



Conundrum Holdings Pty. Ltd.

COVID-19 Risk Management

At Conundrum Holdings we believe in the critical importance of respecting and protecting each other. Our highest priority is the health and safety of our employees, their families, our customers and the community.

The COVID-19 Readiness and Response Management Plan is to:

- Assure quarry and concrete plant activities do not impact the safety of the public, site personnel or surrounding communities.
- Ensure a safe workplace is provided for activities during a virus exposure event.
- Identify site-specific requirements including management of personnel, training programs and communication systems.
- Control the risk through evaluation, preparation, separation/distancing, sanitisation and isolation.
- Implement a review process to assess effectiveness of controls.
- Monitor conditions via Victorian Government Department of Health and Human Services (dhhs.vic.gov.au) up-to-date epidemiological data, website, press releases, radio broadcasts and relevant emergency services apps and websites.

Risk controls will be implemented and maintained in stages relevant to government advice along with imposition or easing of controls in the wider community.

All persons intending to enter a Conundrum site must inform management if they have any cold or flu like symptoms before they enter or interact with a Conundrum employee.

Visitors must disclose:

- Any overseas travel, or travel to a government identified COVID-19 hot spot or zone within the last 14 days.
- Any direct exposure to any other person that may have visited the areas identified in the point above.
- Any direct exposure to a person that has tested positive to COVID-19 or currently has cold or flu like symptoms.

Key areas of the COVID-19 Readiness and Response Management Plan are summarised over the following pages.

Summary

It is vital we maintain three key controls:

- Do not attend the workplace if we are ill. Inform the manager and seek direction.
- Maintain a high level of personal hygiene and sanitisation of all surfaces we contact.
- Maintain physical distancing where possible, wearing PPE if separation is not possible or practical.

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Key areas of COVID-19 Readiness and Response Management Plan include but are not limited to:

1. Documentation, Policy and Information

- 1.1. **Company Policies** – referring to safe work practices.
- 1.2. **Communication of COVID-19 updates** – to inform employees of proposed management strategies and provide opportunity to raise any concerns or suggestions.
- 1.3. **COVID-19 Information Signage** – has been installed across sites. Infographics addressing washing hands, symptoms, what to do if infected and physical distancing.

2. Onsite Controls

- 2.1. **Service Victoria QR Code Check in**– All persons entering a Conundrum site are required to use the QR check in code. Inform the person you are reporting to if unable to do this and your details will be manually recorded for WorkSafe compliance. Contact tracing is a key control in the event of an outbreak.
- 2.2. **Mandatory Vaccination** in line with CHO’s Directions – All persons entering a Conundrum site to carry out work will require their first COVID-19 vaccine dose by 15 October 2021. In order to continue working onsite they will need to be fully vaccinated by 26 November 2021. Proof of vaccination or medical exemption may need to be provided.
- 2.3. **Area of Work Bubbles** – Additional lunchrooms and toilets were activated continuing with best practice physical distancing. Additional white board/pin boards for communication and storage facilities for documents and PPE.
- 2.4. **Intensive, Deep Cleansing and Sanitising** – of all surfaces and workspaces within site amenities, offices, vehicles and mobile plant. Anti-bacterial sprays and wipes, hand sanitisers and disinfectant have been made readily available.

3. Personnel

- 3.1. **Monitoring Body Temperature** – of employees and contractors entering sites that have contact with CH employees, are carrying out activities in a shared workspace, amenities or buildings.
- 3.2. **Mental Health Support** – to ensure people are offered support, team meetings, communicate daily, telecommunications and video calls not just text and email. Promote feeling ‘part of a team’.
- 3.3. **A Person Attending a Medical Facility** – or establishment with identified COVID-19 cases must notify a manager before return to work and not return to work if any COVID-19 symptoms develop.

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- 3.4. **Maintain Physical Distancing Rules** – of <15 minutes face to face contact at 1.5m with another person and <2 hours within 4m in a shared workspace.
- 3.5. **Maintain Personal Hygiene** – by thoroughly washing hands, coughing, sneezing into elbow.
- 3.6. **Provide Employees** – with the appropriate PPE, facilities and information and training on how, why and when they are required to use them to protect against the spreading of the virus.
- 3.7. **14-day isolation** – for all persons with a positive test result, all persons informed not to come to work by authorities or positive asymptomatic. A negative test result is required to return to work.
- 3.8. **Home Isolation** – stay home if unwell and get tested if showing any symptoms or have been at a Tier 1 or 2 exposure site. Must follow health authority advice. A negative test result is required to return to work.
- 3.9. **Notify Worksafe and DHHS** – of positive COVID-19 test result at the workplace and if the person attended the workplace up to 14 days prior to symptoms or positive test result.

4. Contractors and Site Visitors

- 4.1. **Site Inductions** – are completed offsite or via Conundrum website on mobile phone. No access to company computer stations.
- 4.2. **Current Authorised Worker Permit** – must be carried while on site.
- 4.3. **Non-essential Contact** – Contractors are required to have a COVID-19 risk management action plan and follow site rules as directed.
- 4.4. **Lunchrooms and Site Amenities** – Amenities will be provided for contractors and visitors. Use of Conundrum amenities and lunchrooms is to be avoided.

5. Drivers and Deliveries

- 5.1. **Weighbridge Operations** – have removed the need for docket collection and signing. Electronic receipts are in place for customer records.
- 5.2. **Truck Entry Hold Points** – phone systems have been deactivated and upgraded to non-contact intercom, use of CB, UHF or their mobile phone.
- 5.3. **Drivers Use Stylus Pens** – are available at touch pad stations; hand sanitising, PPE and distancing rules apply.
- 5.4. **Drivers Delivering to Job Sites** on Conundrum's behalf – must abide by site rules, meet mandatory COVID-19 vaccination requirements, always wear PPE and maintain distancing and sanitisation rules.

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5.5. **Servicing and Repairs** – must be followed with sanitisation of all surfaces and cabins of plant. Drivers must also carry out sanitisation before operating the truck.

6. Mobile Plant and Light Vehicles

6.1. **Operators MUST** – complete daily checklists and MUST document on the comments page that they have sanitised their machine each day and also if they have operated more than one machine.

6.2. **Servicing and Repairs** – must be followed with sanitisation of all surfaces and cabins of plant. Operators must also carry out sanitisation before operating the plant item.

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