

Fulton Hogan Australia COVID-19 'Guidelines for social distancing and good hygiene in the workplace'

Internal Purposes Only. Version: 23 March 2020.

As COVID-19 is a dynamic and evolving situation, Fulton Hogan may need to revise and re-issue these Guidelines as required.

Please note that at all times the general safety of our people performing activities at work must be considered. If activities cannot be undertaken safely using social distancing principles please speak with your direct manager and/or safety representative.

1.1. Purpose

The purpose of this document is to provide guidance and support to Fulton Hogan Australia employees on reducing health and safety risks through social distancing in the workplace in response to the COVID-19 pandemic. It is subject to change as the COVID-19 situation evolves or changes.

Under the current circumstances, Fulton Hogan is committed to providing social distancing measures in our workplaces for our employees so you can continue meaningful work.

Social distancing means we reduce the number of close physical and social contacts we have with one another. When social distancing actions are combined with good personal hygiene measures the spread of a pandemic through the community can be slowed. This helps protect the most vulnerable members of the community and reduces the impact of the pandemic on essential, life-saving health services.

Social distancing requires, where possible, keeping 1.5m between yourself and others and avoiding crowds and gatherings. It's also really important to practise good hygiene, especially after being in public places.



Some social distancing measures may only be feasible for some employees in particular roles. Please speak to your direct supervisor/manager or HR representative about your ability to practice social distancing in the workplace.

1.2. Responsibilities of supervisor/manager when practicing social distancing in the workplace

It is the responsibility of supervisors/managers of employees practicing social distancing to:

- Ensure the 4 square metres per person rule is applied in all internal spaces and as a general rule, people should be able to keep 1.5 metres apart in external spaces;
- Identify what work activities create a risk of close contact or communal use of equipment;
- Provide information and brief all employees and contract staff, including cleaning staff where applicable, on relevant information and procedures to prevent the spread of COVID-19 in the workplace;
- Have in place heightened cleaning and hygiene protocols;

- Decrease interaction between employees where possible;
- Limit direct contact between employees and external organisations and people where possible;
- Advise any employee who is unwell and displaying flu-like symptoms to not go to work and to seek medical advice;
- Monitor and review the social distancing measures in the workplace on a regular basis and provide feedback to employees to improve the effectiveness; and
- Ensure they check in regularly with their people to ensure they are connected and are feeling okay.

1.3. Responsibilities of employees when practicing social distancing in the workplace

It is the responsibility of employees to take personal action to reduce exposures and stay healthy:

- Report to your manager on work activities that create a risk of close contact or communal use of equipment;
- Practice good hand hygiene - wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, when first arriving at work, before eating or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitiser with at least 60 per cent alcohol;
- Avoid touching your eyes, nose, and mouth with unwashed hands;
- Cover your nose and mouth with a tissue when you cough or sneeze, throw soiled tissues in the bin and clean your hands with soap and water or sanitiser. If you don't have a tissue, sneeze or cough into a flexed elbow;
- Clean and disinfect frequently touched surfaces each day;
- Attempt to keep a distance of at least 1.5 metres between yourself and other people, where possible;
- Stop shaking hands, hugging or kissing as a greeting;
- Stay home if you are sick and don't expose others. If you are unwell with flu-like symptoms, do not go to work and seek medical advice; and
- If you are showing any of the following symptoms, please contact your direct manager by phone. Do not go to work, and if you are at work leave the site immediately:
 - A fever
 - Flu-like symptoms, such as coughing, sore throat and fatigue; or
 - Shortness of breath.

Call the Health Line 1800 022 222 (Australia). All advice provided by the Department of Health (Australia), and health practitioners should be followed.

Keep your direct manager informed by phone. If you are required to self-isolate, written confirmation from a registered medical practitioner and/or Health department may need to be provided to your manager.

1.4. Cleaning and hygiene protocols

It's important to ensure your workplace has in place heightened cleaning and hygiene protocols. Please follow the Fulton Hogan COVID19 Cleaning Guidelines and the following:

- All employees should maximise hand washing in the way recommended by health authorities;
- Handwipes and sanitisers need to be alcohol based and in the range of 60% to 80% alcohol.
- If multiple workers are using equipment, provide appropriate cleaning materials for handles, and operational controls and ensure that they are used whenever the

- operator changes;
- Ensure cleaning staff use appropriate gloves and any other appropriate personal protective equipment when undertaking all cleaning work;
- Have extra cleaning in place for high traffic touchpoints during break times;
- Introduce a daily cleaning regime and/or consider between shift changeovers; and
- Review other facilities that are provided. Is the equipment used to supply drinking water, such as bubblers, a transmission risk? Should communal equipment (such as sandwich makers and cutlery) be removed?

