



TRS COVID-19 Safe Policy and Plan

Policy Statement

In light of the changing environment and TRS commitment to provide a safe and healthy environment for all staff, contractors and customers, this document outlines our COVID-Safe approach to returning to work.

Our underlying WHS Principals for governance under this COVID-Safe Plan align to the following key drivers:

- All staff feel safe
- All staff are safe
- All staff feel supported

TRS have formed a specific taskforce specifically to address the changing controls in this space: -

- Identify any events that could reasonably impact on current COVID-19 situational requirements (state based)
- Establish, update, and implement physical distancing and hygiene procedures
- Ensure appropriate resources are available for the effective management of COVID-19 spread minimisation and associated procedures
- Determine the validity period of the COVID-19 Management plans for VIC and NSW (not to exceed 6 Months)
- Establish the COVID-19 organisational response and operate according to the plan with succession plans in place for roles and responsibilities
- Determine the number of COVID-19 management personnel consistent with the nature and risk of the buildings, structures, and workplaces
- Arrange for the training of personnel and ensure staff awareness of the plan
- Ensure minutes of COVID-19 Management meetings are recorded

Relevant Policies and Procedures

The following Policies and Procedures have been reviewed and updated to incorporate any changes in response to returning to work in a COVID-Safe environment.

1. TRS WHS Policy
2. TRS Incident Management Procedures
3. SOP 48 Working in close proximity to others
4. SOP 47 Disinfecting cabin of customer and rental vehicles

Staff Consultation, Communication and Preparedness

In order to prepare TRS workers for returning to duties, workers have been consulted formally through site Toolbox Talks which includes information on how we will work safely and effectively in this time of

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change. We encourage all TRS workers to maintain open and transparent communication with the Site Manager and the People, Safety and Culture Manager should they have any concerns or issues.

COVID-19 Risk Assessment

All Site Managers have undertaken a risk assessment which has allowed risks to be identified and the appropriate action undertaken to ensure that every precaution has been considered and implemented where possible. TRS has revised and amended their WHS Risk Profile to include specific provisions for COVID-19.

Cleaning

Regular cleaning of offices and work environments is maintained through the use of contract cleaners. TRS will increase the frequency of cleaning where required. All areas where there is frequent contact with members of the public (such as reception desks) are cleaned regularly by the TRS staff that work in these areas who have been provided with the appropriate PPE and instruction for this task.

Hand Sanitisation

Hand sanitation stations are located at all key points on site to encourage regular hand sanitisation. Additional signage has also been placed throughout the site to remind people about appropriate methods of handwashing and frequency to encourage this.

Hand Washing and Hygiene

Handwashing stations are available throughout the site. Handwashing is one of the most significant methods of reducing the chance of infection and is encouraged to be done as frequently as possible. Soap and dryers or disposable hand towels are available for all workers and TRS Management will ensure that there is sufficient stock in all areas.

Staff Health and Infection Control Guidelines

Office capability and social distancing

TRS has assessed their current Office spaces to ascertain the number of workers permitted to work in the office environment based on Australian health department recommendations. The following guidelines are given to ensure the health and safety of all staff in all TRS workplaces.

1. Each worker is permitted to work from their designated workstation.
2. Meeting rooms and lunch areas will be used according to Government recommendations on social distancing (One person per 4 square metres).
3. Please maintain good hand hygiene. Hand sanitiser has been provided and is in key locations throughout the business.
4. Where TRS workers are undertaking activities in operational (non-office) environments such as the workshop, and warehouse, the Safe Operating Procedure 48 has been developed to cover staff working in close proximity (under 1.5 metres) for periods greater than 15 minutes.
5. International and interstate domestic travel is restricted to the terms provided by the Australian Government and state-based requirements. Any interstate domestic travel is to be approved by

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the General Manager prior to travel arrangements being booked and must comply with all relevant COVID-19 border and re-entry requirements.

Non-TRS Visitors

Only customers and essential visitors should be allowed on site. When on site they should follow the above guidelines. Any visitors to the office are required to pre-qualify their health status prior to attending, via the office sign on system. The following criteria must be confirmed at this point:

1. Visitor confirms they are not displaying any symptoms of COVID-19 including fever, cough, sore throat or respiratory symptoms;
2. Visitor signs into and out of TRS premises.

Precautionary Requirements

Under TRS Work Health and Safety staff are expected to protect their own health, and the health of those around them. We can protect ourselves and others in our workplace by complying with the following:

1. No worker is permitted entry into the workplace if they are experiencing, have reported, or are observed to be suffering from 'flu-like' illness. This extends to any colleague who has returned from overseas travel within 14 days, or has been in direct contact with a confirmed case of COVID-19
2. Please maintain good hygiene practices including, sanitising or washing hands prior to use of shared office equipment (photocopiers, coffee machines etc).
3. Workers should use their designated workstation and equipment.
4. All workers are responsible for notifying Rachel Woodley People Safety and Culture Manager (PSC) if they come into contact with a suspected or confirmed case of a communicable disease including COVID-19.

Higher Risk Individuals

Workers who are immuno-suppressed, immuno-compromised, or otherwise unduly vulnerable to infection (e.g. staff over 65, diabetics and pregnant women) are strongly advised to inform their Manager so that appropriate individual action may be taken.

Transparency and Record Keeping

A specific COVID-19 Incident Register is maintained confidentially by the People Safety and Culture Manager to capture details of potential exposure, testing and status as per government record keeping requirements. As required by SafeWork HR also maintains a confidential register of vulnerable staff.

Legislative Guidelines and Reference Documents

- Australian Government, Department of Health: COVID-19 information <https://www.health.gov.au/>
- Code of Practice, Managing the Work Environment and Facilities
- World Health Organisation: Getting your Workplace Ready for COVID-19
- SafeWork Australia <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>

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Document and Version Control

Author	Summary of Changes	Date
Rachel Woodley	Development	13.8.20

Daniel Wilton

General Manager

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