



CORONAVIRUS (COVID-19) SAFE PLAN

**CIVIL CONSTRUCTION
HUMAN RESOURCES
ELISE HECKMAN**

1. EMPLOYER STATEMENT

To Whom It May Concern,

Our ANZIC Classification:

- E CONSTRUCTION
- Subdivision 32 CONSTRUCTION SERVICES
- Group 321 LAND DEVELOPMENT AND SITE PREPARATION SERVICES
- Class 3212 Site Preparation Services

We are mainly engaged in earthmoving work such as levelling of construction sites, excavation of foundations, trench digging or removal of overburden.

We are currently major contractors for the following critical and essential infrastructure and services works for the Victorian Government.

The holder of this CoVID-19 Safe Plan will produce photo identification to verify their identity if requested by an appropriately authorised person including a Police Officer or a Protective Services Officer.

Should you have any questions concerning the validity of this letter, please do not hesitate to contact me.

Yours faithfully,



Elise Heckman

National Human Resources Manager (MAHRI)

EPH Enterprises Pty Ltd ('EPH')

Willson Plant & Equipment Pty Ltd ('WPE')

ESG Services Pty Ltd ('ESG')

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2. PURPOSE OF THE COVID-19 SAFE PLAN:

The following plan details EPH, ESG and WPE's actions towards reducing their employee's exposure to CoVID-19 and how they will respond to a confirmed or suspected positive CoVID-19 case in the workplace.

The plan sets out:

- Page 4 – 7: Actions to help prevent the introduction of coronavirus (COVID-19) in the workplace
- Page 8: The level of face-covering or personal protective equipment (PPE) required for the workforce
- Page 15: How it will prepare for, and respond to, a suspected or confirmed case of coronavirus (COVID19) in the workplace
- Page 15: Employer acknowledgement

This strategic preparedness and plan outline the measures that EPH, ESG and WPE are taking to support our employees at work whilst maintaining their financial viability.

The document translates what we know so far about CoVID-19 into actions that guide the efforts of our Managers when developing their operational plans.

Please note: EPH, ESG and WPE may make changes to the plan in response to the changing conditions and circumstances surrounding CoVID-19. Government advice is changing all the time. The particular hazards relating locations, work activities and environments may differ significantly from those suggested here. Users of this response plan are therefore advised to evaluate its contents thoroughly and adapt it to suit the requirements of each individual situation.

Last Updated: 5:09pm on the 18th of February 2021

3. SAFETY AND PREVENTION:

Hazard	Harm That The Hazard Could Cause	Level of Risk	Actions	Controls Currently in Place	Actioned by	Date Completed	Maintenance and Review
COVID-19 from clients, subcontractors and employees who are infected	Employees, subcontractors or clients catching COVID-19 (could result in serious illness or death)	Moderate, while there are only a few local cases the consequences may be severe	Keeping employees informed	<p>Senior Management is actively working to keep themselves and their employees up to date with incoming information from the Government.</p> <p>EPH has updated its internal policies regarding Fitness for Work, Working From Home and Flexible Working Arrangements to enable appropriate responses to the changing circumstances.</p> <ul style="list-style-type: none"> • CoVID-19 Information posters are available on all EPH, ESG and WPE locations informing employees of the symptoms, resources, contact information and safety protocols • FAQ Information document available to all employees regarding leave provisions, how to respond to a suspected case of CoVID and more • Hand washing instructions have been placed on the back of toilet doors and at sinks • Information cards have been placed in the kitchen reminding employees to wash their hands and the fruit • Employees are provided with a copy of this CoVID-19 Safe Plan • Employees receive regular updates from HR that passes on and reinforces key Government public health messages. Such as: <ul style="list-style-type: none"> ○ cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing ○ put used tissues in the bin straight away wash hands regularly with soap and water for at least 	Elise Heckman	18 th February 2021	1 st March 2021

				<p>20 seconds (use hand sanitiser gel if soap and water are not available)</p> <ul style="list-style-type: none"> ○ avoid close contact with people who are unwell ○ clean and disinfect frequently touched objects and surfaces do not touch face, eyes, nose or mouth if hands are not clean. 			
Hazard	Harm That The Hazard Could Cause	Level of Risk	Actions	Controls Currently in Place	Actioned by	Date Completed	Maintenance and Review
COVID-19 from clients, subcontractors and employees who are infected	Employees, subcontractors or clients catching COVID-19 (could result in serious illness or death)	Moderate, while there are only a few local cases the consequences may be severe	Employee and workplace hygiene	<p><u>General Actions:</u></p> <ul style="list-style-type: none"> • Reporting to work unwell – Employees are to report any flu-like symptoms to HR, stay away from the workplace and to seek advice from a health care professional. HR will support employees throughout the process. Employees are prohibited from working when unwell • Positive or active cases of CoVID will be supported as per the 'Response Plan' attached to this CoVID-19 Safe Plan • All employee information, such as emergency contact details, are up to date • Subcontractors and Visitors must sign in at the Reception iPad to support record keeping and contract tracing. Managers maintain timesheets via Payroll systems, KeyPay, the ESG Portal and Excel Spreadsheets, to act as employee record keeping; which would assist in the event that an employee becomes well and the DHHS require contact tracing • The WPE Dandenong Yard keeps all roller doors open to enable airflow. The ESG sites are based on remote paddock/land which has free flowing fresh air. • EPH, ESG and WPE funded flu vaccinations 	Elise Heckman	18 th February 2021	1 st March 2021

