

<b>Prepared by</b>	WHS Department	<b>South East Conveyors Pty Ltd - Coronavirus (COVID-19) Management Plan</b>	<b>Doc №</b>	SEC-CV-19.4
<b>Authorised by</b>	Dylan Watson		<b>Version №</b>	4 (Web Only)
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<b>Hardcopy is Uncontrolled</b>			<b>Review Date</b>	18.12.2021

As an integral part of its ongoing commitment to providing a safe and healthy workplace for its employees, South East Conveyors Pty Ltd (SEC) considers risk management to be central to its objective of minimising the risk of illness.

As you know, the coronavirus outbreak is a constantly evolving situation which we all must take very seriously. This is a challenging environment for our business. The business looks to stay updated and compliant with Australian Government Department of Health information and instruction.

Our current focus has two parts, (1) the health and safety of our staff is paramount, and (2) business continuity. Minimising disruption to our core business and clients is a high priority and South East Conveyors Pty Ltd shall remain operational and continue to service our clients as best as practicable throughout this crisis.

### How can we all help to stay safe?

Simple hygiene practices, similar to those used to protect against the flu, can help prevent the spread of COVID-19 and other respiratory infections.

Individuals:

- Clean your hands regularly with soap and water or alcohol-based hand sanitiser;
- Cover your nose and mouth with a tissue or bent elbow when coughing or sneezing, dispose of tissues immediately after use and wash your hands or apply alcohol-based (at least 60%) sanitisers;
- Avoid touching your face, nose and mouth and shaking hands;
- Avoid close contact with anyone who is unwell;
- Maintain social distancing of at least 1.5 metre (5 feet) distance between yourself and other persons;
- Avoid social gatherings where possible;
- Regular sanitation including wiping benches, phones, handles etc with alcohol wipes;
- Stay home if you are unwell.

### Travel restrictions

- Travelling domestically - if you are required to travel domestically (interstate) you must be aware of and abide by established border restrictions. Please inform your manager immediately.
- International travel – travel is not permitted at this time.

For more information, please go to [www.smarttraveller.gov.au](http://www.smarttraveller.gov.au)

### Additional South East Conveyors specifics

- SEC will maintain high hygiene standards as above and comply with AGDH recommendations and instruction;
- SEC will observe and comply with its clients set COVID-19 Management Plans when visiting principal sites;
- SEC will communicate with its employees and clients on matters relating to COVID-19 and how they affect them;
- Domestic 'Essential Travel' - if SEC are required to travel domestically (interstate) it will be for 'Essential Travel' only.
- If 'Essential Travel' is required, all relevant applications for Cross Border Travel shall be acquired for each individual.

### Stay Informed

Some websites to assist you to informed include:

- [The Australian Government Department of Health](#)
- [Smart Traveller](#)
- [SA Health](#)
- [Services Australia](#)
- [Department of Treasury](#)
- [ATO](#)
- [Coronavirus in Australia](#)

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**COVIDSafe app – IT’S YOUR CHOICE**

The COVIDSafe app speeds up contacting people exposed to coronavirus (COVID 19). The COVIDSafe app is completely voluntary.



**Deleting the COVIDSafe app**

You can delete the COVIDSafe app from your phone at any time. This will delete all COVIDSafe app information from your phone. The information in the secure information storage system will not be deleted immediately. It will be destroyed at the end of the pandemic.



**Management Support**

South East Conveyors look to support its personnel and business network through this difficult time. For any further information please direct your queries to your Manager.

  
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**Mark Hogan**  
**SEC HSE Manager**

**Date: 18<sup>th</sup> June 2021**