	Title Management of Novel Coronavirus (COVID-19)	
	Document Number 382_HS_PLN_COV	Revision 6

RECORD OF AMENDMENTS

Rev	MOC	Page	Details	Author	Approved	Date
1	CCR-0513	All	Initial Release	Ommid Nikraz	Diana Chong	13/06/2020
2	CCR-0514	All	Revised as per Health Authority advice	Jessica Clifford	Lincoln Sporne	16/03/2020
3	CCR-0519	All	Revised as per Health Authority advice Working from Home	Lincoln Sporne	Jessica Clifford	23/03/2020
4	CCR-0525	All	Agreement added with reference to HSE Checklist and Ergonomic Guidelines Revised as per DOH guidelines isolation, and add in appendix 2 - 6	Jessica Clifford	Diana Chong	01/04/2020
5	CCR-0531	7-9	Added new section related to temperature testing, Added additional risk prevention strategies as per Safe Work Australia Guidelines to Section 10	Lincoln Sporne	Lee Gallagher	13/05/2020
6	MOC	1-16	Update the plan as per latest guidelines/ updates	Ommid Nikraz	Diana Chong	15/12/2020

ALL INFORMATION CONTAINED WITHIN THIS DOCUMENT SHALL BE TREATED AS CONFIDENTIAL AND MAY NEITHER BE REPRODUCED, USED, DISCLOSED, OR TRANSMITTED TO ANYONE OTHER THAN LEGENEERING AUST PTY LTD EMPLOYEES WITHOUT THE WRITTEN PERMISSION OF **LEGENEERING AUST PTY LTD**.

UNCONTROLLED WHEN PRINTED

LEGENEERING	Title Management of Novel Coronavirus (COVID-19)	
	Document Number 382 HS PLN COV	Revision 6

Management of Novel Coronavirus (COVID-19)




	Title Management of Novel Coronavirus (COVID-19)	
	Document Number 382_HS_PLN_COV	Revision 6

Table of Contents

1	Purpose	4
2	Scope	4
3	Definitions	4
4	Roles and Responsibilities	4
4.1	Management and Supervisors	4
4.2	Employees	5
5	Overview.....	6
6	High Risk Groups.....	6
7	Office or Site Access (Onshore/Offshore)	6
8	Temperature Testing (if applicable).....	7
8.1	Retesting Time Frames.....	7
9	Contracting Suspected Coronavirus.....	7
9.1	Positive COVID-19 Result.....	8
10	Risk Prevention Strategies.....	8
11	Travel Requirements.....	9
11.1	Business or Personal Travel	9
11.2	During Travel	10
12	Return from Travel.....	10
13	Management of 14-day Isolation	10
14	Seconded Employees	11
15	Government Enforced Lockdown	11
16	References	12
Appendix 1 – Working from Home Guidelines		13
1	Overview.....	13
2	Definitions	13
3	Suitability	14
4	Requirements from home based worksite	14
4.1	Employee responsibilities	14
4.2	Supervisor / Manager responsibilities	14
5	Workplace Health and Safety (WHS) considerations	15
5.1	Employee responsibilities	15
5.2	Supervisor / Manager responsibilities	15
6	Communication.....	15
7	Insurance.....	15

	Title Management of Novel Coronavirus (COVID-19)	
	Document Number 382 HS PLN COV	Revision 6

8	Equipment	16
9	Services.....	16
10	Training.....	16
11	Risk assessment.....	16
12	Costs	16
13	Termination of agreement.....	16
	Appendix 2 - Work from Home Agreement.....	17
	Appendix 3 – Workstation Ergonomics Guideline.....	18
	Appendix 4 – Working from Home HSE Checklist.....	20
	Appendix 5 – Escalation Plan.....	21
	Appendix 6 – Trigger Points and Actions.....	22

	Title Management of Novel Coronavirus (COVID-19)	
	Document Number 382_HS_PLN_COV	Revision 6

1 Purpose

The purpose of this procedure is to maintain a safe and healthy workplace by reducing the transmission of Coronavirus (COVID-19) as well as any other contagious diseases. The aim is to encourage fairness, open communications and concern for the wellbeing of all Legeneering staff and visitors as well as protecting those who are at higher risk for adverse health complications.

2 Scope

This procedure applies to all personnel (including visitors and subcontractors) of Legeneering Aust Pty Ltd at all locations including relevant offshore facilities.

3 Definitions


Term	Meaning
Novel Coronavirus (COVID-19)	<i>A novel coronavirus is a respiratory illness caused by a new strain that has not been previously identified in humans.</i>
Fitness for Work	<i>Any individual who is in a state of mental, physical and emotional health that enables the employee to perform tasks competently and safely.</i>
World Health Organisation (WHO)	<i>World Health Organization's primary role is to direct international health within the United Nations system and to lead partners in global health responses.</i>
Department of Health (DOH)	<i>Department of Health is a department of the government charged with overseeing the running of Australia's health system.</i>
Communicable Disease	<i>An infectious disease transmissible (as from person to person) by direct contact with an affected individual.</i>
Flu Like Symptoms	<i>Coughing, sore throat and headaches or difficulty breathing.</i>

4 Roles and Responsibilities

4.1 Management and Supervisors

Management and Supervisor's responsibilities include:

- Providing relevant instruction, training, information and supervision related to the systematic risk management of COVID-19 in the workplace.
- Align with client guidelines to ensure the safety of client and Legeneering staff on client and Legeneering operated sites.
- Monitor the condition of all employees looking for viral symptoms.
- Monitor the Health Department guidelines, in particular the physical distancing policies.


