

P006: Protocol for Communication and Education – COVID-19

Context: This Protocol outlines actions to be taken for the communication and education of personnel at Batchfire Resource’s places of business, “The Workplace.” It is to be used in the context of the global COVID-19 Pandemic. This Protocol has been developed from Australian and Queensland Government guidelines (references included).*

Application: All Personnel.

Protocols:

<p>Communication of guidance and direction material in The Workplace</p>	<p>Batchfire Resources Protocols will be developed and updated to align with guidelines and directions published by the Australian and Queensland Government.</p> <p>These protocols communicate to personnel in The Workplace the required ways of working in alignment with evolving government advice.</p> <p>As new versions of the protocols are released, specific changes made to the protocols will be communicated through line management at pre-starts and posted on COVID-19 notice boards.</p>
<p>COVID-19 Notice boards</p>	<p>Pertinent and relevant information pertaining to COVID-19 will be posted on designated notice boards which are located at the bathhouses (Callide and Boundary Hill), maintenance areas and administration areas.</p> <p>The responsible person for maintaining the COVID-19 noticeboards across the lease is a member of the Health and Safety Department (as per task allocation).</p>
<p>External Resources / Communication</p>	<p>Networking groups for communication of changes and sharing of information have been established with the following:</p> <ul style="list-style-type: none"> • Queensland Resources Council (QRC) • Central Queensland Public Health Unit (CQPHU) • Banana Shire Council Local Disaster Management Group (LDMG)
<p>Education</p>	<p>Education and training packages on the COVID-19 Management Plan and associated protocols will be developed and administered by the Batchfire Callide Mine Health and Safety Systems Department, for use across The Workplace.</p> <p>Online packages will be made available to all personnel, visitors and suppliers via the Sharepoint online access, located at: COVID-19 and on the Batchfire website at: http://www.batchfire.com.au/covid-19/</p>

Guidelines to actions required:*

* Australian and Queensland Government guidelines available at:

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

<https://www.health.gov.au/resources/publications/coronavirus-covid-19-identifying-the-symptoms>

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/take-action>

Attachment 1

P006 Protocol for Communication and Education - Audit Checklist 001

Inspection / Audit conducted	
Name of Auditor:	
Audit Date	
Area audited	

Protocol Requirements	YES	NO	NA
<p>Actions to be taken for the communication and education of personnel at Batchfire Resource’s places of business, “The Workplace.” It is to be used in the context of the global COVID-19 Pandemic. This Protocol has been developed from Australian and Queensland Government guidelines (references included).</p>			
<p>1. Have personnel completed the form The Workplace Entry Questionnaire? Are the latest communications posted on notice board/s? (Reference area of audit and notice board.)</p>			
<p>2. Are the latest communications posted on notice board/s? (Reference area of audit and notice board.)</p>			
<p>3. Are the updated protocols and updated communications being communicated at prestart shifts by the supervisor?</p>			
<p>4. Have all personnel completed the Training and Awareness training and assessment on COVID-19? Please provide evident of personnel records checked for verification (sample of personnel on shift).</p>			

Audit Findings		
Finding	Compliance / Non-Compliance / Opportunity for Improvement	Recommendations
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Auditor Sign off			
Name		Date:	