

Business name: Hydro-Chem Pty Ltd
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HydroChem is a permitted industry under the Victorian Department of Health and Human Services definition:

Permitted industry/activity	PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES – Biosecurity and public health (Water treatment services for the prevention of legionnaires disease)
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For the latest information on restrictions in Victoria, visit coronavirus.vic.gov.au




Practice physical distancing

Requirements and recommendations	Action
 You must apply the relevant density quotient to configure shared work areas and publicly accessible spaces. <ul style="list-style-type: none"> Shared work areas are only accessible to workers, and should only include workers in the density quotient. Publicly accessible spaces should include members of the public, and may include workers if they share the space on an ongoing basis. Further information can be found at coronavirus.vic.gov.au 	<ul style="list-style-type: none"> All shared spaces display signage stating maximum people allowed in that space. Zoning implemented which restricts numbers in each area of the building/warehouse. Current density quotient – 1 person per 4m². No spaces shared with General Public on site.
Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres. This can be done by: <ul style="list-style-type: none"> Displaying signs to show patron limits at the entrance of enclosed areas where density quotients apply for your workplace You may also consider: <ul style="list-style-type: none"> Minimising the build-up of people waiting to enter and exit the workplace. Using floor markings to provide minimum physical distancing guides. Reviewing delivery protocols to limit contact between delivery drivers and workers. 	<ul style="list-style-type: none"> Visitors to site are greeted at reception. Density quota signage displayed in each meeting room Site has been zoned, each zone has different points for entry and exit. Varying start and finish times also mean no congestion at entry/exit points.

Requirements and recommendations	Action
<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</p> <ul style="list-style-type: none"> Informing workers to follow current public health directions when carpooling. This can be found at coronavirus.vic.gov.au 	<ul style="list-style-type: none"> COVID-19 Awareness program completed by all staff Current public health directions are shared with all staff via internal communications (Microsoft Teams) as changes occur. Main points are highlighted in each communication Social distancing signage displayed in lunch areas
<p>You may be required to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions.</p>	<ul style="list-style-type: none"> Roles that can be performed from home or can be adapted have been identified. Working arrangements adapted to enable working from home. Regularly assess staff in attendance at the workplace against current directions to determine where staff are required to be in accordance with current directions.
<p>Workers working across multiple sites.</p>	<p>Field service workers permitted to work across multiple sites. Victorian Department of Health and Human Services has advised that water treatment is covered by direction (18) of the Government’s “Directions from Public Health Commander in accordance with emergency powers arising from declared state of emergency”.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Reducing work across multiple sites</i></p> <p>(17) Subject to clause 6(18), an employer must not require or permit a worker to perform work at more than one Work Premises of the employer.</p> <p>(18) Sub-clause 6(17) does not apply where it is not practicable to limit a worker to only one Work Premises.</p> <p><i>Example: healthcare and social care workers, tradespeople performing essential repairs.</i></p> </div>




Wear a face mask

Requirements and recommendations	Action
 You must ensure all workers adhere to current face mask requirements, as outlined at https://www.coronavirus.vic.gov.au/face-masks	<ul style="list-style-type: none"> • All workers are instructed to adhere to the current face mask requirements. • Instruction provided via Microsoft teams and updates are provided as current requirements change.
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>You should inform workers that reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.</p>	<ul style="list-style-type: none"> • Information from the WHO provided to all workers on how to correctly fit, use and dispose of a face mask. <ul style="list-style-type: none"> ○ Fabric masks – https://youtu.be/ciUniZGD4tY ○ Surgical masks – https://youtu.be/adB8RW4I3o4
<p>Adhere to additional face mask requirements.</p>	<ul style="list-style-type: none"> • All workers attending client sites must abide by current site requirements with regard to the use of face masks.