	Title Management of Novel Coronavirus (COVID-19)	
	Document Number 382_HS_PLN_COV	Revision 6

- Conduct confidential surveys of staff to determine their level of risk of a) catching the COVID-19 virus, and b) effects of catching the virus in regards to highly vulnerable staff. This will be in the form of a paper-based form and will include a question based on the ability to work from home.
- Implement procedures to work from home and methods of controlling productivity. Included in these procedures will be daily welfare checks and attendance audits.
- Distribute required forms for interstate and regional travel.
- Communicate to employees the client isolation, aviation and hygiene procedures.
- Monitor campaign lengths and implement extra precautions for extended rosters including the monitoring of affected family's welfare.

4.2 Employees

Employee's responsibilities include:

- All employees who work for Legeneering must comply with all sections of this procedure and applicable client procedures.
- Report all overseas and interstate travel to travel@legeneering.com.au.
- Report any suspected COVID-19 contact or symptoms to their Manager and/or HR.
- Abide by all Legeneering procedures and Government guidelines including physical distancing and personal hygiene.
- Be open and honest regarding their virus vulnerability and risk of infection.
- When working from home (if applicable) continue to track attendance and job allocation.
- Maintain communication with Manager when working from home in regards to returning to work.
- Completing relevant health declarations (if applicable) for those either in transit to or physically on a Client site.
- Comply with the latest government guidelines.
- Complete required forms for interstate and regional travel (if applicable). It is a preference for interstate staff to temporarily locate to WA.
- Comply with client Isolation/Demobilisation, Segregation, Aviation and Hygiene procedures where applicable.

	Title Management of Novel Coronavirus (COVID-19)	
	Document Number 382_HS_PLN_COV	Revision 6

5 Overview

Coronavirus (COVID-19) was first reported in December 2019 in Wuhan City in China. WHO announced COVID-19 outbreak as a pandemic on 11 March 2020. All sections of our society – including businesses and employers – must play a role in order to stop the spread of this disease.


6 High Risk Groups

Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. The following areas have been highlighted to be in the high-risk group:

- All people who have recently been overseas
- Been in close contact with someone who has been diagnosed with COVID-19
- People with certain conditions which compromise their immune systems
- If a Legeneering employee is living or staying with a person who has travelled from or transited from overseas and have “Flu-like” symptoms.
- If you live with or have regular contact with someone who works in a high-risk workplace.

7 Office or Site Access (Onshore/Offshore)

- Before entering any Legeneering office, site or offshore facility, all visitors/personnel will be asked relevant health and travel questions and may be asked to participate in temperature or other health-related screening.
- If visitors/personnel have been in close contact with a person confirmed as a COVID-19 case, personnel cannot access a Legeneering office or site and must follow the Western Australian Government Department of Health guidance. Medical clearance will be required to access a Legeneering office or site.
- If visitors/personnel have returned from or transited through any overseas country, they cannot access a Legeneering work place or relevant client site for 14 days from the date of the arrival back in Western Australia. HR will be questioning all offshore staff in regards to their travel history.
- If visitors/personnel are living with someone who is required to isolate, they will be required to follow the same isolation guidelines.

	Title Management of Novel Coronavirus (COVID-19)	
	Document Number 382_HS_PLN_COV	Revision 6

8 Temperature Testing (if applicable)

Temperature screening of employees, contractors, and visitors may occur to prevent the entry of people with elevated temperatures. The testing process will be conducted using thermal scanners requiring no skin contact.

If the scanner's reading result is within the normal range of body temperature (equal to or less than 37.3°C) then it is considered safe to allow access into the Legeneering premises. If a person's temperature is equal to or in excess of 37.4°C, the designated screener must follow the procedure to manage a person with symptoms (as per section 9) and the person will not be allowed to enter the workplace to commence work. The person shall be placed in an approved location until reassessment occurs.

