

Enviro Liquid Waste Service (ELWS)

COVID Safety Plan

Current as of: 27 September 2021

Introduction

This plan provides staff of ELWS guidance on operating in a COVID-safe way and helps identify and mitigate risks during the ongoing pandemic.

Purpose and objectives

ELWS is dedicated to the health, safety and wellbeing of all its staff, contractors and the builder sites and customer sites attended by any ELWS staff member. In this pandemic environment, we acknowledge additional precautions are required and that these are outlined in this COVID Safety Plan.

Mandatory Requirement

ELWS requires all its drivers to be vaccinated as per the health departments public health advice. Due to ELWS's involvement within the construction industry and mandatory vaccination being a requirement prior to attending construction sites, all ELWS drivers are required to undertake immediate vaccination to ensure compliance by ELWS with the Victorian government health directives.

(below link is active in PDF File only)

Important COVID-19 update: Mandatory vaccination for construction workers | Victorian Building Authority (vba.vic.gov.au)

1. Driver Contact

To limit contact with employees during this pandemic, ELWS will:

- Stop their drivers from taking passengers in the cabin (where appropriate)
- Drivers are required to check their temperatures upon entry to all sites prior to commencing work. If their temperature registers $>37.5^{\circ}\text{C}$ the Driver will remove himself from the site and contact the director immediately for further instructions.
Note: Cabin temperatures may affect body temperatures significantly and precaution prior to attending a work site by utilising the Air Conditioning system in the heavy vehicles is advisable.
- Limit foot traffic through ELWS premises where company vehicles are parked by ensuring the site is secured upon entry and exit.
- Make available all safety information in company vehicles and ensure staff are trained where appropriate to identify risks and hazards.
- Require all people entering the company premises to **wear a face mask** [people are asked to bring their own, but will be supplied with one if they attend the site without a mask]
- Provide access to hand-hygiene products in all vehicles, such as an alcohol-based hand sanitiser.

2. Physical distancing & safety measures

While acknowledging the nature of the waste/transport industries means maintaining a physical distance of 1.5m with customers is not always possible, ELWS will put in place physical distancing & safety measures by:

- providing training to all staff where required
- minimising contact by
 - limiting the number of people on the company premises at any one time
 - limiting the number of people in company vehicles
 - enforcing staff safety spacing when on the work site

3. Use of personal protective equipment

Appropriate use of personal protective equipment (PPE) is critical in limiting the spread of COVID-19.

All staff of ELWS will:

- ensure standard precautions, including hand hygiene, cough etiquette and appropriate waste-management techniques, are maintained

4. Environmental management and cleaning

Our staff will regularly clean and disinfect shared spaces, surfaces and communal items. ELWS will:

- minimise shared PPE (gloves, masks) in work vehicles to reduce the risk of transmission.
- minimise the sharing of administrative equipment between staff members (pens, notepads)
- provide training to all staff on vehicle cleaning requirements
- maintain a cleaning log on the notes of the daily check list.

5. Record-keeping

To aid contact tracing in the event a staff member, contractor or any visitor to the company premises testing positive for COVID-19, ELWS will:

- maintain a record of all sites visited by drivers, driver work times, and contractors/visitors to the company premises, including entry and exit times.
- maintain these records for a minimum of 28 days.

6. Practice team management and limiting interactions in closed spaces

To reduce the risk of COVID-19 transmission between staff, ELWS will:

- regularly communicate with staff regarding the requirement to not attend work if they have any symptoms consistent with COVID-19, regardless of how mild, and will encourage testing in line with local public health advice
- require a verbal/written/electronic attestation from all staff at the commencement of their shift confirming they do not have any symptoms consistent with COVID-19, have not been in contact with a confirmed case, and have not been directed to isolate
- support any staff member who tests positive for COVID-19, or is identified as a close contact or is required to self-isolate
- encourage physical distancing in common areas (i.e., tearoom, general amenities)
- encourage staff to provide their own drinking vessels and cutlery
- require all staff to thoroughly clean communal items immediately after use

7. Responding to a positive case, or close contact

If a staff member tests positive to COVID-19, ELWS will:

- contact the department of health and follow their advice
- follow the direction of the department of health regarding cleaning
- ensure the team member does not return to work until they meet the criteria for release from isolation, and as instructed by the department of health
- assist the department of health in contact tracing by providing staff run sheets and any further information requested by the health department.

Plan review

This plan will be reviewed regularly to ensure it reflects the current processes and procedures of ELWS as well as current legislation requirements and public health directives.

Coronavirus Hotline


(below link “self-reporting form” is active in PDF File only)

State/territory	Dedicated Hotline
Victoria	1800 675 398

if you suspect you may have COVID-19 call the dedicated hotline – open 24 hours, 7 days. Press 0 for an interpreter, if required.

Please keep Triple Zero (000) for emergencies only.

You can also find out what to do if you have been exposed to COVID-19 or leave your details with the Department of Health using this [self-reporting form](#)



Self-reporting form

Use this form to contact the Department of Health if you think you have been to a Tier 1 exposure site or in contact with someone who has COVID-19.

* Required

1. First name *

2. Last name *

3. Phone number *

4. I think ... *

I have been to a Tier 1 exposure site
 I have been in contact with someone who has COVID-19

[Next](#)

Never give out your password. [Report abuse](#)

Safe Work Australia *(below link is active in PDF File only)*

- [COVID-19 Information for workplaces](#)

COVID-19 Public health orders

Enforceable government directions during coronavirus

In line with expert health advice about what the community must do to prevent the spread of COVID-19, Australian governments have issued enforceable government directions which set out requirements and restrictions for businesses in each state and territory. These public health directions may include matters such as:

- directions for certain workers to be vaccinated
- limits on public gatherings
- physical distancing and density requirements (such as 1.5 metre distancing and 4 square metres of space per person)
- limits and restrictions on operations, including types of businesses or facilities remaining closed and limitations on activities
- hygiene, cleaning and signage requirements
- risk management requirements such as COVIDSafe plans (or similar)
- keeping records of contact details for the purposes of contact tracing, and
- penalties and compliance.

Not all public health directions will be the same in each state and territory or for each business, so it is important you review the directions which apply to your workplace.

Remember, even if these public health directions don't apply to your workplace, you must still do all you reasonably can to meet your work health and safety duties and limit the spread of COVID-19.

Authorised by: Wallace Lovett

Signature:

Date: 28 September 2021

Policy ratified by Senior Staff Member: Bernard Morin