

2020 Rev1.1

COVID-19 Management Plan

Huracan Pty Ltd

Document Control: Public

Huracan Pty Ltd
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Revision 1.1



COVID-19 Management Plan Revision

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1 DOCUMENT CONTROL

1.1 REVIEW AND UPDATE PROCEDURES

This document is a 'live' document that shall be reviewed and updated as per the Huracan Document Control and Revision Standard but no longer than 6 months due to the dynamic nature of COVID-19.

It is also to be reviewed immediately after any of the following occur;

- Major operational incident (i.e. increased apparent risk)
- Significant operational, procedural, work practice or technology change
- New or amended safety codes, safety requirements or standards are issued.
- When required by relevant State and Federal Government legislation.

Huracan Management is responsible for the review and revision of this document. The updated document is to carry a new revision date, and are circulated once the revision has been approved, by the following levels of Management:

- Operations Manager – Huracan.
- HSE Manager – Huracan.

1.2 DISTRIBUTION

Requested changes to the Distribution List are to be addressed to Huracan Management.

1.3 DOCUMENT UPDATES

Only registered copies of the document shall be updated. This document becomes uncontrolled when printed.

1.4 DOCUMENT PUBLICATION AND DISPLAY

This document shall be displayed at all times and shall be open for inspection by anyone to whom the plan or part of the plan may affect or apply to.

1.5 DISPLAY LOCATIONS

This document shall be available for display at the following locations;

- Huracan Office
- Huracan Internal Website

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2 OVERVIEW

2.1 HURACAN GENERAL CODE OF BEHAVIOUR

Huracan Management requires full compliance with the Management Plan (MP). Infringement of the standards contained in this document shall be regarded as a serious breach of the Huracan code of behaviour and shall result in disciplinary action, which may include counselling or dismissal. Failing to follow safety instructions, deliberately interfering with safety equipment and systems, deliberate damage to equipment, stealing, vandalism, fighting, practical jokes and horseplay shall not be tolerated and are considered to be serious breached of the Huracan Code of Behaviour.

2.2 TERMINOLOGY

Term	Definition
Fitness for work	A worker is in a state (physically, mentally and /or emotionally) enables them to perform their assigned tasks competently and in a manner which does not compromise or threaten the health and safety of themselves or others.
On Duty	A worker is on-duty any time they are undertaking the duties and responsibilities associated with their contract of employment/job.
ALARP	As Low As Reasonably Practicable

3 STATEMENT OF STANDARD

This document is intended to serve as the minimum Huracan requirements for management and mitigation of illness from COVID-19.

4 OBJECTIVE

To reduce risk to ALARP injury and illness related to COVID-19 while performing duties for Huracan at the wellsite or the workshop.

5 SCOPE

This Standard applies at all times to all Huracan locations, Huracan employees and relevant contractors.

6 RESPONSIBILITY

6.1 MANAGERS

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All Managers with the integral support of HSE staff shall implement and enforce this plan and demonstrate active leadership and participation in all aspects of the COVID-19 Management Plan while ensuring that all personnel under their responsibility demonstrates similar leadership.

6.2 EMPLOYEES

All Employees are to ensure they comply with the COVID-19 Management Plan and take all measures possible to minimise the risk of contracting and spreading COVID-19.

6.3 CONTRACTORS

All contractors are to ensure they comply with the COVID-19 Management Plan and take all measures possible to minimise the risk of contracting and spreading COVID-19.

7 COVID-19

7.1 COVID-19 AND ITS SYMPTOMS

Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases.

COVID-19 is a disease caused by a new form of coronavirus. It was first reported in December 2019 in Wuhan City in China.

Symptoms of COVID-19 can range from mild illness to pneumonia. Some people will recover easily, and others may get very sick very quickly. People with coronavirus may experience:

- fever
- flu-like symptoms such as coughing, sore throat and fatigue
- shortness of breath

If you are concerned you may have COVID-19:

- use the Australian government symptom checker (available @ www.health.gov.au/resources/apps-and-tools/healthdirect-coronavirus-covid-19-symptom-checker)

7.2 HOW IT SPREADS

The virus can spread from person to person through:

- close contact with an infectious person (including in the 24 hours before they started having symptoms)
- contact with droplets from an infected person's cough or sneeze
- touching objects or surfaces (like doorknobs or tables) that have cough or sneeze droplets from an infected person, and then touching your mouth or face

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COVID-19 is a new disease, so there is no existing immunity in our community. This means that COVID-19 could spread widely and quickly.