Practice good hygiene

Requirements and recommendations	Action
<p> You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none"> • Clean high-touch surfaces with appropriate cleaning products, including detergent and disinfectant. • Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so. • Clean between shifts. 	<ul style="list-style-type: none"> • Cleaning schedule & checklists implemented to ensure twice daily cleaning of all high touch areas/items in each zone. • Cleaning logs maintained. • Disinfectant spray mixed to appropriate, cleaning cloths and gloves provided and are disposed of after use. • Information distributed about workplace cleaning schedule and how to use and dispose of cleaning products. • Cleaning supplies monitored for adequacy of supply.
<p>You should display a cleaning log in shared spaces.</p>	
<p>You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</p>	<ul style="list-style-type: none"> • No touch soap dispensers are available in all bathroom facilities. • Hand sanitiser has been placed throughout the building at specified points to ensure availability. • Every worker supplied with bottle of sanitiser on their desk/in their vehicle. • Hand sanitiser refilled as required.



Keep records and act quickly if workers become unwell

Requirements and recommendations	Action
 You must support workers to get tested and stay home even if they only have mild symptoms.	<ul style="list-style-type: none"> Workers encouraged to stay home and seek medical advice if unwell.
 You must develop a business contingency plan to manage any outbreaks. This includes: <ul style="list-style-type: none"> Having a plan to respond to a worker being notified they are a positive case or a close contact while at work. Having a plan in place to clean the worksite (or part) in the event of a positive case. Having a plan to contact the Department of Health and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace. Having a plan in the event that you have been instructed to close by the Department of Health. Having a plan to re-open your workplace once agreed by Department of Health and notify workers they can return to work. 	<ul style="list-style-type: none"> See Appendix A for process on Worker unwell outside workplace. See Appendix B for process on Worker unwell at workplace. See Appendix C for Contact Tracing Guidelines & Cleaning. Confirmed with current cleaning services provider that deep cleaning services are available if required. Site separated into Zones to minimise impact should a confirmed case or potential exposure occur.
 You must keep records of all people who enter the workplace for longer than 15 minutes for contact tracing.* Electronic record keeping using the free Victorian Government QR Service is mandatory for some businesses. See https://www.coronavirus.vic.gov.au/qr-codes-and-digital-record-keeping-contact-tracing for more information.	<ul style="list-style-type: none"> Compulsory daily health questionnaire completed by all workers attending site. Vic Government QR codes available at entry points for contact tracing. Workers strongly encouraged to check in using QR Codes.

* Exemptions apply for some industries. At the time of publication, markets, market stalls, retail facilities, and shopping centres do not need to keep customer records if it is not practicable to do so. Exemptions apply to other industries - check record keeping requirements in the Workplace Directions for more information <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>.



Avoid interactions in enclosed spaces

Requirements and recommendations	Action
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include:</p> <ul style="list-style-type: none"> • Enabling working in outdoor environments. • Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms. • Enhancing airflow by opening windows and doors. • Optimising fresh air flow in airconditioning systems. 	<ul style="list-style-type: none"> • Unable to arrange outdoor workspaces, however outdoor area is available to all workers. • All workers are required to complete a daily health questionnaire to confirm the following: <ul style="list-style-type: none"> ○ Finish time from previous work da ○ Start time of current work day ○ Have not been in close contact with confirmed case within the last 24 hours ○ Themselves or an immediate family member have not returned from overseas in the last 14 days ○ Are not experiencing any symptoms of COVID-19 including fever, shortness of breath, sore throat, fatigue ○ Have not visited any exposure sites (includes link to https://www.coronavirus.vic.gov.au/exposure-sites) • Results from questionnaire monitored by HR team

If your industry is subject to additional industry obligations, you may also be required to:

