



COASTAL ENERGY COVID-19 MANAGEMENT PLAN

COASTAL ENERGY COVID-19 – PLAN



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PURPOSE OF THE PLAN

This plan is for Coastal Energy staff and subcontractors working for and on Coastal Energy projects and is designed to limit/remove the risk of the spread and contracting of the COVID -19 virus. This also includes but is not limited to controlling any risks associated with the spread of viral infections including Colds and Flu.

This is an ongoing plan and fluid document and future updates will be circulated.

In addition to the plan being prescriptive in the actions taken by Coastal Energy this is also a document that can be shared with our customers and consultants to provide assurance in Coastal Energy's commitment to COVID -19 risk management.

GOVERNMENT AND HEALTH AUTHORITY ACTIONS

Below is the link for the government and health authority actions as of the 23rd March 2020.

https://www.health.gov.au/sites/default/files/documents/2020/02/australian-health-sector-emergency-response-plan-for-novel-coronavirus-covid-19_2.pdf

Also see the link below for the overall Australian Government plan for the outbreak of the COVID - 19 virus.

<https://www.health.gov.au/news/australian-health-protection-principal-committee-ahppc-coronavirus-covid-19-statement-on-22-march-2020>

MEDICAL TESTING

Currently, testing for novel coronavirus (COVID-19) is only available for people who are feeling unwell AND have travelled to or from overseas in the past 14 days, OR have had contact with a confirmed case of novel coronavirus (COVID-19). For specific criteria on who can get tested, visit <https://www.health.gov.au/>

If staff and or subcontractors have the following symptoms, they must consult a Medical Doctor and seek advice on whether they should be tested and or be self-isolating for 2 weeks (14 days). They are not to return to work unless they have a full clearance from a Medical Doctor.

The symptoms of COVID-19

- Fever
- Cough
- Shortness of breath
- Sore throat

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COASTAL ENERGY CONTROL MEASURES

These actions are designed to limit/remove the risk of the spread and of contracting the COVID -19 virus and ultimately to lower the risk of business operation shut down. We are now embarking upon a staff and or subcontractor Pod group system.

OFFICE STAFF POD

1. All office staff members now become part of the “The Office Staff Pod” and they will be completed separated from all other Pods.
2. All other CE Pods and or Field Work Pods are not permitted to enter or engage with the Office Staff Pod. All Communication with the members of the Office Staff Pods must be done by telephone and or request to speak outside but no closer than 2 metres.
3. Entry to depot offices to be restricted to those working in that office.
4. No visitors or Delivery drivers are to enter the depot offices – To avoid direct contact an electronic registration and logging record is to be kept of all non-employee attendance to each depot.
5. Delivery drivers are not to enter depot offices and are only to stay in the direct vicinity of their delivery vehicles.
6. The office front door is to be kept closed (but not locked) at all times during normal working hours with signs displayed for no entry with the office contact phone number displayed. Entry during the day should be from the alternate door. Fire and or evacuation policies are to be followed and an amendment to accommodate distancing policies covered in this plan.

FIELD CREW PODS

1. Field Crew will be organised into functional Pods which are teams that work together on projects, these teams (Pods) consist of the same members and are uniquely identified.
2. Pods members will be the same for the foreseeable future and any variation to Pod composition must be done in agreement with the COO. Changing of pod member can only be done following temperature checks and symptom reviews. Wherever possible changes to Pod composition is to be avoided to avoid transmission risk.
3. The Leading Hands are to travel straight to site each day unless it is absolutely necessary for them to come to the depot.
4. Other Field Staff / Pods are to observe staggered start times at the depot – 0600, 0630, 0700.
5. Work site pre starts to be videotaped by the Civil Contractor and emailed to the Leading Hand to be reviewed by the CE work crew.

Work environments and duties of staff with known underlying health issue/compromised immune system to be registered and risk assessed by the Risk Management Officer.

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Staff & subcontractors will be given regular weekly updates, or earlier if there are significant changes, regarding the COVID -19 virus situation.

These will be provided via:

- Toolboxes / pre-starts
- Posters and notices
- Emails sent to all staff and subcontractors

PREVENTATIVE ACTIONS

1. Temperature Monitoring

- a) Coastal Energy require that all staff/subcontractors, check & record their temperature prior to attending work. It is mandatory to have this temperature recorded on the Coastal Energy Form 287 - Temperature Recording Form.
- b) All administration/management staff to also be checked prior to entering the office with random checks during the day and all temperatures recorded. Staff members will be appointed for each depot to manage this process.
- c) If any staff member or subcontractor records a high temperature, then they are to leave immediately and self-isolate. The risk to the Pod will then be assessed by the Risk Management Plan Officer.

