



# COVID-19 STAGE 4 SAFETY PROCEDURES ALL SITES



At a minimum, Future Recycling has implemented the following changes.

As we continue to closely monitor the developments in relation to COVID-19, our top priority is the health of our employees, customers and suppliers. We have a duty to also ensure that our critical waste operations remain available to provide much needed employment as well as providing a vital service to our customers until otherwise notified by the Government.

Future Recycling have decided to take the following steps inline with community expectations and Government Regulations:

- Maintain social distancing at all times – stay a minimum of 1.5 metres away from other people
- Maintain personal and equipment cleaning and sanitising as per advice document “COVID-19 – Workplace Cleaning” overleaf
- No more than one person at the weighbridge office at a time
- No more than one person out of the vehicle at a time
- Customer vehicle numbers on site are to be monitored and limited to ensure that social interaction is kept to a minimum
- Customer, visitor, contractor and delivery driver names and phone numbers are to be recorded
- Gatherings of more than two people anywhere on site is prohibited
- Staff will not handle or sign any paperwork, transactions are to be paperless at all sites and between sites
- Inform customers that the turn-around of deliveries may be slower than normal due to the necessary human interaction restrictions and tell them of those restrictions
- Deliveries will only be accepted if social distancing measures can be adhered to
- Loads will only be accepted if the material can be tipped by the supplier’s own vehicle or if the material is loose, contained in containers/stillages that can be offloaded by mobile plant. We will not permit any loads that require manual handling by Future Recycling staff
- Once the material is unloaded, customers will be required to weigh out and leave the site promptly
- Washroom facilities for customers will be unavailable on site to avoid any possible cross contamination
- Employees must wear their own PPE, it must not to be shared with other employees
- Masks – all staff, yard, office and drivers are required to wear a mask at our Dandenong, Hallam, Truck-yard, Pakenham and Shepparton sites. All customers and visitors to these sites are also required to wear a mask as per current Victorian law. Drivers and staff when in a vehicle are only required to wear a mask if another person is present. All used PPE, including masks, are to be disposed of in any of the general rubbish receptacles provided and not left discarded around the workplace
- Meals at work – as from Monday 3rd August 2020, all staff, contractors and owner drivers must bring meals and drinks to work. No staff will be allowed to leave any of our work sites to purchase food or drinks during working hours and all take-away food trucks will also be banned from our sites

**Future Recycling reserves the right to turn away customers if these policies cannot be followed. Should any customers display any symptoms of COVID-19 we will ask them to leave our premises in order to protect those on site.**

## SITE CLEANING PROTOCOLS

### OFFICE

- Wipe and clean common use office equipment a minimum of 3 times per day
- Clean lunch room and toilets 3 times per day
- Reduce cash and payment handling
- Cleaners come in every night

### OPERATIONS

- Implement safety barriers and floor markings to create social distancing
- Sanitise equipment and vehicles between different operators
- No customer assistance while unloading
- Clean lunchroom and toilets 3 times per day
- Hold regular toolbox talks to remind staff of the need for sanitising, social distancing, wearing of masks and other PPE as required

### TRANSPORT OPERATIONS:

- Have information signage and sanitising stations positioned around the whole site for all staff and customers
- All trucks to have hand sanitiser and alcohol based wipes
- Drivers to keep social distances while in the yard and refueling, no standing around chatting
- Drivers not to use the washroom facilities at Dandenong or Hallam
- All vehicles to be cleaned and sanitised at the start and end of a shift if there is to be a driver change
- Cleaners come in 5 nights per week
- Transport Manager to wipe down door handles, driver trays and common use equipment such as fridge and kettle handles with alcohol based wipes each morning and night
- Hold regular toolbox talks to remind staff of the need for sanitising, social distancing, wearing of masks and other PPE as required

## PROCEDURES IF THERE IS A CONFIRMED CASE OF COVID-19

- **ISOLATE:** Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.
- **INFORM:** Notify Worksafe Victoria on 13 23 60. Follow the advice of health officials.
- **TRANSPORT:** Ensure the person has transport to their home or to a medical facility.
- **CLEAN:** Clean the area where the person was working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning.
- **IDENTIFY:** Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.
- **CLEAN:** Clean the area where the close contact people were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.
- **REVIEW:** Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

**MANDATORY REPORTING** – as from the 28th July 2020, if a confirmed case of COVID-19, eg positive test result, happens at work the person with management control of the workplace must notify Worksafe Victoria immediately on 13 23 60.

This applies if any employee, contractor, employee of a contractor or self employed person receives a confirmed diagnosis of coronavirus and has attended the workplace up to 14 days prior to the onset of symptoms or the confirmed diagnosis.

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