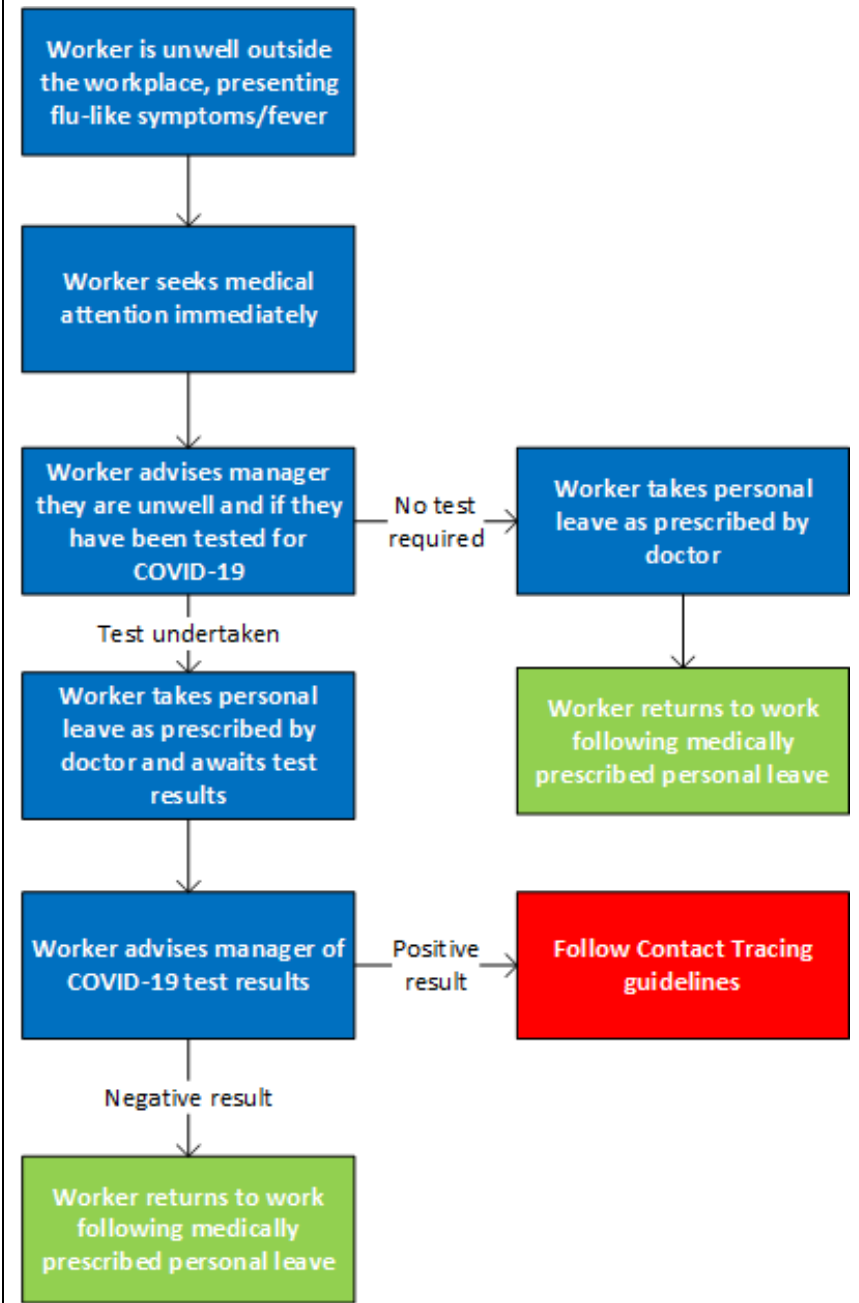
<p>Ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate.</p>	<ul style="list-style-type: none"> • See above.
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Create workforce bubbles

Requirements and recommendations	Action
<p>You should consider keeping groups of workers rostered on the same shifts at a single worksite and avoid any overlap of workers during shift changes where it is practical to do so.</p>	<ul style="list-style-type: none"> • Site operates on one shift daily, therefore avoiding shift changes. • Zones in place across site to reduce interactions between workers. • Job roles split across zones to ensure business continuity should one zone be exposed to COVID-19.
<p>Field service workers permitted to work across multiple sites.</p>	<ul style="list-style-type: none"> • Victorian Department of Health and Human Services advised that water treatment is covered by direction (18) of the Government’s “Directions from Public Health Commander in accordance with emergency powers arising from declared state of emergency” during the Stage 4 restrictions in Metropolitan Melbourne. <p>Please access here.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Reducing work across multiple sites</i></p> <p>(17) Subject to clause 6(18), an employer must not require or permit a worker to perform work at more than one Work Premises of the employer.</p> <p>(18) Sub-clause 6(17) does not apply where it is not practicable to limit a worker to only one Work Premises.</p> <p><i>Example: healthcare and social care workers, tradespeople performing essential repairs.</i></p> </div>