8.1 Retesting Time Frames

- Temperature reading equal to or >37.4°C shall be subject to further testing after a period of 1 hour
- Temperature reading after 1 hour equal to or >37.4°C will require a further 24- hour isolation
- Temperature reading equal to or >37.4°C for more than 24 continuous hours will be subject to further testing and the site-specific emergency response shall be enacted, and quarantine actioned for a period of 14 days


9 Contracting Suspected Coronavirus

All Legeneering employees are instructed to stay home, if they experience "flu-like symptoms" such as headache, fever, cough, difficulty breathing and/or mild runny nose and they must proceed to:

- Inform their Manager
- Not to return to a Legeneering office or site until symptom free for 24hrs

If, however an employee becomes ill with suspected COVID-19 whilst in Legeneering or client premises, the manager must:

- Prevent the spread, put the ill person in a room or area where they are isolated from others in the workplace, provide a disposable surgical mask
- Limit the number of people who have contact with the sick person
- Seek medical care, call ahead before you go to a doctor's office or emergency room
- Avoid contact with others

	Title Management of Novel Coronavirus (COVID-19)	
	Document Number 382_HS_PLN_COV	Revision 6

- If the health assessment results are deemed positive for Coronavirus, then the employee will be required to follow the Western Australian Government Department of Health isolation guidance
- Clean and disinfect the areas where the person and close contact have been. Use PPE when cleaning

9.1 Positive COVID-19 Result

Should an employee be confirmed positive for COVID-19 and has attended any Legeneering facility in the 14 days prior to the positive result, the following actions shall be taken by Legeneering;

- All personnel working at the facility will be required to obey the Western Australian Government Department of Health isolation guidance
- A thorough cleaning of the workplace will occur prior to personnel returning to work
- Working at Home arrangements will be made, where suitable
- Personnel who are unable to work from home will be able to access leave entitlements for the period of isolation


Note - For staff on client sites obey all guidelines and instructions

See **Appendix 5** for Escalation Plan

10 Risk Prevention Strategies

One of the key prevention strategies that Legeneering will implement in reducing the risk of contracting COVID-19 is ensuring workplaces are kept clean and hygienic. There is evidence that the virus spreads from person-to-person. Legeneering will also ensure that:

- Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) are wiped with disinfectant regularly
- Promote regular and thorough handwashing by employees (use soap, water and/or alcohol-based hand sanitiser), contractors and customers
- Put sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled
- Cover your cough or sneeze dispose of the tissue, and use alcohol-based hand sanitiser
- Maintain physical distance as per latest guidelines
- Avoid touching eyes, nose and mouth

	Title Management of Novel Coronavirus (COVID-19)	
	Document Number 382_HS_PLN_COV	Revision 6


- Access to places where employees can wash their hands with soap and water
- Advise employees to consult national travel advice before going on business trips.
- Communicate and promote the message that people need to stay at home if they are experiencing flu like symptoms (e.g. coughing, sore throat and headaches) or difficulty breathing.
- Where suitable, offer Working from Home options if the role can support it.
- Monitor Government and client guidelines in regards to risks associated with travel including the isolation period.
- Placing posters around the workplace.
- Erect signs at the entrances to lifts and meeting rooms to ensure the maximum safe capacity is not exceeded.
- Move workstations, desks, and tables in staffrooms further apart to comply with physical distancing.
- Set up ways alternative way to communicate with workers online (e.g. through teams or WebEx) and communicate with them daily.

11 Travel Requirements

11.1 Business or Personal Travel

Legeneering will ensure its employees have the latest information on areas where COVID-19 is geographically spreading.

- Based on the latest information, Legeneering will assess the benefits and risks related to upcoming travel plans.
- Continually monitor and enforce self-isolation if any employee satisfies any of the points outlined in section 6.
- Avoid sending employees who may be at higher risk of serious illness (e.g. older employees and those with compromise immune systems) to areas where COVID-19 is spreading. Travel should be reviewed for business criticality and in-line with advice from [smartraveller.gov.au](https://www.smartraveller.gov.au).
- All employees will be required to report personal travel to travel@legeneering.com.au.
- Obey all client implemented aviation procedures including the carrying of all necessary travel documents. These documents may include Regional and Interstate Essential Worker forms proving the need to travel (if applicable).

	Title Management of Novel Coronavirus (COVID-19)	
	Document Number 382_HS_PLN_COV	Revision 6

11.2 During Travel

- Encourage employees to wash their hands regularly and abide with the physical distancing guide.
- Ensure employees know what to do and who to contact if they feel ill while traveling as per the Legeneering focal person table below;

Department	Name	Position	Contact Details	Email
HR	Jessica Clifford	HR Manager	08 6399 5401	Jessica.Clifford@legeneering.com.au HR@legeneering.com.au
WEL Contracts	Ross Coulter	Contract Manager	0477 371 982	Ross.Coulter@legeneering.com.au
BHP Contracts	Corey Mckay	Contract Manager	0437292978	Corey.Mckay@legeneering.com.au
QHSE	Ommid Nikraz	QHSE Coordinator	08 9437 4857	Ommid.Nikraz@legeneering.com.au
Workshop	Lincoln Sporne	Production Manager	0448 801 275	Lincoln.Sporne@legeneering.com.au
Survey & Design	Mattison MGellin	Design Manager	0438 110 831	Mattison.McGellin@legeneering.com.au

- All Legeneering employees to comply with instructions from local authorities where they are traveling. Legeneering will comply with any local restrictions on travel, movement or large gatherings.


12 Return from Travel

- Report their travel to travel@legeneering.com.au
- Employees who have returned from any overseas should self-isolate and monitor themselves for symptoms for 14 days.
- They must not enter into a Legeneering office or site during this period and must be cleared as fit for work by health authorities prior to returning back to work. This means avoiding close contact with other people, including family members.