COVID-19 from clients, subcontractors and employees who are infected	Employees, subcontractors or clients catching COVID-19 (could result in serious illness or death)	Moderate, while there are only a few local cases the consequences may be severe	Employee and workplace hygiene	<p><u>Environmental Cleaning:</u></p> <ul style="list-style-type: none"> All Head Office buildings are cleaned every Monday, Wednesday and Friday. Cleaner has been instructed to clean frequently touched surfaces including counters, handrails, doors, phones and keyboards There are adequate supplies of cleaning products, including detergent and disinfectant. These are ordered periodically by the Receptionist. Employees to report if they have insufficient supplies to Human Resources 	Elise Heckman	18 th February 2021	1 st March 2021
Hazard	Harm That The Hazard Could Cause	Level of Risk	Actions	Controls Currently in Place	Actioned by	Date Completed	Maintenance and Review
COVID-19 from clients, subcontractors and employees who are infected	Employees, subcontractors or clients catching COVID-19 (could result in serious illness or death)	Moderate, while there are only a few local cases the consequences may be severe	Social distancing	<ul style="list-style-type: none"> Microsoft/Skype/Zoom meetings to be conducted as opposed to face-to-face interactions Encouraging employees to work from home to maintain minimal on-site capacities Employees are permitted to attend external training events where safe in some states such as QLD and NSW. VIC external training has been prohibited until the end of the Stage 4 Lockdown (Feb 2021). <p><u>Social Distancing (4 Square Metre Rule):</u></p> <ul style="list-style-type: none"> As per VIC Stage 4 Lockdown (February 2021), EPH has reduced on-site office based employees to 50%. All other employees work from home and/or remotely. Subcontractors or other external visitors are not permitted to enter all EPH and ESG offices past the reception desk Doors, where possible, are left open to each location to allow for airflow The set out of each location has been altered so that: 	Elise Heckman	18 th February 2021	1 st March 2021