Appendix A

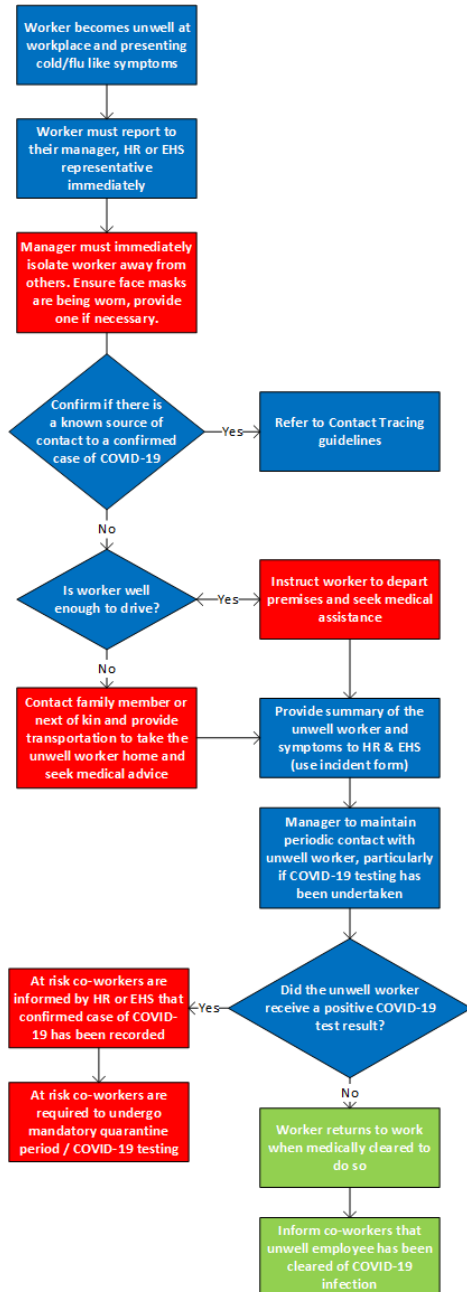
<p>Worker unwell outside of workplace.</p>	
<p>Assumptions: This flowchart applies to the case of a worker who feels unwell outside the workplace. This process also applies to contractors/subcontractors engaged by HydroChem.</p>	
Workflow	Notes
 <pre> graph TD A[Worker is unwell outside the workplace, presenting flu-like symptoms/fever] --> B[Worker seeks medical attention immediately] B --> C[Worker advises manager they are unwell and if they have been tested for COVID-19] C -- "No test required" --> D[Worker takes personal leave as prescribed by doctor] C -- "Test undertaken" --> E[Worker takes personal leave as prescribed by doctor and awaits test results] D --> F[Worker returns to work following medically prescribed personal leave] E --> G[Worker advises manager of COVID-19 test results] G -- "Positive result" --> H[Follow Contact Tracing guidelines] G -- "Negative result" --> I[Worker returns to work following medically prescribed personal leave] </pre>	<p>Worker must follow Department of Health recommendations for suspected COVID-19 cases. Information can be found at www.health.gov.au</p> <p>Worker must not attend the workplace if feeling unwell / presenting flu-like symptoms / fever.</p> <p>Unwell worker must seek medical advice and follow that advice in relation to being tested for COVID-19</p>

Appendix B

Worker presents as unwell at workplace during the course of their normal shift.

Assumptions: This flowchart applies only to a case where a worker becomes unwell during the course of their normal shift. If a worker arrives at work in an unwell state, the unwell worker should be reminded not to attend work if unwell and sent home immediately with advice to seek appropriate medical attention. This process also applies to contractors/subcontractors engaged by HydroChem.

Workflow



Notes

Unwell worker must be isolated away from others – suggest unwell worker returns to their car.

Maintain a minimum 1.5m distance from unwell worker at all times.

In the unlikely event that the condition of the unwell worker deteriorates rapidly, render assistance as needed (first aider to wear gloves, mask, eye protection etc) and if needed call 000.

Complete incident report and send to EHS

When communicating to at risk co-workers remember to maintain the privacy of the unwell worker by only sharing essential details with others.

Appendix C

Contact Tracing Guidelines

