

COVID Safe Plan

Greencap's COVID Safe Plan complies with the government requirements for a COVID Safe workplace. This plan applies to all our business locations.

BUSINESS DETAILS

Business name	Greencap Pty Ltd & TrimEVAC Pty Ltd
Head office location	Level 1, 677 High Street Kew East
Contact person	Karena Reid - Legal and Contracts Manager
Contact person phone	0455 874 440
Date prepared	04 October 2022 - Issued 7 October 2022

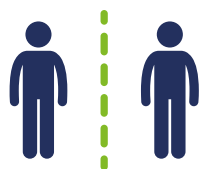
All Greencap offices underwent a major audit and implementation of extensive safety controls as part of our pandemic response. Over time these have been relaxed in-line with government guidelines. Version 5 of our COVID Safe plan represents our response to the Prime Minister's update following the National Cabinet meeting on 30 September 2022 and the subsequently anticipated state legislative updates.

As required, Greencap team members comply with the COVID Safe Plan.

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1. Isolation & flexible work arrangements



Greencap team members with cold and flu like symptoms will notify their line manager and make plans to work from home or take leave. Those seeking a medical exemption to this rule should work with their line manager according to our fit to work policies.

In High-Risk settings Government and client isolation rules may still apply. Clients with High-Risk facilities should communicate their site-specific requirements to their usual Greencap contact. Client contacts must communicate relevant requirements to the project team(s).

To support isolation requirements Greencap offers maximum protection to team members and clients by enabling remote working per our flexible work guidelines. Requests for flexible work are to be directed to line managers.

Greencap offers video conferencing capabilities for training and/or site inspection purposes, where practical and legally compliant to do so.

2. Face Covering arrangements



If required, Greencap team members will work within government and client requirements, to ensure face coverings worn meet the specific site requirements.

Greencap has communicated with team members to identify, understand, and make alternative arrangements in any cases where lawful exemption to these requirements apply.

3. Practice Good Hygiene



Greencap has placed sanitising stations, including hand sanitiser, and instructional posters on how to use it correctly near sinks. Isopropyl wipes, and other cleaning products are also available in all offices.

4. Keeping records and info contacts



If requested by the client, Greencap team members will complete client site in and out registers. Clients requiring vaccination should communicate this to their Greencap contact. Client contacts must communicate relevant requirements to the project team(s).

5. Safe layout Events & Office



The Greencap office has been set up to maximise the space between team members.



Meeting & event organisers will take care to ensure safe occupancy capacity of rooms or facilities.

Greencap encourages walking or outdoor meetings were appropriate, as part of our general health and wellbeing initiatives.

6. Client **Workforce Bubbles**



Clients requiring a workforce bubble should communicate their site-specific requirements to their usual Grencap contact, client contacts must communicate relevant requirements to project teams.

7. Staying safe at **Small Sites**



Work locations with less than five people are not required to have a COVID Safe Plan in place, as per the government's advice. Team members are to follow usual safe work and hygiene arrangements at these sites.

8. Team member **Mental Health & Wellbeing**



Grencap promotes the Employee Assistance Program, celebrates wellbeing initiatives, and provides tips and hints on managing team member health and wellbeing.

Each team manager in Grencap has regular meetings with team members or whole team Daily Stand-Ups. These meetings are a chance for the teams to share safety news, recognise positive team contributions and highlight each team members challenges and priorities for that day, including as required COVID Safe arrangements.

The Grencap COVID Safe Plan complements the obligations outlined in Grencap's 'Get Safe' Safety Management System. Compliance to this document will be regularly reviewed as part of our Task Observation program. Any compliance issues will be raised in the incident management software (MyOSH). The COVID Safe Plan is subject to revision and change. A copy of this current Grencap COVID Safe Plan is kept on the Grencap web site and intranet.