13 Management of 14-day Isolation

Being in isolation for a total of 14 days can be stressful. Suggestions to reduce this risk can include:

- Keeping in touch with your workplace relevant lead to report condition changes as well as family members and friends via telephone, email or social media.

	Title Management of Novel Coronavirus (COVID-19)	
	Document Number 382_HS_PLN_COV	Revision 6

- Learning about COVID-19 and talk with others.
- Where possible, keep up normal daily routines, such as eating and exercise
- If possible, arrange to work from home, this will be assessed on a case by case basis depending on Legeneering specific role requirements.
- Do things that help you relax and use isolation as an opportunity to do activities you don't usually have time for.
- Watch for cough or trouble breathing.
- Discuss your work situation with your employer before returning to work.

14 Mental Health Management

One significant risk identified, is the mental health impact that Covid-19 can have on employees. Looking after your mental health and wellbeing is just as important as your physical safety at work. Two areas of elevated risk of mental health include:

1. Employees required to quarantine for an extended period of time.
2. Employees who reside in another state other than WA, as well as in another country (internationally).

Both of these scenarios can lead to an increased toll on the employee's mental health. Therefore, to further mitigate this risk, Legeneering will ensure that:

- HR and QHSE department conduct periodic health and wellbeing phone calls to relevant employees.

15 Seconded Employees

If a seconded Legeneering employee shows flu like symptoms whilst working at another office or site other than the Legeneering premises, then they will be required to follow the procedures of the specific site at which they are located.


If the client office is inaccessible, Legeneering will attempt to provide an alternate work location. Should an alternate work location be unavailable or unsuitable, approval to work from home should be requested from the client.

At all times Legeneering management needs to be made aware of the work location and health status of secondment employees.

16 Government Enforced Lockdown

In the event of a Government Enforced Lockdown, the following steps will be taken in line with the Fair Work Act;

ALL INFORMATION CONTAINED WITHIN THIS DOCUMENT SHALL BE TREATED AS CONFIDENTIAL AND MAY NEITHER BE REPRODUCED, USED, DISCLOSED, OR TRANSMITTED TO ANYONE OTHER THAN LEGENEERING AUST PTY LTD EMPLOYEES WITHOUT THE WRITTEN PERMISSION OF LEGENEERING AUST PTY LTD.

	Title Management of Novel Coronavirus (COVID-19)	
	Document Number 382_HS_PLN_COV	Revision 6

- Employees who are able to work from home and whose workload will not be disrupted by the lockdown, will continue to work as normal as long as it is practicable to do so.
- Employees who are unable to work from home, or whose workload will be disrupted by the lockdown, will be placed on stand down and will be able to access their annual leave entitlements up to a maximum of 24hrs per week, once annual leave entitlements have been exhausted, leave without pay will apply for the duration of the lockdown.

17 References


Latest information will be monitored and disseminated from the following locations:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.smartraveller.gov.au/COVID-19-australian-travellers>

<https://www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources>

<https://www.wa.gov.au/>

	Title Management of Novel Coronavirus (COVID-19)	
	Document Number 382_HS_PLN_COV	Revision 6

Appendix 1 – Working from Home Guidelines

1 Overview

As the COVID-19 situation develops, Legeneering acknowledges that there may be situations that arise that require employees to have a Working from Home (WFH) arrangement implemented, where appropriate. These situations include, but are not limited to:


- where self-isolation is required
- where the risk of attending work sites is deemed to high
- where the Department of Health or Australian Government body implement restrictions affecting employee's ability to travel to work
- where Australian Government body mandates physical distancing which won't permit efficient attendance at the office work space

A Working from Home arrangement will not be permitted where an employee has tested positive for COVID-19. In this instance, the employee will be instructed to take Personal Leave and follow relevant medical advice until given the all-clear.

Working from home arrangements for employees may be appropriate for defined/regular periods of time or on an ad hoc or one-off basis. The WFH agreement will outline the duties to be performed whilst undertaking home based work, the mechanisms for monitoring output, as well as the supervision arrangements, prior to the WFH agreement being put in place.

2 Definitions

- 'Home Based Work' means performance of Company work for agreed hours from the home based site.
- 'Home Based Worksite' means an agreed area in the employee's private dwelling.
- 'Hours of Work' means ordinary hours to be worked by an employee, as detailed in their contract of appointment.
- 'Office Based site' means the location where the employee would ordinarily work at the Company if there were no home based work arrangements.
- 'Mobility' means the ability of employees to access a selected range of online services from a variety of supported platforms and devices which are generally accessible from many locations using standard network technologies.
- 'Employee' means a person employed by the Company who has ongoing or fixed term or casual contract.
- 'Supervisor or Manager' means the person who is responsible for the day to day supervision of the employee.

	Title Management of Novel Coronavirus (COVID-19)	
	Document Number 382_HS_PLN_COV	Revision 6

- 'Working from Home (WFH) Arrangement' means an approved arrangements for an employee to carry out defined duties from his/her home based worksite during the agreed working from home hours on an ongoing basis or for a specified period of time, the terms of which are set out in a 'working from home agreement' entered into between the employee and the Company.

