

COVID Safe plan

Our COVID Safe Plan

Business name:	API Access and Security
Site location:	South Melbourne
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Date prepared:	5 August 2020

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	<ul style="list-style-type: none"> - Alcohol based hand sanitiser are provided at site entry/exit points, general work areas, crib areas, toilets and service vehicles - Reserve stocks are held in advance of use
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> - Office area has heating/cooling drawing on outside air - Work areas in the Warehouse are open with good air ventilation - Where possible employees are already working from home
In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.	<ul style="list-style-type: none"> - The compulsory wearing of face masks has been in place at all Allegion locations prior to Stage 4 lockdowns. - Employees have been provided with a range of face coverings being surgical type masks, cotton masks and full-face shields. - A reserve stock of 9000 masks for our national operations is kept in supply at all times. - A condition of entry to sites is that any visitors/contractors must be wearing face coverings.

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<ul style="list-style-type: none"> - All employees have been provided/assigned competency-based training in COVID-19. Specific modules on the use of PPE, good hygiene and how to help in slowing the spread of COVID-19 are part of the training
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> - Employees have their own work tools, trolleys and stations

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Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<ul style="list-style-type: none"> - The site has increased the frequency of cleaning undertaken by professional cleaners to daily - All employees have been instructed to undertake personal cleaning of their work areas throughout the day. This includes cleaning lunchroom tables/chairs/facilities they use prior to use and after use. - Any common touch points are eliminated as much as possible. For those that remain (forklifts, handrails on stairs, toilets) staff undertake cleansing throughout the day
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> - Bulk stores of cleaning products are kept onsite - "Trigger" levels are monitored for the repurchasing of product - Professional cleaners source and maintain their own supply

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<ul style="list-style-type: none"> - All employees who can undertake their role from home or from an isolated remote location via a laptop/PC are required to work remotely and have been since stage 3 restrictions were implemented. - Employees working from home have been supplied with the correct tools to undertake their jobs - The site has specified which roles can work from home and documented which roles must attend the site to perform their duties. - On-site meetings/visitors are only permitted when the physical presence of someone is required to undertake specific task/s (generally equipment maintenance/repair) when virtual meetings aren't an option. Global directives on visitors implemented and notification documentation prepared.
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> - Employees are primarily 'task based' at the site - Limited roles (QA and EHS) must travel across a number of sites to undertake specific face to face tasks. These are documented, monitored and controlled to prevent inadvertent spread. - Due to the nature of locksmithing, field technicians are required to visit numerous sites/locations. Guidance has been provided to technicians in relation to social distancing in using their vehicles for breaks etc. , elevated levels of PPE (e.g. N95 facemasks) and hygiene (all vehicle carry cleaning agents and hand sanitiser) - Field technicians are assigned the same vehicle every day and provide their own tools
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<ul style="list-style-type: none"> - All employees/visitors/contractors must participate in a temperature screening check and perform a symptom self-check before entering the building. If they refuse to participate in the screening they are denied entry to the site. - Once tested, if they have a temperature of >38 degrees C, or answer yes to any of the questions in the symptom self-check, they are asked to return home, self-isolate, seek medical advice and to contact their manager
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> - The work areas where employees must still attend are large and open and comply with the 1 to 4 measure - We have been structuring our work and breaks so they are staggered to reduce the number of employees in an area such as the lunchroom - The number of employees at the site have been limited to only those that have to be onsite. Where possible employees are working from home. - Even though the building is enclosed the work areas are open and well ventilated - We require employees to regularly clean common touch points such as work benches, forklift controls, break areas
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> - We have placed markings on the ground at 1.5 mtrs separation for clock on/clock off areas or entrances where people may congregate coming into or exiting the workplace.

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<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> - The design of the workstations/areas is such that employees aren't directly facing each other and are either working 'side by side' or with their backs towards each other while maintaining distance requirements.
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> - We have placed markings on the ground at 1.5 mtrs separation for clock on/clock off areas or entrances where people may congregate coming into or exiting the workplace. - We have staggered shift start/end times to reduce the possibility of employees congregating at entry/exit points
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> - Competency based training has been provided/assigned to all employees on our requirements to socially distance from other workers at all times.
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> - Where deliveries are undertaken, goods are unloaded onto pallets/storage areas by the driver. - Where goods are required to be unloaded with a forklift, then the vehicle driver must remain in the designated driver safe' area wearing/using the required PPE protection. - Handling of delivered goods are to be undertaken by our employees while wearing the required PPE (face masks/shields/disposable gloves). Gloves are to be disposed of at the end of each movement of goods related to a single delivery. - Signing of delivery tracking sheets is only to be undertaken by our employee while using the required PPE (face masks/shield/disposable gloves) and using their own pen. Gloves are to be disposed of at the end of each unloading - Electronic signing of delivery manifests is only to be undertaken by the delivery driver, not by our employee
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> - Where possible work shifts, and breaks have already been staggered to minimise the number of employees: <ul style="list-style-type: none"> ▪ Waiting to enter/exit the building ▪ Waiting to clock on/clock off/ sign attendance records ▪ Using break rooms
<p>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the 'four square metre' rule.</p>	<ul style="list-style-type: none"> - The corporate COVID-19 resource page contains sign templates for <ul style="list-style-type: none"> ▪ Room capacities ▪ Lift capacities ▪ Conference type room capacities - Where relevant signage has been posted

