



# COVID SAFE PLAN

## DRAKE AUSTRALIA

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## COVID SAFE INTRODUCTION AND SCOPE

Drake Australia is primarily a labour-hire service provider to a range of industries, including Construction, Warehousing, transport and logistics and manufacturing. It is therefore critical that the company has preventative and reactive controls in place to manage the risks associated to the COVID-19 pandemic and protect the health, safety and wellbeing of the company's employees and those of our clients and the wider community.

This COVID Safe Plan has been created to ensure all workplaces under the management control of Drake Australia has Standardised commercial practices to mitigate the risks presented by the pandemic. Where Drake does not hold management control of the workplace, this plan is to be used in conjunction with arrangements and COVID plans introduced by the relevant Host employer.

This plan is designed to provide practicable actions that can be deployed across the company's national operation, to ensure everyone plays their role in reducing the spread of the COVID-19 virus and keeps everyone at the workplace as safe as possible.

A national COVID-19 register has been developed as part of the company's COVID response plan, to aid tracking activities of any Confirmed, Suspected or Close Contacts identified. The COVID plan and activities aims to identify and mitigate any potential service disruptions to the company's employees and clients, whilst ensuring the health, safety and wellbeing of all parties is maintained, so far as reasonably practicable, during the pandemic.

This plan is applicable to all Drake office locations, employees, labour-hire workers and contractors undertaking work activities on behalf of the company.

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## COVID-19 RESPONSE TEAM

Drake Australia manages the threat of COVID-19 via the company's COVID-19 response team, which is made up of personnel from various levels of the company structure and additional support provided by the local branch network.

The COVID-19 Response Team includes:

Personnel	Position	Email
Frank Spizzo	CFO and Chief Executive	fspizzo@au.drakeintl.com
Christopher Ouizeman	Chief Executive	couizeman@au.drakeintl.com
Steve Fletcher	National WHS Manager	sfletcher@au.drakeintl.com
Leanne O'Meara	National HR Manager	lomeara@au.drakeintl.com
Elizabeth Johnson	National HR Officer	ejohnson@au.drakeintl.com
Nicole Jones	General Manager DI	njones@au.drakeintl.com
Nick Polimenakos	General Manager Medox	npolimenakos@au.drakeintl.com
Georgia Matterson	Operations	gmatterson@au.drakeintl.com
Sarah Ross	Marketing and Communications	sross@au.drakeintl.com

Steve Fletcher is responsible for the company's COVID response management activities, as the company's primary COVID-19 coordinator. Leanne O'Meara is the secondary response coordinator; in the event the primary coordinator is unavailable. Nicole Jones is responsible for the coordination of any operational activities required.

The COVID coordinator is responsible for implementing appropriate controls and for contacting all potential cases, providing relevant notifications to the host employer, report all Notifiable Incidents to WorkSafe and provide COVID specific guidance to the local support teams and other relevant internal and external stakeholders.

All members of the COVID response team, play pivotal roles in the company's response to the COVID pandemic and, so far as reasonably practicable, provides guidance to the business on the various elements, including:

- ensuring the health, safety and wellbeing of all company employees and labour-hire workers are protected as much as possible.
- planning for internal employees to commence and/or continue working from home, wherever possible.
- Identifying vulnerable persons and personal circumstances (i.e. public transport, residing in high risk locations), which may place the employee at a greater risk of the COVID-19 virus.
- ensuring all company employees and labour-hire workers are provided with relevant and regular communication, to increase awareness of the situation, their obligations, and what the Government and company rules and expectations are during the COVID response.
- implementing COVID specific policies and other administrative resources to aid the response of any confirmed, suspected, or potential close contact cases.
- ensuring adequate personal protective equipment (PPE) is available to employees, including face masks, hand sanitiser and cleaning supplies.
- remaining current with the relevant Government and Chief Medical Officer and take appropriate action where required.
- identifying and implementing continual improvement opportunities, to strengthen the company's COVID response and management activities.
- ensuring the company remains financially viable and the financial impacts of the company's employees are minimised as much as possible.
- remain in contact with the Department of Health and Human Services and WorkSafe where required.