3 Suitability

The Supervisor / Manager should consider the general nature and requirements of the employee's work duties and the employee's ability to work autonomously. An employee who requires close supervision or close interaction with other employees may not be suitable for the independent nature of a working from home arrangement.

4 Requirements from home based worksite

In accordance with the relevant acts, regulations and Legeneering's QHSE policy it is important that:

- the home based work site is a safe area to work;
- systems of work undertaken in the home based work site are safe;
- employee's working from home are provided with appropriate training to enable them to perform their work safely; and,
- all incidents are investigated and hazards are adequately controlled.

4.1 Employee responsibilities


Employees approved to work from home must:

- adhere to all Legeneering policies and procedures;
- maintain accurate and up to date records of hours worked at home within normal span of hours (utilising M1 system wherever possible);
- by agreement, provide authorised Legeneering employees or other approved parties with access to the home based worksite where necessary for matters such as WHS inspections, and retrieval of any Legeneering-supplied equipment; and,
- take reasonable precautions necessary to secure Legeneering's equipment.

4.2 Supervisor / Manager responsibilities

The Supervisor / Manager must:

- monitor the WFH arrangements to ensure that agreed work outcomes are consistently being delivered;
- review and sign off on records of hours worked (timesheets) as required;

	Title Management of Novel Coronavirus (COVID-19)	
	Document Number 382_HS_PLN_COV	Revision 6

- monitor and review the WFH arrangements on a regular basis as recorded in the WFH agreement;
- schedule communication meetings including methods of disseminating information to employees who are working from home;
- provide equipment and tools required to perform the tasks required (does not include work station furniture additional services or costs such as internet data costs, mobile phone expenses, electricity costs - see Section 9. and 11.); and,
- accurately document the ownership and usage arrangements of the equipment and assets at the home based site in the WFH agreement.

5 Workplace Health and Safety (WHS) considerations

5.1 Employee responsibilities

- ensure the home based worksite complies with WHS requirements at all times. The staff member is responsible for all costs associated with compliance;
- report any health and safety risks in the home based worksite, and notify immediate supervisor of any work related accident, injury, illness or disease arising from home based work; and,
- maintain a clear delineation of when they are working and when they are not working and maintain accurate records (timesheets).

5.2 Supervisor / Manager responsibilities


- ensure employees are aware of the relevant Legeneering policies and procedures
- prior to approved a WFH arrangement, the supervisor must ensure the employee has completed all QHSE training; and
- investigate any incidents in accordance with Legeneering's QHSE policy.
- regular welfare checks

6 Communication

The employee agrees to be contactable and available for communication with the Company during the periods in which home-based work is carried out. The methods of communication should be detailed in the WFH agreement.

7 Insurance

The employee agrees to notify his/her household insurer (if required) of WFH arrangements and provide the name of the insurer to the Company.

	Title Management of Novel Coronavirus (COVID-19)	
	Document Number 382_HS_PLN_COV	Revision 6

The employee indemnifies the Company against all loss or damage to the employee's property and all claims by third parties in respect of personal injury and property damage except to the extent caused by the negligent act, error or omission of the Company.

8 Equipment

The Company and the employee will compile a list of equipment used by the employee in the course of carrying out work at the home based work site. This list will specify who owns the equipment.

9 Services

Not all Company services are available or supportable when used from the employee's Home Based Worksite. The employee accepts this situation and agrees not to impose any overheads on the Company for additional services. Note, IT Services is developing capabilities and policy in the area of Mobility which may extend available online services in the future.

10 Training

As a minimum, all employees, prior to commencing to work from home must have completed training in WHS Ergonomics and completed the ergonomic checklist.

11 Risk assessment


Prior to the commencement of any working from home arrangement a risk assessment must be completed.

12 Costs

A working from home arrangement must be cost neutral to the Company.

13 Termination of agreement

Legeneering reserves the right to terminate the agreement by providing no less than 24 hours' notice.

	Title Management of Novel Coronavirus (COVID-19)	
	Document Number 382_HS_PLN_COV	Revision 6

Appendix 2 - Work from Home Agreement

Employee Details	
Name	
Position	
Home office address	
Home office phone	
Email	
Contact arrangement	<ol style="list-style-type: none"> 1. Video (where possible) check-in, check-out with line Manager / Supervisor via Microsoft / Webex Teams 2. Daily log completed in OneNote to be shared to line Manager / Supervisor 3. Availability via Microsoft / Webex Teams during agreed work hours
Working from Home Arrangements	
Number of days at home based worksite	
Number of days at office based site (as per primary work location)	
Commencement date of arrangement	
Hours of work per week at home based worksite	8.00am to 4.00pm
Specific reason for home based work	In line with COVID-19 Management Plan
Outline of agreed deliverables/outcomes to be achieved when working from home	To be discussed daily and logged through shared OneNote
Checklist	
Working from Home HSE Checklist completed?	
I have read and understood the conditions set out in the Working from Home Guidelines and the above agreement and indicate my acceptance of the terms of this agreement by signing below.	

