

## Welcome To Our Workplace

Visitors are welcome to visit during hours of operations 7.30am - 5.00pm (outside these hours by agreement).

For your safety & security we have the following guidelines:

(a) Agree to follow the divisions rules before entry is permitted into the building.(b) All visitors must sign in and out through the main **Site Office**.(c) All visitors are required to read and acknowledge this Agreement.(d) Smoking/tobacco use is prohibited in our facility. Please use designated outside areas.(e) In the event of an emergency. Follow signage to the designated muster point on the road opposite site.

## LEVEL 3 COVID PROTOCOLS

1. All site toilets, lunch rooms, offices, door handles, light switches etc. to be cleaned DAILY.
2. All people entering site need to wash/sanitise their hands, following best practice.
3. Everyone entering the site will need to
  - sign in
  - declare their recent travel history.
  - confirm that they feel healthy.
  - wash their hands each time they enter the site.
  - deliveries must be left at the designated area clearly signposted at the entrance to the building site.
  - no one enters site unless they have permission.
4. Anyone who has travelled overseas in the last three weeks or have close family who have travelled recently, must notify the head contractor and self-isolate.
5. Everyone is to keep 2m distance from each other and no handshaking or close contact. 1m as tasks allow – observe mask use.
6. Limit use of lunchrooms and smoko areas. We encourage people to separate into small groups, preferably in open air, and by trade.
7. Limit the use of shared objects and spaces such as pens and tools.
8. External meetings to be essential meetings only, and if so limited to **minimum required people and 2m distancing maintained**
9. Internal meetings to be restricted to **minimum required** persons.
10. Critical external visitors to site only, such as an engineer to sign off a concrete pour or a Council inspection.
11. Domestic travel is restricted for essential purposes only. No international travel is recommended.
12. No social events until further notice, we encourage everyone to stay away from public events.

13. Break up site offices into different areas to mitigate the risk.
14. Everyone on site must maintain a high awareness of unwell people and ensure people are complying with the rules.
15. If you are feeling unwell you do not come to work. Call your direct manager & HEALTHLINE and follow advice

Name: **Rob McEwan**

Signature:

Company Name: **Aquapro**

Visiting: **Charlie McElwain**

Date: **01 Oct 2021, 14:20**

A handwritten signature in black ink, appearing to be 'RM', with a long horizontal flourish extending to the right.