## COVID-19 ADMINISTRATIVE CONTROLS

Drake Australia has implemented several Administrative controls, to ensure the COVID response plan and activities are sustainable.

The COVID-19 Administrative controls implemented include (but not limited to):

- COVID-19 Policy;
- COVID-19 Incident Report form and Confirmed or Suspected COVID case/Close Contact register;
- COVID-19 Committee meetings occur weekly, to remain aware of the current situation, regulations, restrictions, and rules and determine any additional actions required;
- Arrange for all company employees to work from home, wherever possible, including the completion of a working from home WHS checklist;
- Current employee register containing all required information, to allow prompt response to identifying and documenting details of any confirmed or close contact cases;
- Established a Vulnerable Persons register to protect internal employees deemed to be at a higher risk;
- Risk based assessment of all Drake offices, considering geographical locations, volume of local COVID case numbers, vulnerable persons, and requirements to travel on public transport;
- Implemented a staged 'return to office' plan, based on level of risk;
- Arranging the office design to ensure appropriate social distancing measures can be achieved;
- Limiting access to Drake offices, to internal employees or only one visitor at a time (in low risk regions);
- Completing remote registrations of labour-hire workers, through an electronic platform and conducting video/phone interviews wherever possible;
- Arranging hygiene stations (including hand sanitiser and cleaning wipes) at all reception areas and throughout the office, for employee use;
- Providing temperature checking devices at all branch locations, to assist with identifying potential risk of flu-like symptoms, prior to personnel entering the office. No person experiencing flu-like symptoms is permitted to enter or remain at any Drake or Host Employer site under any circumstances;
- Implemented a COVID compliance and escalation checklist, to assist local personnel to response to COVID cases, where required.
- Implementation of a daily checklist, designed to ensure activity within the office is achieved, including:
  - Social Distancing
  - Office cleaning and hand hygiene practices
  - External factors, including attending cafes, coffee shops and other public areas.
- Questionnaire for After-hours to record details of contractors calling in with Flu-like symptoms;
- Established a COVID specific hotline to Drake's internal EAP service, which is available to employees and their families, to assist in managing mental health and anxiety concerns;
- Cross referencing labour force to identify potential risks, including contractors residing together or in high risk (hot spot) suburbs;
- Site Attendance Obligation form and daily survey, for contractors working at high-risk sites;
- Assessing the safety aspects at host employer sites, including completing remote site inspections and reviewing the company's COVID safe plan;
- Provision of Government introduced Permitted Worker Permits (electronically) for all essential workers, where required;

The main focus of these controls is designed to:

- separate people and ensure social distancing can be achieved and maintained within the company's offices, so far as reasonably practicable;
- prevent cross-over of labour-hire workers at host employer sites;
- to reduce the risk of potential community spread of the virus;
- ensure the company's offices remain appropriately clean and adequate hygiene facilities are available.

These control measures are reviewed/adjusted regularly, to ensure the company remains compliant with its WHS and COVID obligations and all employees comply with Government and DHHS regulations, restrictions, and rules.

## COVID-19 PERSONAL PROTECTIVE EQUIPMENT (PPE) CONTROLS

Drake has sourced a (limited) supply of various PPE items, to assist with mitigating the risk of employees contracting the COVID-19 virus. These items are Australian manufactured and/or meets the relevant Australian PPE standards. A standing order for these items has been arranged, to allow replenishment as required.

The COVID related PPE that is available within all Drake Offices, includes:

- Australian Manufactured surgical Face masks;
- Eye protection or face shields (where required);
- Gloves (where required);
- Gowns/Aprons (Healthcare / Disability support);
- Hand Sanitiser, soap, and cleaning products;
- Temperature checking devices at all relevant offices and Drake controlled workplaces.

## COVID-19 COMMUNICATIONS

Drake's Marketing department are the central point of contact for all COVID related communications to the company's employees, contractors, and clients. The primary purpose of these communications is to ensure all company employees are aware of the current situation and the requirements to manage and remain compliant with the company's expectations and Government implemented rules and restrictions.

All internal employees have been consulted throughout the changes and developments of the COVID pandemic, allowing all employee concerns to be raised during this process. These aspects have been considered by the COVID response team prior to plans being implemented and communicated to the wider company community. Labour-hire workers are provided with regular communications on general and site-specific information, as required.