Signature _____

Date _____

ALL INFORMATION CONTAINED WITHIN THIS DOCUMENT SHALL BE TREATED AS CONFIDENTIAL AND MAY NEITHER BE REPRODUCED, USED, DISCLOSED, OR TRANSMITTED TO ANYONE OTHER THAN LEGENEERING AUST PTY LTD EMPLOYEES WITHOUT THE WRITTEN PERMISSION OF LEGENEERING AUST PTY LTD.

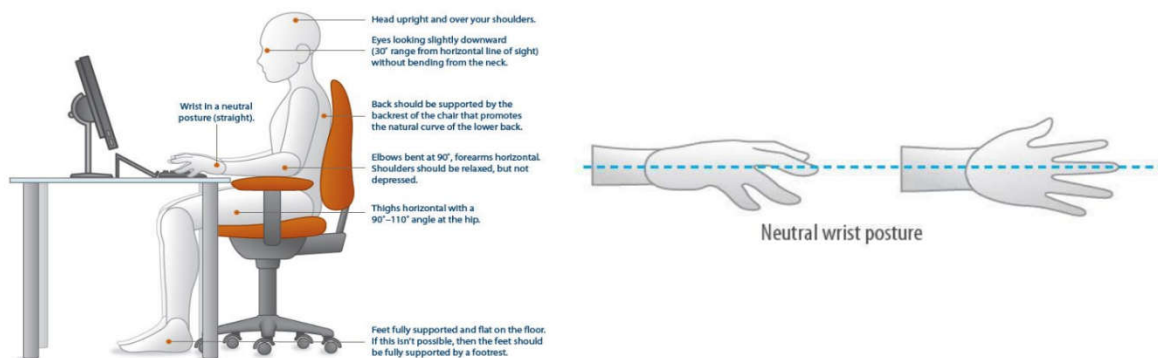
UNCONTROLLED WHEN PRINTED

LEGENEERING	Title Management of Novel Coronavirus (COVID-19)	
	Document Number 382_HS_PLN_COV	Revision 6

Appendix 3 – Workstation Ergonomics Guideline

The purpose of the below guideline is to assist employees in minimizing their HSE risk whilst working from home. We recommend all employees follow this guideline whilst working from home.

ITEM	SUPPORTING INFORMATION	
THE OFFICE CHAIR		
1.	Ensure height, seat and backing of the chair can be adjusted to achieve the posture outlined below	<ul style="list-style-type: none"> Obtain a fully adjustable chair
2.	Ensure your feet are fully supported by the floor when you are seated	<ul style="list-style-type: none"> Lower the chair Use a footrest
3.	Ensure your chair provides support for your lower back	<ul style="list-style-type: none"> Adjust chair back Obtain proper chair
4.	Ensure your armrests allow you to get close to your workstation	<ul style="list-style-type: none"> Adjust armrests Remove armrests



KEYBOARD & MOUSE		
ITEM	SUPPORTING INFORMATION	
5.	Frequently used items to be within easy reach	<ul style="list-style-type: none"> Rearrange workstation
6.	Ensure the keyboard is close to the front edge of the desk allowing space for the wrist to rest on the desk	<ul style="list-style-type: none"> Move keyboard to correct position
7.	Ensure when using your keyboard and mouse, that your wrists are straight, and your upper arms relaxed	<ul style="list-style-type: none"> Re-check chair, raise or lower as needed Check posture Check keyboard & mouse height
8.	Ensure your mouse is at the same level and as close as possible to your keyboard	<ul style="list-style-type: none"> Move mouse closer to keyboard Obtain larger keyboard tray if necessary
9.	Ensure your mouse is comfortable to use	<ul style="list-style-type: none"> Rest your dominant hand by using the mouse with your non dominant hand

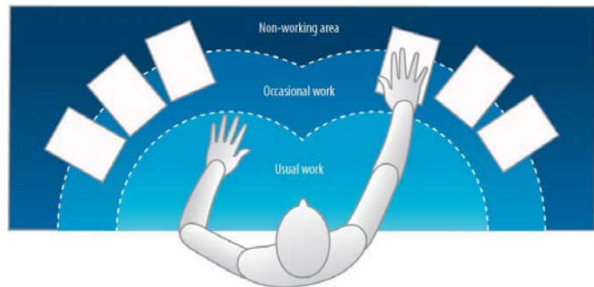
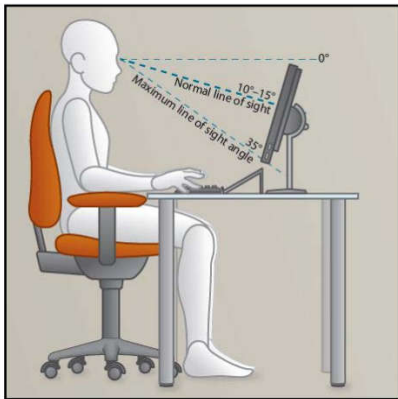
ITEM	SUPPORTING INFORMATION	
WORK SURFACE		
10.	Ensure your monitor is positioned directly in front of you	<ul style="list-style-type: none"> Reposition monitor

