or using any high touch communal areas; le; bathroom facilities. They must also complete the COVID-19 declaration on their Traffio app prior to beginning work on any client site.

NO visitors shall be allowed into the office building unless prior arrangement has been made with management – this ensures appropriate PPE and other precautions can be implemented prior.

ANYONE spending more than a 15-minute period withing the premises MUST sign the log book of attendance.

All visitors, employees and contractors must wear face coverings at ALL times whilst in the depot

STA Traffic Management will not require employees to work when unwell or deemed a close contact of a positive person with COVID-19.

1.4.4 Working Area Space Requirements and Configurations

All work areas have been configured so that there is no more than one worker per four square meters of enclosed workspace and floor markings have been placed. Employees workstations have been rearranged to ensure 1.5 meters between employees and where possible to ensure they are not facing each other or have a face height partition.

Employees who are at the workplace must ensure they are spaced at least 1.5m apart at all times and spacing markers have been fixed in high communal areas – the are represented by green dots indicating the need for 1.5 meter distance.

Enclosed common areas such as the Board Room have been affixed with maximum person limits determined by the size of the room to ensure the 4 square meter rule is adhered to at all time – this limit is 12

All communal waiting room furniture has been removed or cordoned off

1.4.5 Employee Entry / Exit to Workplace

Due to the high number of unexpected visitors and jobseekers attending our depot unannounced the main entrance door has been permanently locked and signs placed for delivery personnel to leave parcels.

Office staff have been instructed to enter and exit through the work shed door.

Traffic Controllers are not permitted entry to the Office Building at any time and have been instructed to remain in the work shed and office staff will attend to them should they need assistance. Entry and Exit for Traffic Controllers to the work shed is contactless through the large roller doors.

1.4.6 Physical Distancing Rules and Training in the Workplace

Staff both in the Office and the Field have been advised about the need for social distancing in both work and social interactions to limit the potential spread of germs. Any updates to these requirements will be communicated via staff bulletins and weekly meetings

The Depot has numerous signage posters with clear instructions of Social Distancing requirements

1.4.7 Delivery Protocols

Given the high volume of visitors and jobseekers arriving to the depot unannounced the front door has been permanently locked. A sign has been placed for any delivery drivers to leave parcels at the door for contactless delivery. Should they need assistance or a mandatory signature they have been instructed to call the office number and someone will attend to them.

1.4.8 Work Rosters and Timetables

Any staff taking a lunchbreak are requested wherever possible to stagger their breaks with anybody else at the workplace to avoid congregation in common areas both at the Depot and whilst out on client sites.

Office staff are very limited at the moment so the need for staggered shift times is not necessary at this time as there is adequate space to accommodate safely those attending the workplace

Traffic Control rosters will not need to change during the pandemic. Crews start at different times, and generally go straight to a job site from their home base, so do not need to congregate at the Depot. The introduction of our online booking system allows crews to receive their jobs electronically before they leave home with all site details and forms needed.

Those staff still attending the depot to collect vehicles have been advised to not hang around in the depot for unnecessary time and all high traffic areas such as the Key Board wall have been marked with distancing dots.

STA Traffic Management will review and update work rosters and timetables where necessary to ensure temporal as well as physical distancing is maintainable.

1.5 Record Keeping

1.5.1 Site Attendance and Employee Contact Details

Onsite crews (Traffic Controllers) are to ensure all attendees at a work site sign onto the JSEA / Prestart document prior to entering the site either manually on paper or via the electronic Traffio app and complete the COVID-19 declaration. This ensures a record of attendance at the site is available, as well as for safety reasons. All Traffic Controllers contact details are regularly kept up to date to ensure that they receive any job bookings, this will assist in the event that the details are needed for contact tracing.

All Office employees, visitors, contractors or other personnel that access communal parts of the Depot or remain at the premises for longer than a 15-minute period are required to complete the log book with time and contact details.

All records are used solely for the purposes of contact tracing in the event of a COVID-19 response. STA Traffic Management ensures that these records will be stored confidentially and used only for the intended purpose.