All relevant resources, links and contact details are provide through these communication means, including:

- relevant Government agencies resources (i.e. DHHS, Federal/State Governments and the World Health Organisation websites);
- Government financial assistance options details;
- COVID specific information hotline contact numbers;
- Drake's EAP hotline contact details;

The communication activities have been delivered through various methods, including:

- Emails
- Phone calls
- Digital meetings (TEAMS)
- SMS messages
- Website information
- Surveys
- Electronic forms

Drake also communicates COVID plans and activities with all relevant host employers periodically, to ensure Drake and the host employer work collaboratively to mitigate the risk of the COVID pandemic and reduce community spread of the virus, as far as reasonably practicable.

All communications are monitored and updated by the Marketing department on a regular basis, as the situation changes and the information are also added to the company's website. This is deigned to ensure the information available to company employees remains current.

## MANAGING THE MENTAL HEALTH AND ANXIETY RISK

Drake recognises that the mental health and wellbeing of company employees and their families is an important consideration. It is also understood that people will respond to the challenges presented by the COVID-19 pandemic differently, including employees feeling:

- isolated (created by completing work activities from home or away from the office)
- anxious about contracting the COVID-19 virus or the uncertainty of the wider situation
- fearful of returning to the office environment
- concerned about personal health concerns (i.e. respiratory conditions), which may be impacted by the COVID-19 virus
- disconnected and experiencing low personal interaction from their manager and co-workers

All managers have identified and monitored employees experiencing any of the above concerns, which may impact the employee's general wellbeing.

The company has implemented several strategies, to attempt to reduce the potential for employees to experience adverse effects of such circumstances. These activities include (but not limited to):

- Managers maintaining regular contact with their teams and individually via TEAMS meetings;
- Providing additional support to people at a higher risk of experiencing such concerns;
- Encouraging employees experiencing these types of challenges, to contact Drake's EAP services;
- Arranging engagement activities (for example: 'Step Challenges'), to help keep their teams moving around and feeling a sense of personal interaction with their co-workers whilst working from home;
- Provide regular communications and updates to keep all employees aware of the current situation and the important of remaining vigilant about reducing the risk of community spread of the virus;
- Providing alternative work activities, designed to increase engagement and upskill employees that may not have experienced this type of activity, under normal circumstances;
- Provision of executive and management motivation, recognition, and praise, for the work being completed under such challenging circumstances.

## MANAGING THE FATIGUE RISK

Drake recognises that employees may/will be working longer hours, than under normal circumstances. This risk is generally created by no defined start and finish times, whilst working from home and the increased labour demands generated by the COVID-19 pandemic in high-risk locations.

Drake manages the potential risk of Fatigue, so far as reasonably practicable, via several means, including:

- Providing flexible work hours, to accommodate the employee's personal circumstances;
- Monitoring work activities and/or hours completed by employees and labour-hire workers, to ensure adequate rest breaks are provided between shifts;
- Deploy non-critical work activities to employees with greater capacity to undertake the work;
- Monitoring the employee's fatigue during personal/remote interactions and adjusting the employee's workload if required;
- Encouraging employees to participate in personal and family activities, including exercise and healthy eating practices;
- Cancelling/minimising non-critical travel;

Whilst the company has implemented the various controls outlined above, employees are expected to follow the company's fatigue management processes and monitor their personal circumstances and advise their manager of any concerns relating to fatigue.

## WORKPLACE MODIFICATIONS

### SOCIAL DISTANCING

Drake has decided to (wherever possible) adjust the designs of its offices, to ensure employee numbers are limited within the office area and that all employees attending the office can achieve appropriate social distancing measures.

Where relevant, the following measures have been taken to allow this objective to be achieved.