2. Hygiene

A recent study published in the New England Journal of Medicine has revealed that COVID - 19 can remain in the air via droplets for 3 hours, on copper for 4 hours, on cardboard for 24 hours, on steel for 2 to 3 days and on plastic for 3 days, reference <https://www.nejm.org/doi/full/10.1056/NEJMc2004973>

Therefore, all staff and constructors MUST practice STRICT hygiene measures including:

- Avoid all physical contact
- Washing your hands often with soap and water to lather for a minimum of 20 seconds, including before and after eating and after going to the toilet
- Field Staff and subcontractors must wear work gloves at all times where practical
- Admin staff to be restricted to working on their own computer and workstation.
- Covering your cough and sneezes with your elbow or a tissue, DO NOT cough into your gloves.
- Using alcohol-based hand sanitisers
- Clean all surfaces prior to touching with hands in particular the use of anyone else's tools.
- A system of regular cleaning of touch points – door handles and equipment in offices and in vehicles – use of high alcohol content liquids / sprays/ wipes.
- Also cleaning of touch points of personal items such as pens, tools, phones, computers, etc

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3. Travel as per current Government recommendations

The Australian Prime Minister and the national cabinet decided overnight to recommend against travel unless it was on compassionate grounds, work-related or tied to essential supplies. All non-essential travel should now be cancelled.

Where possible face to face meetings and attendance at work sites shall be substituted by phone and internet-based communications. Staff should not travel between depots, different sites, or between other pods is not permitted unless approval is given by the Chief Operating Officer.

Coastal Energy will maintain a Daily Travel Register to ensure staff business movements are recorded.

<https://www.pm.gov.au/media/press-conference-australian-parliament-house-act-22march>

4. Work from Home

For those staff members who can carry out their normal duties from home with no increased risks to their health and safety, shall be instructed to do so. Normal business communication shall still be maintained through phone and electronic devices.

It is important to note that Federal Health & Safety laws still apply whilst working from home. To ensure compliance please complete the Work Health & Safety Checklist from this Link:

https://maps.finance.gov.au/sites/default/files/2019-08/form_151.pdf

5. Physical Distancing – minimum 2 metres

As per advised above it is recommended to stay 2m away from other people where possible. Due to this concern all training is to be suspended with consideration only given on a case by case situation where there is limited contact and travel.

- Limit of single person travel in vehicles where possible
- Where there is a need to be more than one person in a vehicle as is with a trade trucks, then where possible the same people/pod should always travel together. We advise against recycled air in the cabin of the vehicles.
- Accommodation whilst working away should be strictly 1 person per hotel room where amenities are not shared.

6. If there is a case of a staff member at Coastal Energy with COVID -19

If a Coastal Energy staff member/subcontractor tests positive for Covid - 19 virus they must do the following.

- Immediately notify the CEO and COO and any fellow pod member.
- Immediately self-isolate and follow all medical doctors' orders
- When cleared by the medical doctor advise the CEO and COO regarding return to work

If Coastal Energy has been notified of a staff member/subcontractor of being tested positive, they must do the following:

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- Notify the CE Risk Management Plan Officer – Annette Kastermans
- The officer to notify the Department of Health Qld. And supply travel and contact logs.
- The Officer ensures the pod is demobilised and following all quarantine requirements.
- The Officer then reviews any other risks associated with the contamination from that Pod – include contacting PC and Civil Contractor.

7. If there is an immediate family and or cohabitant of a Coastal Energy Staff member tests positive with COVID -19 virus.

All the points from 6 above apply unless the staff member/subcontractor can provide a negative test result and or Doctor's release.

Links:

<https://www.smarttraveller.gov.au/news-and-updates/coronavirus-covid-19>

<https://www.fairwork.gov.au/about-us/news-and-media-releases/website-news/coronavirus-and-australian-workplace-laws>

<https://www.homeaffairs.gov.au/news-media/current-alerts/novel-coronavirus>

https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert?utm_source=health.gov.au&utm_medium=redirect&utm_campaign=digital_transformation&utm_content=health-topics/novel-coronavirus-2019-ncov