STA Traffic Management has implemented the use of the Government CovidSAFE app in the workplace and has strongly encouraged all employees to leave the app turned on during their personal time outside of the workplace to assist in the event that contact tracing is needed.

1.5.2 OHS Reporting

Where a STA Traffic Management employee has been confirmed as a positive COVID-19 case, the HR and Business Manager must be informed immediately so that Operational management and Executive management of STA can be alerted, and also so an incident can be entered and distributed as needed. This is also a requirement under WorkSafe Victoria recent changes to the incident notification regulations as they relate to COVID-19.

1.6 Managing Suspected or Confirmed COVID-19 Cases

1.6.1 Outbreak management

STA Traffic management have substantially reduced the risk of an outbreak of COVID-19 emerging in the workplace due to the following key mandatory activities:

- Where personnel can work from home, they are working from home. Assessments and arrangements for equipment to allow people to work from home comfortably have been made available and in place since the pandemic began in March. Other employees have been staggered on days that they attend the depot.
- Staff bulletins and policies make it clear that, in all circumstances STA management representatives are to made immediately aware if they are suspected of or have a close contact with a person suspect of or being diagnosed with Covid-19 and if they decide to get a Covid -19 test.
- A selected group of staff are nominated as the CV-19 Committee and hold a weekly meeting with where all aspects relating to and updating our CovidSAFE plan are viewed and updated as required.
- Actions resulting from the CovidSAFE committee meetings are reported and communicated accordingly.
- Traffic Control Crews are operating as autonomous groups and most receive their work electronically through the integrated Traffio system. There is little reason for workers to attend the office unless they are undertaking planned works, collecting or returning a vehicle or for other urgent matters not able to be dealt with remotely.
- Office staff who need to work from the office are able to practice social distancing due to the vastly reduced numbers at the workplace and the office space.
- Sanitisation, cleaning protocols and temperature checks are in place and enacted daily upon entry to the workplace to ensure good personal hygiene is being practised.
- Adequate signage has been distributed around the depot on reducing the spread of COVID-19 and adequate hand washing and social distancing measures
- Other measures will be considered and documented in this plan as requirements, expectations or needs change.

Contact Tracing

In the event of a positive diagnosis of COVID-19 of a STA Traffic Management employee we stand ready to assist DHHS personnel with contact tracing through provision of staff and visitor records to support their work and will prepare any recorded movements of the infected person during work hours of the last 48 hour period.

In the event contact tracing is required, STA will be able to offer the following to DHHS:

- Integrated booking Traffio notes to determine crews on site and their names at various dates and times
- Travel and site attendance logs attached to Workers Permits for any employees that are not on the Traffio booking system but attending different work sites for Safety or Operational purposes

- Depot log books for any personnel either employee, visitor or contractor that used the facilities or remained in the premises for more than 15 minutes
- GPS tracking systems are fitted to all vehicles and reports can be generated of their locations on specific dates
- Office meeting minutes are taken with attendees present

Business Continuity Plan

STA Traffic Management has sectioned our business and restricted access points to communal areas in the event that a COVID-19 case is recorded we are able to isolate the attended areas by the infected person and continue delivery essential work in other areas.

In the event that a Traffic Controller is tested positive that person and all related crew members will be immediately sent home and any vehicles or equipment used will be isolated with warning tape until such a time as they have been cleaned effectively. Other non-contact Traffic Controllers will be used to continue to provide essential traffic control functions during the quarantine period of the infected people.

In the event that an office staff member tests positive, they will immediately be sent home from the workplace and all identified people that had been in close contact with that person will be asked to quarantine and the office undergo a deep clean. It is then proposed that those staff that have been working from home and not attended the office be replaced with the staff that will be required to quarantine.

With the sectioned areas, staff alternation and staggered attendance to the office along with all other cleaning and personal hygiene protocols STA Traffic Management believe that we are able to continue to provide essential safety Traffic Control to our clients during this unprecedented time. We are committed to continually updating our protocols and practices in line with Government directions and Health Guidelines.

