**INDUSTRIAL SWEEPING SERVICES PTY LTD**

**COVID-19 Work Health and Safety Plan**

**DATE: August 4th, 2020**

**COMPANY: INDUSTRIAL SWEEPING SERVICE PTY LTD A.B.N. 19 068 008 202**

**66 Healey Road, DANDENONG SOUTH VIC 3175**

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**Operations Director**

**PURPOSE: To continue to provide a service to our clients to ensure they have a safe and clean working environment.**

**OBJECTIVE: To ensure our clients, their staff, the public and our operators are safe from any potential spread or cross contamination of the COVID-19 Virus.**

**:SUBJECT: :DETAILS: :RESPONSIBILITY:**

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| **KEEPING CLIENTS, THEIR STAFF & THE PUBLIC SAFE** | **This is our number one priority. To achieve this goal, all equipment, tow vehicle etc will be disinfected on a regular basis. Each Operator will only use his own equipment as provided, there will be no cross use of the equipment under any circumstances. In all cases our work is carried out in isolation to our client’s staff. However, if conversing directly the social distancing rule applies, at least 1.5 metres. Masks are mandatory to wear if out of the vehicle. Cleaning and disinfecting hands are required each time the operator exits his vehicle, and again when entering the client’s premises. The Operator is also required to disinfect his hand when returning to the vehicle.**  **Each operator to keep an up to date running sheet of clients visited, including times etc.** | **OPERATOR** |
| **ILLNESS** | **If any employee shows signs of a cold, flu or sniffle they are to contact the company, not to attend work but have a Covid-19 test at the local test centre. They are required to then isolate themselves at their home until such time as they receive a negative result. This is important and no variation will be tolerated. Once clear they can return to duties. All associated paperwork must be supplied to the company.** | **ALL STAFF** |
| **PAPERWORK** | **To avoid any cross contamination. If required by our client, any Delivery Docket once completed can be e-mailed to their office, this docket can either be signed or not.** | **OPERATOR and**  **ACCOUNTS** |
| **MONITORING** | **On a daily basis, all procedures will be monitored to guarantee compliance and efficiency of our policies. This may require adjustments and the like to ensure our goal are achieved.** | **MANAGEMENT** |