- Employees attending the office are required to work in separate offices (where possible);
- In the event the office is open planned, workstations are to be relocated to ensure each employee has a minimum of 4 square metres of unrestricted space available;
- No physical contact is to occur, including handshaking and other such formal greetings;
- The offices are generally closed to external persons, including labour-hire workers, delivery personnel and other persons that may attend the workplace from time to time. Where the risk has been determined as LOW, only one external person is permitted to enter the office at a time and no person that does not need to enter the office will be permitted;
- All recruitment activities and registrations are to be completed remotely, to limit the need for face-to-face interaction with unknown persons;
- Contact-less temperature checking devices have been made available at the reception area, to allow potential flu-like symptoms to be monitored prior to employees entering the main office areas;

### HAND HYGIENE

Drake actively promotes appropriate hand hygiene practices and has ensure ample supplies are available for workers to use to achieve this objective, including:

- Hand Sanitiser stations have been set-up at all reception areas and other areas of the office, to assist with ensuring hygiene practices can be achieved within personal work areas and communal areas, such as kitchens, lunchrooms, and meeting rooms;
- Bathrooms/washrooms are stocked with appropriate and adequate hand-washing equipment, including soap, running water, electronic hand drying and/or paper towels and rubbish bins;
- Training provided to all employees regarding the desired methods of washing hands correctly, and the use of hand sanitiser in between hand washing practices;

### OFFICE CLEANING

Additional cleaning practices have been implemented to all Drake offices, including:

- increased cleaning practices undertaken within all Drake offices, which may be completed by internal employees and/or commercial cleaning contractors;
- adequate locally sourced cleaning products are available within each office location;
- all commonly used areas and items, including door handles, light switches, desks, computers, keyboards, phones, and other devices/appliances are required to be cleaned with alcohol-based wipes, on a regular basis throughout the day;
- All employees are responsible for ensuring the common areas, including kitchens, bathrooms, meeting rooms are cleaned on a regular throughout the day.
- Where a commercial cleaner is engaged to complete office cleaning, this is only permitted to occur outside normal operating hours, where no employee is present at the office. It is the office manager's responsibility to ensure this occurs.

### DELIVERIES

All deliveries to a Drake office must be completed 'contactless', via the delivery person leaving the item(s) at the front door of the office and informing employees that the delivery has occurred. This allows for contactless deliveries to be achieved.

## MANAGING COVID-19 RISKS AT HOST EMPLOYER WORKPLACES

Whilst Drake Australia does not hold management control over Host employer workplaces, various activities are undertaken at these sites, to mitigate the potential risk, so far as reasonably practicable, and protect the health, safety, and wellbeing of the company's employees.

The activities undertaken at host employer sites include (but not limited to):

- reviewing the host employer COVID Safe Plans, to ensure the plan is adequate to protect all employees working at the site and provide the ability for employees to comply with these requirements. This also includes High-Risk COVID plans for Host employers operating in industries such as Warehousing and Distribution.
- conduct site inspections, to assess the wider safety controls that are in place at the workplace and assess the level of risk that our workers may experience whilst completing the various work activities. The preferred method of completing the site inspection process is in person, however where this is not possible, the site inspection process is completed remotely, in consultation with the host employer representative.
- ensuring adequate controls have been implemented, to ensure workers can achieve appropriate Social Distancing and Hand hygiene.
- attend high-risk workplaces (i.e. Distribution Centres), to ensure COVID control measures are being followed by the company's employees and apply correct actions, if required.
- Ensuring the company's employees do not car-pool to/from the host employer's workplace and do not attend the site, if they are confirmed, suspected, close contacts or experiencing flu-like symptoms, until the COVID-19 test results are confirmed and approval gained from the Host employer to re-roster the employee(s).
- ensuring face masks are worn at all relevant worksite, in accordance with the State/Federal governments rules and requirements. Drake has purchased additional surgical face masks to ensure employees have access to this PPE, if not available or provided by the host employer.
- ensure the workplace is adequately cleaned, to minimise the risk of COVID-19 infection or transference.
- ensure that the site is 'deep cleaned' following any identified or suspected COVID-19 case, prior to the work activities continuing at the workplace.
- Ensuring Victorian workplaces still operating are considered as essential workplaces and that all relevant employees have Permitted Worker Permits, required under the Victorian Government rules.

In addition to the above listed activities, Drake Australia also controls the risk presented by workers undertaking work activities at a host employer worksite, by restricting the assignments to prevent any potential for worker to work at multiple host employer workplaces and limiting the employee's shifts to the same times, for example day shift workers remain only on day shift and afternoon shift employees on remain only on afternoon shift.