8 COVID-19 PREVENTION

To protect yourself, your family and other from COVID-19 you must:

8.1 PRACTISE GOOD HYGIENE

Everyone must practise good hygiene to protect against infection and prevent the virus from spreading.

When you practise good hygiene you:

- cover your coughs and sneezes with your elbow or a tissue
- put used tissues straight into the bin
- wash your hands often with soap and water, including before and after eating and after going to the toilet
- use alcohol-based hand sanitisers
- avoid touching your eyes, nose and mouth
- clean and disinfect frequently used surfaces such as benchtops, desks and doorknobs
- clean and disinfect frequently used objects such as mobile phones, keys, wallets and work passes
- increase the amount of fresh air available by opening windows or adjusting air conditioning
- Alcohol-free hand rubs have not been shown to be effective against viruses like COVID-19, and experts recommend against using them.

Note: Alcohol-free hand rubs have not been shown to be effective against viruses like COVID-19, and experts recommend against using them.

8.2 PRACTISE SOCIAL DISTANCING

One way 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 means people;

- stay at home and only go out if it is absolutely essential
- keep 1.8 metres away from others
- 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

8.3 LIMITS FOR SOCIAL GATHERINGS

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These limits help to prevent the spread of COVID-19. They are especially important for at risk people, such as older people and those with chronic conditions. The limit for public gathers is restricted to 2 people.

Otherwise, stay at home unless you are:

- going to work or education (if you are unable to do so at home)
- shopping for essential supplies such as groceries, return home without delay
- going out for personal exercise in the neighbourhood, on your own or with one other
- attending medical appointments or compassionate visits

9 MITIGATING THE RISK AND SPREAD OF COVID-19 AT HURACAN

As well as the general rules for mitigation and prevention of the spread of COVID-19 as outlined on the Australian Government website the following points will be adhered to help mitigate the risk of contracting/spreading COVID-19 while at work.

Please perform the following.

- On arrival to the workshop and before mobilisation from the Workshop to site, check your temperature with a digital thermometer. If greater than 38°C then advise your supervisor immediately.
- Use gloves when in the workshop and location and clean hands regularly.
- Wipe down vehicle surfaces before using
- Limit personnel in a vehicle to essential personnel only
- Complete all operating company-specific declaration forms, scan and send the declaration to site before confirming mobilisation with OCR.
- Comply with all operating company COVID-19 directives.
- Restrict your time spent in mess halls and smoko shack while on location.

10 BECOMING ILL

10.1 BECOMING ILL WHILE AT WORK – ON LOCATION

If you feel sick or become sick while at work, please immediately advise the Operating Company Representative on-location via phone. Advise your immediate Huracan supervisor also. Isolate yourself from other personnel on location or the camp. The operating company will enact its COVID-19 emergency response plan.

10.2 BECOMING ILL WHILE AT WORK – AT THE WORKSHOP

If you feel sick or become sick while at work, please immediately advise your Huracan manager. Isolate yourself from other personnel at the workshop. Your manager will discuss your isolation and return to work criteria dependant on symptoms, recovery etc.

10.3 BECOMING ILL WITH COVID-19 SYMPTOMS

If you are sick and think you have symptoms of COVID-19, seek medical advice. If you want to talk to someone about your symptoms, call the National Coronavirus Helpline for advice.

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National Coronavirus Helpline Toll Free Number: 1800 020 080

Please also advise you, immediate supervisor.

To seek medical help from a doctor or hospital, call ahead of time to book an appointment.

You will be asked to take precautions when you attend for treatment. Follow the instructions you are given.

If you have a mask, wear it to protect others. Stay at least 1.8 metres away from other people. Cover your coughs or sneezes with your elbow.

Tell the doctor about:

- your symptoms
- any travel history
- any recent contact you have had with someone who has COVID-19

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