LEGENEERING	Title Management of Novel Coronavirus (COVID-19)	
	Document Number 382_HS_PLN_COV	Revision 6

11.	Ensure your monitor is positioned at least an arm's length away <i>Note: the monitor's location is dependent on the size of the monitor, the font, screen resolution etc</i>	<ul style="list-style-type: none"> • Reposition monitor • Seek an alternative • Monitor if necessary e.g. flat screen
12.	Ensure your monitors height is slightly below eye level	<ul style="list-style-type: none"> • Add or remove monitor stand • Adjust monitor height
13.	Ensure your monitor and work surface is free from glare	<ul style="list-style-type: none"> • Windows at side of monitor • Adjust overhead lighting • Cover windows • Obtain antiglare screen
14.	Ensure you have an appropriate light for reading or writing documents	<ul style="list-style-type: none"> • Obtain desk lamp • Place on left if right-handed or vice versa
15.	Ensure frequently used items are within the usual work area	<ul style="list-style-type: none"> • Rearrange workstation
ITEM		SUPPORTING INFORMATION

BREAKS

16.	Ensure you take postural breaks every 30mins E.g. standing	<ul style="list-style-type: none"> • Set reminders to take breaks
17.	Ensure you take regular eye breaks from your monitor	<ul style="list-style-type: none"> • Refocus on picture on wall every 30 minutes




Acknowledgement

I, _____ (print name), have read and understand the above recommended guidelines.

Signature

Date

	Title Management of Novel Coronavirus (COVID-19)	
	Document Number 382_HS_PLN_COV	Revision 6

Appendix 4 – Working from Home HSE Checklist

(Doc 385_HS_FRM_WFM)

The working from home health and safety (HSE) checklist is designed to assist employees and managers to assess workplace safety and health risks in the home. This checklist should be read together with the “working from home” guideline.

#	Questions	Yes	No	Additional Comments
1	Is there a working smoke detector?			
2	Is a basic first aid kit easily accessible?			
3	Are exits from the work area clear and unobstructed?			
4	Is the lighting adequate?			
5	The area of the work surface is adequate for the tasks to be performed and there are no sharp contact points on the workstation.			
6	Have you familiarized yourself with recommended ergonomic setup of your workstation? (Ref: Workstation Ergonomics Guideline)			
7	Are noise levels acceptable?			
8	Are all electrical cords and appliances safely secured, in good & safe condition and not overloaded?			
9	There are no trip hazards (e.g. cabling, mats, clutter).			
10	Are all floor coverings safe and non-slip?			
11	Is there proper ventilation and adequate heating/cooling?			
12	Is a telephone/mobile or other communication devices available to allow effective communication to Legeneering focal (i.e. Manager)?			
13	For double story homes, the stairs (if any) contain a continuous handrail from top to bottom			

