

Lynwood COVID-19 Site Protocols Update

SOCIAL DISTANCING

- Keep a minimum of 1.5 metres from each other at all times, where impractical face masks can be worn.

SITE COMMUNICATION MEETING PROTOCOL (eg: Toolboxes)

- 6:30am toolbox will continue as normal with all personnel asked to keep a minimum of 1.5m between each other (toolbox meetings will take place outside). This can be reassessed if conditions change, and we will be actively communicating and reacting to any such changes.

CRIB BREAK PROTOCOL

- Rostered/Staggered Smoko and Lunch Breaks.
- Maximum 12 persons in the main crib room and 8 in the maintenance crib room at a time - which is relevant to all times of the day. Please utilise both crib rooms when appropriate.
- Washing of hands (min of 30 seconds) prior to entry into the Crib Room.

WEIGHBRIDGE PROTOCOL

- Avoid using communal pens. Task Drivers with carrying their own stationery.
- Limit interaction with patrons at the Weighbridge window, only partially open hatch and NO one is allowed in the weighbridge unless approved by the QM.
- Driver inductions will no longer be completed onsite. Inductions must be completed prior to site arrival by the contracting company and processed through to the weighbridge on completion. Once a new driver presents on site they should make their presence known via UHF and then directed appropriately by both weighbridge and loader drivers.
- Communications through intercom or UHF only.
- In the event of anyone presenting and needing first aid in any way, please hold the driver on site and seek advice of the Management team.

HME/LV HYGIENE PROTOCOL

- To reduce the need for Hot Seating as much as possible.
- Where Hot Seating is absolutely necessary the operator EXITING the machine must: wipe down the machine including all Operational Controls & Radios.
- The operator ENTERING the machine needs to wash their hands first and also wipe the machine down again using disinfectant as a precaution.
- Where operators use site utilities, Service Truck, or Site vehicles etc the same point applies.
- When operating a vehicle with a visitor present a face mask is to be worn by all people in the vehicle.

ADDITIONAL SITE PROTOCOLS

- All Radios are to be wiped/cleaned using disinfectant at the end of each shift.
- **Damstra Terminal finger scan has been deactivated, please use an object or stylus to touch the screen rather than your hands. Always use the hand sanitiser before and after each use regardless to how you touch the screen as a precaution.**
- Employees are to carry their own stationery (eg: Pens will be provided).
- Deliveries to site will be controlled via the weighbridge via UHF comms only, no face to face.
- All deliveries to be sent to the workshop ONLY for unloading.
- Paperwork to be signed by the delivery driver in the presence of the person unloading,
- ANYONE that is flying domestically MUST disclose this to a manager before entering the site.