

Working in the current environment



Programmed continues to monitor the information and advice provided by the Australian and New Zealand Governments regarding Coronavirus (COVID-19) and put measures in place to meet current requirements.

Although COVID-19 restrictions have been eased in many regions and people are beginning to feel a sense of normality, recent outbreaks in some areas have shown that this isn't the time to become complacent about the risks that are still present with COVID-19. It's important that we all remain vigilant and adhere to measures implement to stop the spread of this virus.

These measures include:

- Regularly washing hands with soap and water for at least 20 seconds or using an alcohol-based sanitiser
- Sanitising tools and equipment regularly
- Taking staggered breaks to avoid people gathering
- Washing clothes after each shift
- Limiting engagement with members of the public and non-operational/client personnel.
- Avoiding physical contact such as handshaking
- Adhering to social/physical distancing rules and maintaining at least 1.5m between yourself and others
- Wear PPE such as a face mask where mandated by regional or site requirements or where identified by the risk assessment

Where social/physical distancing isn't possible person, the below precautions should be followed;

- Conduct a pre-task risk assessment and plan tasks to restrict close interactions where possible.
- Conduct meetings/interactions in well ventilated areas
- Limit face-to-face interactions to less than 15 minutes where possible
- Avoid using another person's tools and equipment
- Sanitise surfaces after interactions
- Wear PPE such as disposable gloves and a face mask where identified by the risk assessment.

For vehicle travel:

- If people must travel together in the same vehicle, limit to two people where possible
- Where the vehicle allows, have the passenger travel in the back seat
- Wash your hands before you get into the vehicle and when you get out
- Travel with the windows down
- Disinfect high touch surfaces such as door handles, the steering wheel and radio controls regularly
- Limit travel time to less than 2 hours where possible. If travel greater than 2 hours is required, seek required approvals.
- Wear PPE such as disposable gloves and a face mask where identified by the risk assessment.

If at any time you develop cold or flu like symptoms, even if mild, or you have been in contact with a confirmed case of coronavirus, you must stay at home and seek advice from a medical practitioner regarding testing.

In addition to the precautions outlined above, always adhere to your host customer's COVID-19 restrictions and escalate any issues to your line manager and Programmed Representative

Taking care of your mental health

For many of us, this uncertain time does bring about a level of anxiety. It's more important than ever to remember Programmed's values of Personal Safety Leadership and Care and Empathy. We need to look out for each other and our own mental health.

If you do need further support, please make use of our free and confidential **Employee Assistance Program through Converge, call 1300 687 327 (AUS) or 0800 666 367 (NZ).**