STA Traffic Management will contact all contractors, clients and effected stakeholders that could possibly be at risk from the infected employee by the means of phone, email or other emergency contact means. It is the responsibility of all employees to alert the relevant management immediately upon learning of a positive diagnosis.

Pandemic Cleaning

After diagnosis of a positive case of COVID-19 amongst employees, the management team will be convened as an emergency priority and an assessment of whether the workplace or parts of it need to be closed and relevant third part deep cleaning company engaged. Information sourced from the diagnosed case with respect to movements of the employee and the relevant infectious period will be used as input into this decision-making process.

Where the workplace needs to be closed, a pandemic clean will be arranged with the cleaning company and a formal evaluation of its cleanliness made by an occupational hygienist prior to reopening of the workplace in conjunction with DHHS guidelines.

The deep cleaning specialists that STA Traffic Management will engage is Clarke Solutions, 585 Little Collins St, Melbourne 3000

1.6.2 Suspected COVID-19 Cases - Employees

All personnel working on the contract are not to attend work if unwell, even if the symptoms are mild. If a person does find themselves un well they are to:

- Immediately isolate themselves from anybody else

- Contact their manager and advise they have been feeling unwell. The line manager will make an assessment as to whether other people (eg. Other crew members) should be stood down at home whilst the test is undertaken by the employee as a precaution.
- Make an appointment with their GP through telehealth and obtain a referral for a COVID-19 test.
- Take a COVID-19 test at a suitable location close to their home and immediately self-isolate at home whilst awaiting results.

STA Traffic Managements Business or HR Manager is to be informed immediately of any suspected case of COVID-19 arising, so that preparatory work for advising senior management, WorkSafe, Clients and incident reporting can occur.

1.6.3 Suspected COVID-19 Cases – Subcontractors or Client Employees

In the event a subcontractor or client suspects one of their employees may have COVID-19 the following must occur:

- Immediately isolate themselves from anybody else
- Contact the Business or HR Manager and advise they have an employee who has reported feeling unwell, they will make an assessment in consultation with the subcontractor or client and in accordance with their pandemic COVIDsafe Plan as to whether other people (eg. Other crew and close contacts) should be stood down at home whilst the test is undertaken by the employee as a precaution.
- Request the subcontractor or client's employee make an appointment with their GP through telehealth and obtain a referral for a COVID-19 test.
- Take a COVID-19 test at a suitable location close to their home and immediately self-isolate at home whilst awaiting results. STA Traffic Management will request they begin preliminary contact tracing at this time

The subcontractor or client is responsible for notifying WorkSafe Victoria if a confirmed diagnosis of COVID-19 is made for one of their employees. Should any STA Traffic Management subcontractor or client require assistance in this regard they are to contact the Business Manager immediately.

1.6.4 Notification Protocols

STA Traffic Management will notify its employees, clients and any site visitors of a confirmed or highly suspected case as the circumstances present and are deemed notifiable. This will assist in any contact tracing information that may need to occur. Notifications to the workforce may be via email, toolbox meetings, text message or individual communications.

In the event of a highly suspected case STA Traffic Management will ensure that anyone else who was not directly identified as a close contact is aware to monitor any symptoms they may experience and immediately isolate and present for testing in the event they occur.

In addition, any confirmed case will be notified to WorkSafe Victoria via WorkSafe's protocols online, by the Business or HR Manager immediately.

1.6.5 Re-opening Workplaces Safely

Workers shall only be permitted to attend work at the Depot or any infected worksite under the HR or Business Managers guidance. They will work closely with the cleaning company and all DHHS directions to ensure that the worksite or Depot is safe to re-enter for employees.

Further Information and related correspondence

STA Traffic Managements main priority during this difficult time is the health and safety of our employees, their families, clients and the wider community. We take every approach possible to communicate with our workforce any updated policies and protocols as they are released by the Government. All related communication bulletins and correspondence that has been issued to employees in reference to our COVID-19 response is available.

Should any personnel require further information in relation to matters documented above, they should contact their manager in the first instance.

Any feedback for updating / enhancing this plan should be directed to Carly Jonsson at carly@statraffic.com.au

Carly Jonsson

HR Manager

August 6th 2020