Person Completing this Checklist

Name		Position	
Signature		Date	

Supervisor / Manager

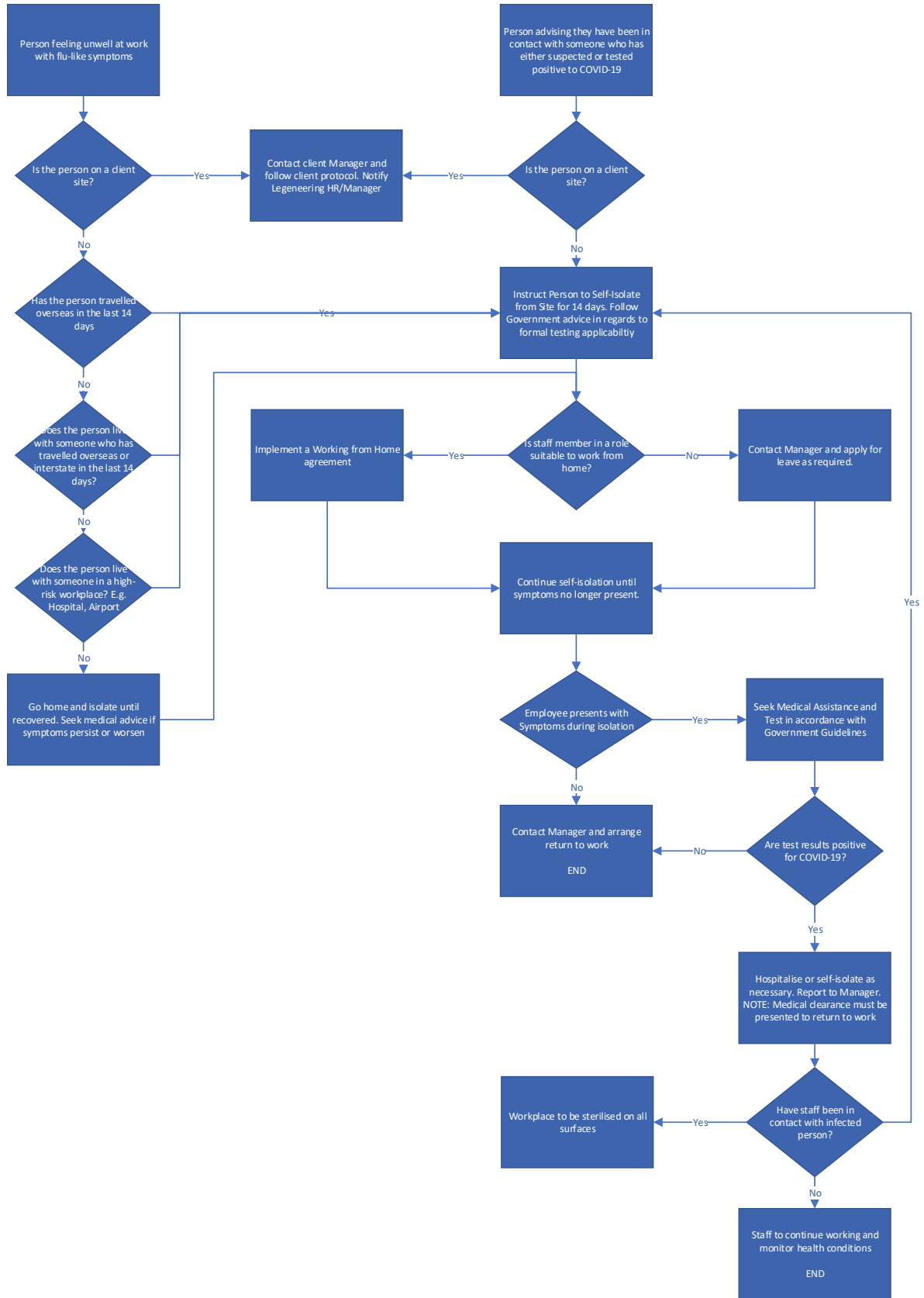
Name		Position	
Signature		Date	


Comments/ Correction to work environment:

ALL INFORMATION CONTAINED WITHIN THIS DOCUMENT SHALL BE TREATED AS CONFIDENTIAL AND MAY NEITHER BE REPRODUCED, USED, DISCLOSED, OR TRANSMITTED TO ANYONE OTHER THAN LEGENEERING AUST PTY LTD EMPLOYEES WITHOUT THE WRITTEN PERMISSION OF LEGENEERING AUST PTY LTD.

UNCONTROLLED WHEN PRINTED 20 of 22

Appendix 5 – Escalation Plan



	Title Management of Novel Coronavirus (COVID-19)	
	Document Number 382 HS PLN COV	Revision 6

Appendix 6 – Trigger Points and Actions

<p>LEVEL 1 (Actively Monitoring)</p> <ul style="list-style-type: none"> - Status of COVID-19 is active in local community - No cases reported at Legeneering or client sites - Government bans on non-essential mass gatherings <ul style="list-style-type: none"> • More frequent cleaning of common areas • Ongoing communication regarding prevention techniques • Monitor attendance and staff with flu-like symptoms • Advise staff with symptoms to isolate as per COVID-19 Escalation Plan • Review Business Continuity Plan and COVID-19 Management Plan • Begin daily departmental briefings • Minimise face-to-face communication with visitors • Setup of remote access systems for relevant staff • Advise all visitors/suppliers of Legeneering restrictions • Conform to client guidelines and incorporate secondment staff into Legeneering facilities if required • Identify vulnerable staff to potentially work from home • Test video call systems and productivity monitoring processes • Stricter pre-mobilisation checks
<p>LEVEL 2 (Actively Preparing)</p> <ul style="list-style-type: none"> - Symptoms present within Legeneering staff - Community levels Of positive cases Elevated - Government restrictions on small gatherings - Government restrictions on flights into WA <ul style="list-style-type: none"> • Advise staff to work from home as a preference • Cease all internal meetings unless critical • Continue to monitor attendance and staff with flu-like symptoms • Advise all visitors and vendors/suppliers of limited access to offices • Ongoing isolations and testing as required • Conform to Business Continuity Plan and COVID-19 Management Plan, revise as required • Frequent Management meetings and communications to all staff • Review staff travel methods and minimise high risk mass transit • Identify business critical roles and their required attendance • Agree And implement all working from home arrangements • Defer all unnecessary travel • Pre-mobilisations checks to include health declaration • Adhere to client site management plans including travel isolation as required

LEVEL 3 (Taking Action)

- Confirmed cases amongst Legeneering staff or client
 - Government implementing a curfew
- Government bans on public transport and office/workshop attendance

- Identify those who have contacted infected staff member, advise to self-isolate and monitor conditions
- All facility surfaces to be disinfected and staff to work from home
- Cancel all future face-to-face meetings and functions
- Business critical roles to have frequent communications regarding the return to work and working from home arrangements for staff
- Conform to Business Continuity Plan and COVID-19 Management Plan, revise as required
- Maintain frequent communication to all staff
- Monitoring and control of productivity of work at home staff
- Adhere to client site management plans including travel isolation as required