The main objective of Drake Australia monitoring these activities is to:

- Protect the health, safety, and wellbeing of the company's employees
- Minimise the exposure of the COVID-19 virus at the workplace
- Minimise the potential for employees to spread the COVID-19 virus in the wider community
- Identify and control potential risks at workplaces where Drake Australia does not hold management control over the worksite, however, has a shared duty and obligation for the health, safety, and wellbeing of the company's employees.

Drake Australia verifies the activities completed by the Host employer, as outlined above, by sighting documented plans, procedures and other documented evidence and undertaking regular observations at the host employer site. Where Drake Australia is unable to verify this information, no labour-hire worker can be placed and/or Labour-hire workers are removed from the site until these aspects have been verified.

Drake Australia remains in constant contact with all relevant stakeholders, throughout the COVID-19 pandemic and makes any required/approved adjustments (as circumstances change at the host employer's workplace), including adjustments to the COVID management practices, which may directly or indirectly affect any company employee completing work activities at the host workplace on behalf of the company.



## COMPLIANCE REVIEW, MONITORING AND MEASUREMENT ARRANGEMENTS

Drake's WHS and Quality compliance measures are constantly monitored and audited against the criteria of the relevant International Standards ISO:45001 and ISO:9001.

The compliance measurement and monitoring activities include:

- Suitability and work experience of all employees, including labour-hire workers;
- VISA and Rights to Work in Australia checks;
- Online WHS Inductions and training modules;
- Hazard/Risk identification, assessment, control, and review, internally and at host employer sites;
- Ensuring licences and qualifications are current and available;
- Contact details, including emergency contacts are current and available;
- Ensuring Drake's Privacy and personal information protocols are complied with;
- Ensuring all relevant company policies and procedures are complied with;

These aspects are monitored via conducting desktop and/or in person compliance audits and documenting the audit finding and recommendations for corrective actions on an Internal WHS/Quality Audit report. The compliance details are also included within an annual WHS/Quality performance report disseminated to the company's global chairman and executive management team for review/comment.

In regard to monitoring compliance specifically related to the COVID-19 situation, the company has implemented various controls and rules, to mitigate potential risks as far as reasonably practicable, including:

- All employees are required to work remotely (from home), wherever possible;
- Where employees are to attend the office or a host employer workplace/site, they must abide by any advice and restrictions imposed by the local/state or federal government and maintain social distancing and other COVID related protocols implemented by Drake and/or the host employer
- All labour-hire workers must complete a Site Attendance Obligations form, outlining the employee's obligations and responsibilities of attending the workplace/site and a survey where relevant, including:
  - Not carpooling to the workplace/site with anyone outside their household;
  - Not attending the workplace/site via public transport or car share service (i.e. taxi/Uber/OLA), unless authorised;
  - Comply with COVID controls whilst on site, including wearing PPE and maintaining social distancing and hand hygiene practices whilst at the workplace/site;
  - No socialising in carparks or other areas before or after shift times;

## MINIMISING COVID-19 OUTBEAKS AND COMMUNITY TRANSMISSION

Drake has taken several precautions, to assist with preventing potential outbreaks at the workplace or community spread of the virus, including (but not limited to):

- Ensuring employees/labour-hire workers do not attend the workplace and self-isolate immediately, if they:
  - have been Confirmed Positive with the COVID-19 virus;
  - have been tested for COVID-19 virus and awaiting results;
  - have been advised by the DHHS or Drake, that they may have come into close contact with a confirmed case and are required to self-isolate and undertake a COVID test;
  - are experiencing any flu-like symptoms (including headaches, fever, congestion, runny nose)
- Ensuring the employees/labour-hire worker reports any of the above to the local Drake office immediately and complies with the advice and guidelines provided to them;
- Not attend any other shift that they have not been rostered on or work on any other assignment at a different Drake or host employer workplace, without prior approval from the Drake or the host employer;
- Not car-pool or attend any unknown location experiencing high COVID-19 infection volumes and to minimise attending public areas, so far as reasonably practicable, if permitted to or are not required to self-isolate.
- Provide details of any potential Close Contacts identified by the DHHS or Drake, upon request;
- No attend parties or community gatherings outside State/Federal Government introduced guidelines.