1.5. Decrease interaction between employees

There should be no unnecessary contact between employees, and any necessary interaction must be decreased. There are a number of ways to achieve this at your site or office location:

- Consider splitting up your teams so that you have backup resources if one person becomes unable to work (e.g. have members of the estimating team work in separate locations);
- Use Skype, teleconferencing or similar technologies to interact when necessary, even with those in the same building;
- Identify whether some work can be undertaken in different locations, or at different times, to reduce the physical contact between workers;
- If meetings must take place in person, use larger rooms to allow for the recommended social distancing between people – the 4 square metres per person rule applies;
- Consider holding meetings outside in the fresh air, whilst complying with the social distancing advice;
- Split up office areas to reduce contact between people;
- Consider temporarily reallocating unused offices and meeting rooms as additional workspaces;
- Stagger breaks to reduce the number of people congregating in meal rooms; and
- Keep teams separated from each other during breaks.

1.6. Changing work hours to reduce contact between employees

Any changes to shift arrangements or start and finish times must be undertaken in consultation with managers and employees and requires agreement from the General Manager. It is important to consider the personal circumstances of individual employees who may not have the flexibility to change work arrangements. If a site or office is being closed down for any period of time then you must get approval from the CEO.

There are a number of ways changing work hours to reduce contact between employees could be achieved in Fulton Hogan:

- Consider changing work arrangements so that one group of employees starts and finishes early and another group starts and finishes later to minimise time together;
- Consider introducing new shift arrangements i.e. the introduction of 3 x 12.5-hour shifts across a 6- day week; this may also assist if employees are faced with school closures at some time in the future as it may be easier to manage childcare across fewer working days;
- Split your core production/project team into two groups who do not interact if feasible;
- Train at least two people to do every critical job but keep them apart; and
- Separate entries and facilities for each shift. Consider hiring additional portable facilities to allow this to happen.

1.7. Limit direct contact with external visitors and other stakeholders

There should be no unnecessary direct physical contact between Fulton Hogan employees

and external visitors and other stakeholders. If direct physical contact is necessary, consider seeking assurances about the control measures that the organisation or individual has in place:

- Where possible use Skype, teleconferencing or similar alternative communication tools to interact when necessary;
- Ensure there is access to personal hygiene items (soap and water or alcohol-based sanitisers) at all entrances to workplaces;
- Install signage on all access points advising of required protocols and the importance of not entering if unwell and to seek medical advice;
- Introduce separation protocols for deliveries – no physical contact (like signing documents, consider emailing receipt confirmation);
- Ensure your delivery drivers are engaging in good personal hygiene practices and have processes in place for cleaning the cab of the truck;
- Contractors only coming onsite when absolutely necessary; and
- Restrict visitors to essential requirements.

1.8. Travelling to and from work

Travelling on public transport may be confronting during these times. Consider what arrangements could be made to provide parking onsite or nearby for workers who normally use public transport. Ensure employees with dedicated carparks which are not being used are making the space available to other employees.

1.9 Wellbeing

It is important to be aware of the potential mental health effects on employees when there are periods of change and lessened social contact from the workplace, particularly during the COVID-19 pandemic. There are a number of ways to support your mental health during periods of lessened social contact:

- Remind yourself that this is a temporary period of lessened social contact to slow the spread of the virus;
- Remember that your effort is helping yourself and/or others in the business and community avoid contracting the virus;
- Stay connected with your manager, friends, family and colleagues via email, video conferencing or telephone;
- Engage in healthy activities that you enjoy and find relaxing;
- Keep regular sleep routines and eat healthy foods;
- Try to maintain physical activity outside of your work hours;
- Try to maintain a healthy balance by allocating specific work hours and taking regular breaks; and
- Avoid news and social media if you find it distressing.

If you would like more information or require assistance with respect to mental health we recommend the following organisations:

- <https://www.health.gov.au/>
- Fulton Hogan's EAP program, Oz Help on 1300 694 357
- <https://www.beyondblue.org.au/home>
- <https://www.lifeline.org.au/>

1.10 Any other questions?

Please speak to your direct manager or HR representative if you have any additional questions in relation to social distancing in the workplace.