				<ul style="list-style-type: none"> a) there is no more than one worker per four square meters of enclosed workspace b) workers are spaced at least 1.5m apart c) there is no more than one member of the public per four square meters of publicly available space. <ul style="list-style-type: none"> • Chairs have been removed from the lunchroom to prohibit over capacities • Only site based employees (ie, Leading Hands, Machine Operators and Regional Support Managers) are allowed in and out of ESG sites. • Employees are required to practice social distancing, as per several informational posters across all sites, offices and locations, whilst in and out of work; especially when involved in workplace activities: <ul style="list-style-type: none"> ○ Avoiding nonessential contact with others ○ Keeping a safe distance of at least 2 metres (about 3 steps) from others whenever possible ○ Avoiding physical contact (eg hugs, handshakes, etc) <p><u>Communal Areas:</u></p> <ul style="list-style-type: none"> • Established maximum occupancy limits for boardrooms, lunchrooms and kitchens (eg, Boardroom maximum of 6 persons) • All employees are to have staggered lunch breaks to avoid room over-capacities and too many employees meeting in one location; this has been arranged with the Accounts and Operations Departments who have a lunch roster that does not require all employees to take a break at the same time • WPE Truck Drivers are not to meet in groups or exit their vehicles when on-site 			
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				<p><u>Workforce bubble:</u></p> <ul style="list-style-type: none"> • All ESG site employees have been mailed via express post, log books to trace their movements according to government regulations • All ESG employees, unless casual, are required to remain at the one site location unless specified otherwise to minimise movement • All employees working from the office are to perform the same hours each day from the same location; for example, 8am to 5pm at Nunawading. Employees are not to travel or move from one office location to another until advised otherwise 			
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<p>COVID-19 from clients, subcontractors and employees who are infected</p>	<p>Employees, subcontractors or clients catching COVID-19 (could result in serious illness or death)</p>	<p>Moderate, while there are only a few local cases the consequences may be severe</p>	<p>Employee and workplace hygiene</p>	<p><u>Personal Protective Equipment (PPE):</u></p> <p>Employees must wear the required PPE at all times.</p> <ul style="list-style-type: none"> All VIC Employees are required to wear a Face Mask in the workplace as per latest DHHS requirements. Spare, disposable face masks are available in the HR Office Compliance with Face Mask wearing is monitored by Management and non-compliance is unacceptable unless a lawful, medical reason is provided Hand sanitiser stations is provided and promoted for use on entering building and other locations in the worksite. There are adequate supplies of hand soap and paper towels available all employees at all locations. How to use hand sanitisers and/or wash hands, are instructions on the back of toilet doors and above all sinks. Employees are responsible for reporting to Human Resources if they do not have enough sanitisation items Latex gloves have been made available for all Employees handling paper dockets ESG site offices are equipped with disinfectant and hand sanitisers WPE trucks are equipped with disinfectants and wipes with the expectation that trucks are cleaned every morning Hand sanitiser are provided in four large automatic dispensers at EPH Nunawading Hand sanitisers have been provided to all EPH, ESG and WPE employees across VIC, NSW and QLD Hand sanitisers, small bottles, have been placed on communal office spaces of all employees 	<p>Elise Heckman</p>	<p>18th February 2021</p>	<p>1st March 2021</p>
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Hazard	Harm That The Hazard Could Cause	Level of Risk	Actions	Controls Currently in Place	Actioned by	Date Completed	Maintenance and Review
Fatigue from working longer hours to meet high demand	Injury to employees or others from fatigue related accidents or illness resulting from fatigue	High	Control Workloads	<ul style="list-style-type: none"> Ensure maximum shift lengths and maximum starts per week are observed to prevent fatigue Ensure breaks are provided Employees reporting feeling tired are sent home and driven or offered a taxi if necessary 	Elise Heckman	18 th February 2021	1 st March 2021
Hazard	Harm That The Hazard Could Cause	Level of Risk	Actions	Controls Currently in Place	Actioned by	Date Completed	Maintenance and Review
Client and subcontractor aggression	Physical or psychological injury to employees	High	Managerial Support	<ul style="list-style-type: none"> Manager prioritises assisting employees with upset clients to enables employees to remove themselves if they feel necessary Managers contact subcontractors and clients on an employee's behalf to address any concerns WPE Truck Drivers can report aggressive customers to the Fleet Manager (WPE) or HR Processes are in place to ban abusive and violent subcontractors/clients from EPH, ESG and WPE Employees have access to psychological support through HR and their managers 	Elise Heckman	18 th February 2021	1 st March 2021

Hazard	Harm That The Hazard Could Cause	Level of Risk	Actions	Controls Currently in Place	Actioned by	Date Completed	Maintenance and Review
Hazards caused by lack of information or inaccurate information being circulated	Physical or psychological injury to employees	High	Supporting employees during the CoVID-19 Pandemic	<ul style="list-style-type: none"> Established a CoVID Information and Resources folder in Microsoft Teams > Group Human Resources General Management, Directors and HR are providing regular emailed updates of the organisation's plans HR monitoring official advice from the Government Employees have access to links for Mental Health support services in Microsoft Teams. HR has updated and reminded as to the location of the links to Mental Health support services via email Managers checking in with their team members to see how they are faring HR conducted training with all Managers (EPH, ESG and WPE) on the 8th of April 2020 on the topic, 'Managing Teams & The Unknown During CoVID-19' and 'Managin Distributed Workforces' on the 3rd of September 2020. 	Elise Heckman	18 th February 2021	1 st March 2021
Hazard	Harm That The Hazard Could Cause	Level of Risk	Actions	Controls Currently in Place	Actioned by	Date Completed	Maintenance and Review
Travelling	Risk of contracting CoVID by requiring interstate and local travel	Moderate to High	Travel Restrictions	<ul style="list-style-type: none"> All required to inform their manager if they share accommodation with anyone working at another high-risk workplace Managers advised of protocols regarding interstate travel; isolating, CoVID Testing and border entry passes. Drivers encouraged to stop congregating in groups during rest breaks 	Elise Heckman	18 th February 2021	1 st March 2021

Hazard	Harm That The Hazard Could Cause	Level of Risk	Actions	Controls Currently in Place	Actioned by	Date Completed	Maintenance and Review
Impaired ability to hold business related meetings and training	Employees and clients contracting CoVID from participating in face to face meetings	Moderate to High	Social Distancing	<ul style="list-style-type: none"> Encouraging Microsoft Teams video conferencing Face-to-face meetings/recruitment is permissible where safe in NSW and QLD Microsoft/Skype/Zoom meetings to be conducted as opposed to face-to-face interactions Employees are permitted to attend external training events where safe 	Elise Heckman	18 th February 2021	1 st March 2021