Guidance		Action to ensure effective record keeping	
Record keeping			
<p>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>		<ul style="list-style-type: none"> - The HR department keeps contact information for all employees - Employees 'log' attendance via electronic swipe cards. A record of attendance is kept within the payroll function. - All locations keep visitor sign in books which records details such as name of person attending, company they represent and date. All visitors must take visitor assessment. - The goods store keep a log recording drivers details for inward and outward deliveries. - The use of the COVIDSafe App has been actively promoted by senior Management to all employees. 	
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>		<ul style="list-style-type: none"> - We are aware that must formally notify the relevant safety regulator if any employee who believes they have been in direct contact with someone who has COVID-19 or tests positive for COVID-19. - All employees have been instructed via competency-based training that they must advise their Supervisor or Manager if they fit into one of the above categories. - Supervisors/Managers must lodge any report into our online EHS Incident/Near Miss system "GENSUITE" in addition to directly advising the National EHS Manager ASAP 	

Guidance		Action to prepare for your response	
Preparing your response to a suspected or confirmed COVID-19 case			
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>		<ul style="list-style-type: none"> - The business continuity plan is regularly updated and monitored by the Asia Pacific Regional Management team in consultation with local Senior Management 	
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>		<ul style="list-style-type: none"> - Employee/Visitor/Contractor attendance sheets are available at all sites - Contact details for non-Allegion employees are provided on the attendance sheet - The HR/Payroll function have all employee contact details on record. - The business has actively promoted the use of the Australian Government COVID Safe APP 	
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>		<ul style="list-style-type: none"> - Professional cleaners have been sourced in preparation should an 'intense' clean of the site is required. - If a site has an employee test positive it is referred to an internal Allegion Global COVID-19 response team who will liaise with local health and safety regulators on the need to close the site or not. 	

Guidance	Action to prepare for your response
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<ul style="list-style-type: none"> - If an employee develops symptoms or is notified they have tested positive while at work (even though all employees have been instructed to remain at home while waiting for results) we will- <ul style="list-style-type: none"> ▪ Immediately ask them to self-isolate in an area not shared by others (e.g. First Aid room, vacant or unoccupied office) ▪ Monitor their health while maintaining social distancing/PPE/Hygiene practices. ▪ Depending on their symptoms and their physical well-being determine if they are well enough to drive themselves home, arrange for a direct family member to pick them up or call for an ambulance. ▪ Immediately quarantine off their work area/tools. ▪ Immediately determine other areas they may have attended in the work area and quarantine these off. ▪ Immediately determine other workers who may have had close or direct contact with the affected worker. Immediately advise other workers and have them self-isolate. ▪ Immediately identify their personal vehicle and quarantine this off ▪ Notify the WorkSafe authority for a confirmed case. ▪ Organise/arrange for an intense clean of the work area. ▪ Prepare to provide counselling for any other affected workers. ▪ Notify local Senior Management and the Allegion Global COVID-19 Response team
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> - An awareness of the need to formally notify WorkSafe Victoria has been provided to all employees via competency-based training. The responsibility to notify is with the National EHS Manager, or in their absence the most senior person at the site. - Through employee timecard records and visitor log books we will liaise with the Health authorities and contact/communicate to our own employees and any visitors/contractors that may have been exposed up to two weeks prior to the confirmed or suspected case.
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> - An awareness of the need to formally notify WorkSafe Victoria has been provided to all employees via competency-based training. The responsibility to notify is with the National EHS Manager, or in their absence the most senior person at the site. - The notification form is stored/available on the internal business SharePoint site
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<ul style="list-style-type: none"> - Any determination as to when a site can reopen is to be done in consultation with: <ul style="list-style-type: none"> ▪ Local Allegion Senior Management ▪ The Allegion Global COVID-19 response team ▪ The Victorian Department of Human and Health Services ▪ The Victorian WorkSafe Authority

I acknowledge I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed _____



__7th August 2020__

Name Nicholas Flinos