

P002: Protocol for Social Distancing - COVID-19

Context:

This Protocol is to be used to manage the level of risk to the individual’s health whilst at Batchfire Resource’s places of business “The Workplace”, given the COVID-19 pandemic* and as per Australian and Queensland Government guidelines. It is to be used to assist in maintaining physical and/or time-based separation between personnel.

Application: All employees, contractors, freight and service providers, suppliers and visitors, while travelling to/from The Workplace and at The Workplace.

Social Distancing

The Australian Government Department of Health advises that one way to protect yourself, your family and the community from getting COVID-19 and to slow the spread of viruses, such as coronavirus, is social distancing (also called physical distancing). The more space between you and others, the harder it is for the virus to spread.

Social distancing is important because the government reports that COVID-19 is most likely to spread from person-to-person through:

- direct close contact* with a person while they are infectious or in the period up to 48 hours before their symptoms appeared;
- close contact* with a person with a confirmed infection; or
- touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

<i>In Public</i>	<i>Households</i>	<i>At the Workplace</i>
Social distancing in public means people: <ul style="list-style-type: none"> • stay at home if you are sick • keep 1.5m (4m²) away from others (2 big steps) • avoid physical greetings such as handshaking, hugs and kisses • use tap and go instead of cash • travel at quiet times and avoid crowds • avoid public gatherings and at-risk groups like older people • practise good hygiene 	Steps for social distancing in all homes include: <ul style="list-style-type: none"> • keeping visitors to a minimum • regularly disinfecting surfaces that are touched a lot, such as tables, kitchen benches, handrails and doorknobs • increasing ventilation in the home by opening windows or adjusting air conditioning 	Steps for social distancing in the workplace include: <ul style="list-style-type: none"> • stop shaking hands to greet others • consider cancelling non-essential meetings, in circumstances where there is a perceived risk of increased COVID-19 transmission (informed by QLD Chief Health Officer Public Health Directions). Try meetings via video conferencing or phone call • put off large meetings to a later date • hold essential meetings outside in the open air if possible • note maximum number of people in each meeting room that aligns with the ‘one person per 4m² (or as required/recommended by the Qld Health Department) • promote good hand, sneeze and cough hygiene • provide hand sanitiser in strategic locations • eat lunch at your desk or outside rather than in the lunchroom • regularly clean and disinfect surfaces that many people touch (e.g. self-cleaning of workstations) • open windows or adjust air conditioning for more ventilation, in an office context • limit food handling and sharing of food in the workplace

<i>In Public</i>	<i>Households</i>	<i>At the Workplace</i>
		<ul style="list-style-type: none"> • avoid non-essential travel • promote strict hygiene in food preparation areas and dispensing machines

Close Contact

Close Contact is defined* as requiring:

- face-to-face contact in any setting with a confirmed or probable case for greater than 15 minutes cumulative over the course of a week, in the period extending from 48 hours before onset of symptoms in the confirmed or probable case, or
- sharing of a closed space with a confirmed or probable case for a prolonged period (e.g. more than 2 hours) in the period extending from 48 hours before onset of symptoms in the confirmed or probable case,

or as may be updated by government advice from time to time.

Critical Roles

There are several critical operational and statutory roles and functions within The Workplace essential for the (cost effective and safe) sustainability of our business. Examples include the SSE, EEM, OCEs, Mines Rescue, SSHRs, Payroll, Training, Dispatch, various Professional Staff within Maintenance, Technical Services, and Commercial. Social distancing is particularly important in such cases and Managers have been instructed to put effective measures in place.

Pre-starts and Shift Rotation:

The following controls are to be maintained:

- Cleaning and sanitising to occur after every change over;
- Avoiding high pedestrian traffic areas and unnecessary gathering of personnel/Coal Mine Workers, where practical;
- Dedicated drug and alcohol (D&A) testers with suitable hygiene practices.

Working Together, Hot-Seating and Training:

When working together utilise outdoor open spaces where practical for workplace interactions. The following restrictions shall be adhered to:

- Limiting Light Vehicle personnel numbers to:
 - Single Cab: 2 persons
 - Dual Cab: 4 persons
- Training to be conducted as per usual pre-COVID arrangements, but with strict hygiene and separation protocols maintained (the new 'COVID normal');
- Equipment cabin cleaning and sanitising to occur for every operator change over.

Attending Crib Rooms:

When attending to crib breaks:

- Consider staggering crib breaks, if this helps to ensure that social distancing and hygiene standards are maintained;
- Utilise additional or separate crib and ablution facilities for major maintenance events.

Attending Meetings and Classroom Training:

All gatherings will have Social Distancing strictly enforced, in addition to which:

- Clarify, note and apply recommended capacity numbers for each meeting area/training room;
- Organise and participate in tele-conferencing instead of travel where practical; and
- In all instances, maintain social distancing requirements. Consider deferring larger meetings or relocate to outside areas where practical and weather permits.

Attached:

1. Protocol for Social Distancing – Audit Checklist 001

* Additional details about COVID-19 are available at the Australian Government Website:

https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-on-social-distancing_0.pdf

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/protect-yourself-others/coronavirus-prevention>

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

<https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdna-song-novel-coronavirus.htm>

P002 Protocol for Social Distancing - Audit Checklist 001

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

Protocol Requirements	YES	NO	NA
In all circumstances, maintaining a distance between yourself and other individuals is considered good social distancing behaviour. For open areas that allow practical implementation, separation is considered good practice reflecting government guidance: 1.5m (4m²) per person (or as informed by QLD Chief Health Officer Public Health Directions).			
1. Pre-starts and Shift Rotation: Is cleaning and sanitising occurring after every change over? Please Reference area or equipment being audited: <i>Please provide evidence of register of record of cleaning for the area or equipment</i>			
2. Is there limited physical contact (e.g. no handshakes) between personnel;			
3. Are personnel avoiding high pedestrian traffic areas where practical (moving through when others are not) and avoiding unnecessary group activity?			
4. Are all dedicated D&A testers complying with suitable hygiene practices?			
5. Are the following restrictions being complied with: Limiting Light Vehicle personnel numbers to: <ul style="list-style-type: none"> ○ Single Cab: 2 persons ○ Dual Cab: 4 persons 			
6. Equipment cabin cleaning and sanitising to occur for every operator change over. <i>Please reference equipment being audited:</i>			
7. Crib Rooms: Are all crib room entry points signposted with recommended capacity numbers for each crib room? <i>Please reference crib room being audited</i>			
8. Are crib breaks taking place to ensure that the crib rooms do not exceed the maximum numbers and social distancing can be maintained?			
9. For major maintenance events have additional or separate crib and ablution facilities been introduced?			

<p>10. Are there additional shade covers erected at the bath house, workshop and where all shift changes are taking place to enable social distancing:</p> <p>Reference audit areas:</p>			
<p>11. Meeting Rooms and Offices Do all meeting rooms have the capacity numbers for each meeting area/training room referenced?</p>			
<p>12. Where possible have arrangements been put in place for meetings to take place via tele-conferencing instead of travel where practical?</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:	