## COVID-19 RISK ASSESSMENT

HAZARD	POTENTIAL HARM	LIKELIHOOD	CONSEQUENCE	RISK RATING	CONTROL MEASURES
Employees potentially contracting the COVID-19 virus at the site or workplace.	Illness, Death.	Possible	Major	<b>HIGH</b>	<ul style="list-style-type: none"> <li>• Encourage employees to work from home wherever possible.</li> <li>• Provide flexible work arrangements, including hours/days, to minimise interaction with the wider community, where social distancing and other controls are not possible or ineffective.</li> <li>• Prohibiting workers attending the workplace if confirmed COVID result received, awaiting COVID test results, advised by DHHS or Drake to self-isolate and/or are experiencing flu-like symptoms.</li> <li>• Prohibiting workers crossing over shift times or host employer sites</li> <li>• Prohibiting car-pooling or using car sharing services (i.e. taxi, Uber) with anyone outside the worker's household and avoid use of public transport in high risk areas, including known clusters or hot spot areas.</li> <li>• Limiting visitor numbers to any manned Drake office</li> <li>• Enforce COVID controls whilst on site, including social distancing, hand hygiene, face coverings protocols, ensuring adequate PPE and equipment is available and ensuring the workplace is cleaned within DHHS guidelines.</li> <li>• Temperature checking prior to entering the workplace or site.</li> <li>• Identification of potential risks, including labour-hire workers residing with others outside their immediate family, workers residing together, workers residing in cluster areas or hot spots.</li> <li>• 24/7 contact numbers, for workers to call in unwell or unable to attend their rostered shift for any reason.</li> <li>• Communication of the company's COVID requirements and expectations, to increase awareness and remove any potential confusion of workers.</li> <li>• Completion of a site attendance obligation form and/or attendance surveys for higher risk host employer sites.</li> </ul>
Employees potentially contracting the COVID virus, via community transmission.	Illness, Death.	Possible	Major	<b>HIGH</b>	<ul style="list-style-type: none"> <li>• Encourage all employees to remain at home, wherever possible, whilst not attending work or undertaking essential shopping or receiving/providing medical care.</li> <li>• Encourage employees not to attend crowded places, including parties, sporting events or other public gatherings.</li> <li>• Ensuring all employees maintain and abide by company and/or Government COVID-19 rules, restrictions, and expectations.</li> <li>• Encourage employees not to allow visitors to their home or attend the homes of other persons, unless permitted under government introduced rules or restrictions.</li> <li>• Recommend employees wear face masks or coverings, when away from their home, and ensuring employees comply with these rules if enforced by the state or federal Government</li> <li>• Ensure employees have access to current information and resources.</li> </ul>