4. RESPONSE PLAN:

4.1 Business continuity plan to consider the impacts of an outbreak and potential closure of our workplaces.

Hazard	Harm That The Hazard Could Cause	Level of Risk	Actions	Controls Currently in Place	Actioned by	Date Completed	Maintenance and Review
Economic downturn	Crisis management and business continuity hazards caused by the pandemic emergency	Low to moderate	Managing Leave Provisions	<ul style="list-style-type: none"> Risk Management Team established comprising of the Senior Management Team Employees with children are encouraged to utilise their carer's leave entitlement if needed FAQ Document regarding leave entitlements have been provided to all EPH, ESG and WPE employees All Managers have been advised of their employees' leave entitlements Non-essential business expenditure has been put on hold; including credit cards and 'Fruit To Work' 	Elise Heckman	18 th February 2021	1 st March 2021
Hazard	Harm That The Hazard Could Cause	Level of Risk	Actions	Controls Currently in Place	Actioned by	Date Completed	Maintenance and Review
Lockdown impeding business operations	Physical or psychological changes for employees	High	Flexible Work Practices	<ul style="list-style-type: none"> A review was conducted of employees that can work from home in March 2020 IT and phone systems are being reconfigured to allow remote working for the majority of EPH and ESG office-based 80% of EPH VIC Head Office employees can work from home. The remaining employees are on-site office-based and are considered essential 100% of WPE employees can work remotely 	Elise Heckman	18 th February 2021	1 st March 2021

				<ul style="list-style-type: none"> • 100% of the EPH NSW Team can work from home • 80% of the EPH QLD Team, can work from home • Internal EPH, ESG and WPE correspondence must be place in the in/out boxes, sent via express postal mail or, if an emergency, sent scanned via email; • EPH and ESG Working From Home Policies have been updated • EPH and ESG Fitness for Work Policies have been updated • Working From Home Forms have been finalised, assessed and outcomes communicated to managers 			
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4.2 Steps to manage a suspected or confirmed case in an employee during work hours

1. Human Resources (HR) to be contacted immediately on 0455 027 677;
2. The Employee is not to arrive work and must remain isolated at home or, seek medical assistance. If they are at work, HR or the Employee's manager to remove the Employee from the premises to await transportation. The Employee is to seek medical assistance and self-isolate;
3. HR and Manager to determine what areas of the workplace were visited or used by the confirmed case by referring to records of employee attendance at the workplace;
4. HR to contact DHHS, Worksafe (13 23 60), Health and Safety Representatives;
5. HR to consult with DHHS on whether the workplace or part of the workplace is required to close for a short period to facilitate cleaning and enable contact tracing. DHHS will determine whether to assign an outbreak management team and deploy DHHS to attend the workplace to perform a risk assessment and provide advice;
6. HR to work with DHHS to provide details that will assist in contact tracing such as records of employee attendance and up-to-date contact details for employees should they be required. DHHS will contact anyone who is identified as a close contact of the case. In some circumstances, DHHS will ask HR to make first contact with relevant employees members with agreed messages;
7. Outside doors and windows are to be opened to increase air circulation and close off the affected area before commencing cleaning and disinfection;
8. HR to organise for the cleaning and disinfecting of all areas that were used by the confirmed case. The workplace or part of the workplace as determined by DHHS should remain closed until this is completed;

9. Any employee who tests positive for coronavirus (COVID-19) is to remain at home in self-isolation until they have been notified by DHHS that they have met the criteria for release. The employee must follow DHHS guidance and the Group's policy with regards to return to work;
10. HR to ensure employees who are identified to be close contacts of a person with coronavirus (COVID-19) by DHHS do not come to work for 14 days after their last close contact with the positive case, as they must self-quarantine for this period. During self-quarantine, the employee should watch for symptoms and seek medical assessment and testing if they develop symptoms such as fever, sore throat, runny nose, shortness of breath or a loss of their sense of taste or smell;
11. If the case or cases are deemed an outbreak, DHHS will maintain active involvement throughout the course of the outbreak including providing advice on when the workplace can re-open or when the outbreak is considered resolved;
12. HR will work with DHHS to ensure that all appropriate preventative measures have been taken prior to reopening the business;
13. Following a coronavirus (COVID-19) case at a workplace, risk management controls and infection prevention measures will be reviewed by the Senior Management Team in order to reduce risk of further coronavirus (COVID-19) exposures; and
14. HR and the Managers will keep employees updated.

5. EMPLOYER ACKNOWLEDGEMENT:

I acknowledge on behalf of all three organisations, that I understand my responsibilities and have implemented this COVID-19 Safe Plan in the workplace.

Signature:



Elise Heckman

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Date: 18th February 2021