

P004: Protocol for Workplace Hygiene and Cleaning – COVID-19

Context: This Protocol outlines requirements for Workplace Hygiene behavioural and Cleaning practices 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.

Behavioural Protocols:

Topic	Dos	Don'ts
<p>Personal Hygiene</p>	<p>Personnel are to regularly clean hands with soap and water (minimum 20 seconds) or an alcohol-based hand rub. If hands are visibly dirty wash them with soap and water:</p> <ul style="list-style-type: none"> • always washing hands with soap and water before eating and after visiting the toilet • covering their nose and mouth when coughing and sneezing e.g. into their elbow or into a tissue and disposing of used tissues immediately • avoiding close contact** with anyone with cold or flu-like symptoms • seeing a health care professional if they are unwell, and staying away from the workplace and other public places <p>Take reasonable care for their own health and safety including the practice of good hygiene</p> <p>Clean all communication equipment such as 2 way radios and phones prior to use</p> <p>Comply with the social distancing protocol</p>	<p>Come to work if you are feeling unwell</p> <p>Touch your face, nose or mouth</p> <p>Breach the social distancing protocols</p> <p>Spit, or share food or drinks</p>
<p>Office and Control Room Environments</p>	<p>Keep the workplace clean and hygienic by frequently washing your hands before touching any surfaces.</p> <p>Keep the workplace clean by ensuring that regular cleaning is taking place over the shift with cleaning disinfectant</p> <p>Clean all touched surfaces, such as door handles and workstations, regularly (the minimum expected standard is daily and/or between shifts) to reduce contamination. Maintain records of cleaning activities e.g. sign off sheets.</p>	<p>Touch items if you have coughed or sneezed into your hands (without having washed them).</p> <p>Breach the social distancing protocols</p>
<p>Muster Points and Meeting Rooms</p>	<p>Allow for adequate social distancing at prestart meetings.</p> <p>Comply with maximum numbers of personnel in any area.</p>	<p>Exceed the maximum number of personnel in a muster point or meeting room.</p> <p>Breach the social distancing protocols</p>

Topic	Dos	Don'ts
	<p>Keep The Workplace clean and hygienic. All used tissues and paper towel to be placed in rubbish bins.</p> <p>Frequently touched surfaces, such as door handles and workstations, will be regularly cleaned (the minimum expected standard is daily and/or between shifts) to reduce contamination. Records of cleaning activities e.g. sign off will be maintained</p> <p>Observe each meeting room notice advising of the maximum number of personnel permitted in the room.</p>	
Bathhouses	<p>Keep the workplace clean and hygienic.</p> <p>Regular cleaning to occur in accordance with the attached schedule</p>	<p>Do Not loiter around the bathhouse – only utilise the shower facilities if necessary</p>
Crib Rooms	<p>Meal break times to enable social distancing to be maintained in crib rooms.</p> <p>Keep The Workplace clean and hygienic by minimising rubbish and mess.</p> <p>Frequently touched surfaces, such as door handles, fridges, microwave ovens and kitchen areas shall be regularly cleaned by all coal mine workers after their use of these appliances.</p> <p>Cleaners will also undertake cleaning of the areas with the minimum expected standard being twice every working shift (to include between shifts) to reduce contamination.</p> <p>Records of cleaning activities e.g. sign off will be maintained</p>	<p>Breach the social distancing protocols</p> <p>Use common area appliances (such as fridges, microwaves, pie warmers), without cleaning prior to and after use</p>
Mobile Equipment This refers to all Heavy Machinery and Light Vehicles	<p>The cabs of all equipment shall be cleaned with disinfectant:</p> <ul style="list-style-type: none"> • prior to handing the equipment over to another person; and • at the end of every shift. 	<p>Leave the equipment in a dirty / and unclean state</p>
Pedestrian Traffic Flow	<p>Avoid close contact** with other persons and follow traffic flow markers, if in place.</p>	<p>Congregate in one area.</p> <p>Breach the Social Distancing protocol.</p>

Cleaning Practices

All scheduled cleaning activities mentioned in the hygiene protocols above will be undertaken in accordance P004_Protocol for Workplace Hygiene and Cleaning_V6.docx

with the schedule, Appendix 1.

All personnel can also enable hygiene and cleaning practices by reference to Attachment 1.

Attached:

1. Simple Steps to help stop the spread
2. Cleaning Schedule: Locations and Frequency
3. Protocol for Workplace Hygiene and Cleaning – Audit Checklist 001

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.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/take-action>

** 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 at the Queensland Health and Australia Government websites:

<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>

Attachment 1

Simple steps to help stop the spread*

Coronavirus (COVID-19)

SIMPLE STEPS TO HELP STOP THE SPREAD.

Cough or sneeze into your arm

Use a tissue

Bin the tissue

Wash your hands

HELP STOP THE SPREAD AND STAY HEALTHY

TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.

For more information about **Coronavirus (COVID-19)** visit **health.gov.au**


Australian Government

Authorised by the Australian Government, Canberra

Attachment 2**Cleaning Schedule: Locations and Frequency**

Cleaning of the following areas is scheduled for once per shift, Mon-Sun:

Callide and Boundary Hill Bath house - Offices/Admin, kitchenette/crib room, Male and Female Bathroom/toilet, and mobile unit, Self-testing units.

Callide and Boundary Hill Workshop upstairs/downstairs - Offices/Admin, Kitchenette/crib room, Male & female bathroom/toilet.

Callide and Boundary Hill Crib huts - The Bluff, The Hut, The Bridge, Trap Gully 1 & 2, C.H.P mobile, Outload, Production, South 2, ROM E, MIA.

Callide and Boundary Hill Crib hut bathrooms/toilets - The Bluff, The Hut, The Bridge, Trap Gully 1 & 2, Outload, C.H.P, Inload ROM, South 2, ROM E, MIA.

Note: In addition to the above, identified target cleaning of high contact areas is scheduled to be completed twice per day shift and once per night shift.

Cleaning of the following areas is scheduled for once per day, Mon-Fri:

Admin Building - Male & female bathroom/toilet, Kitchenette, Offices.

P.C Offices - Kitchenette, Male & female toilets

Komatsu/Laboratory - Kitchenette, offices

Training room/Auditorium - Kitchenette, office

Cleaning of the following areas is scheduled daily, Mon-Fri:

Corporate Offices - Male & female bathroom/toilet, Kitchenette, workstations.

Attachment 3

P004 Protocol for Workplace Hygiene and Cleaning - Audit Checklist 001

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

Protocol Requirements	YES	NO	NA
The Protocol outlines requirements for Workplace Hygiene behavioural and Cleaning practices at Batchfire Resource’s places of business, “The Workplace.” It is to be used in the context of the global COVID-19 Pandemic. The Protocol has been developed from Australian and Queensland Government guidelines.			
1. Workplace / Inspection area: Is the workplace clean and hygienic?			
2. Are personnel frequently washing their hands before touching any surfaces?			
3. Is regular cleaning taking place over the shift duration – cleaning with disinfectant?			
4. Is cleaning taking place which involves cleaning all touched surfaces, such as door handles and workstations regularly, (the minimum expected standard is daily and/or between shifts) to reduce contamination.			
5. Are there records of cleaning activities e.g. sign off sheets? Please provide evidence of record sheets			
6. Is the work area clean and hygienic? Are all used tissues and paper towel placed in rubbish bins?			
7. Are operators of equipment (heavy machinery / light vehicles) cleaning with disinfectant the cab of all equipment prior to handing the equipment over to another CMW; this includes as a minimum at the end of every shift; and as the individual feels comfortable (this may also include at the start of shift and throughout the shift).			

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:	