HAZARD	POTENTIAL HARM	LIKELIHOOD	CONSEQUENCE	RISK RATING	CONTROL MEASURES
Transmission of COVID from other confirmed positive cases within their household or from other personal circumstances.	Illness, Death.	Possible	Major	<b>HIGH</b>	<ul style="list-style-type: none"> <li>Ensuring all confirmed cases are self-isolating at home, away from others residing in the household as much as possible.</li> <li>Ensuring anyone that is residing with a confirmed case is COVID tested and continues to self-isolate until the COVID test results are received, and medical clearance provided for all residence.</li> <li>Ensuring no one attends the workplace, if they have come into close contact with a confirmed case, including family members and other residence of the household.</li> <li>Ensure residence do not work at other Drake or host employer sites, if so, these companies will be notified on the occurrence.</li> <li>Ensure all potential close contacts of a confirmed case has been contacted and following the self-isolation practices.</li> </ul>
Mental Health/anxiety feelings whilst working in isolation.	Depleted Mental health/wellbeing. Anxiety and fear conditions.	Unlikely	Major	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Managers to remain in contact with team members via TEAMS or phone</li> <li>Promote and encourage wellness initiatives, to keep employees moving, motivated and engaged throughout the day whilst working in isolation.</li> <li>Consideration applied to the employee's personal circumstances, to ensure working in isolation can be achieved and minimise potential disruption to the employees personal/family life.</li> <li>Ensure all employees have access to the company's confidential EAP service and the relevant contact details, designed to provide psychological and/or emotional support whilst working in isolation or other situations.</li> </ul>
Fatigue	Tidiness Distractions Personal illness Motor Vehicle or and/or avoidable workplace incidents	Unlikely	Moderate	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Monitoring work activity reports, to identify employees significantly exceeding working hours or shifts.</li> <li>Implement flexible working arrangements, including hours and days, to assist with accommodating the personal circumstances of the employee.</li> <li>Ensure adequate rest breaks are provided throughout the day and between shifts and workdays.</li> <li>Manager to remain in contact with employees throughout the day/week, to monitor and identify any potential fatigue concerns.</li> <li>Employees are not permitted to operate motor vehicles or machinery if demonstrating signs of Fatigue.</li> </ul>
Working from Home constraints	Musculoskeletal injuries	Unlikely	Moderate	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Encourage employees to establish a dedicated workspace at home and set the workspace up with ergonomic furniture, including chairs, desks, laptop holders, so far as reasonably practicable. This may include using the chair or equipment available at the employee's normal office if required.</li> <li>Discourage employees to complete work activities from share or inappropriate areas, including lounge chairs or working at the kitchen table of bench.</li> <li>Encourage periodic stretching throughout the day, to reduce the risk of musculoskeletal injuries.</li> </ul>

HAZARD	POTENTIAL HARM	LIKELIHOOD	CONSEQUENCE	RISK RATING	CONTROL MEASURES
Aggressive employees or visitors to the office	Physical and/or psychological injury to staff.	Rarely	Major	LOW	<ul style="list-style-type: none"> <li>All Drake offices are closed or have limited access to visitors.</li> <li>All registrations and meetings are completed remotely</li> <li>All manned branches require a minimum of 2 employees to be present</li> <li>Physical barriers are available in all Drake offices, to provide protection to employees</li> <li>Some Drake offices require electronic access passes, whilst the others have more traditional security measures, including locks, alarms.</li> </ul>
Contact with delivery drivers or other visitors to the workplace.	Spread of the COVID virus	Rarely	Major	LOW	<ul style="list-style-type: none"> <li>All deliveries to a Drake office is required to be completed contactless, with the items left at the front door of the office and employees alerted to the presence of the delivery, by the driver knocking on the door or calling the office number.</li> </ul>
Persistent use of Hand Sanitiser	Skin irritation or Dermatitis	Rarely	Minor	LOW	<ul style="list-style-type: none"> <li>Staff are encouraged to wash hands with soap and water for 20 seconds where possible, as an alternative to relying on hand sanitiser alone.</li> <li>Ensuring an adequate supply of soap and paper towel and appropriate facilities are available for employee use.</li> <li>Provide training on correct hand washing techniques.</li> </ul>
Persistent use of Latex Gloves (Healthcare or disability support staff)	Skin irritation or Dermatitis Latex allergies	Rarely	Minor	LOW	<ul style="list-style-type: none"> <li>Encourage use of latex free gloves, ensuring ample stock is available.</li> </ul>

## RESIDUAL RISK ASSESSMENT

The residual risks associated to these Hazards have been determined as LOW-MEDIUM and the controls have been deemed effective in achieved positive outcomes in preventing the spread of the COVID-19 virus and limited employee exposure to the known and anticipated risks associated with the pandemic.

All hazards and associated control measures are continually monitored for effectiveness and constant monitoring of the situation is completed, to assist in the company identifying continual opportunities and implementing additional or new control measures, to further mitigate the risk of the Pandemic and protect the health, safety and wellbeing of all company employees and labour-hire workers so far as reasonably practicable.

## COVID COORDINATOR CONTACT DETAILS

All enquiries relating to the COVID-19 management plan or general COVID-19 topics, are to be directed to Drake's National WHS Manager on **0432 924 373** or via email at [sfletcher@au.drakeintl.com](mailto:sfletcher@au.drakeintl.com)

***DRAKE***  
INTERNATIONAL