

Arbortech Tree Services Pty Ltd: WHS Manual 2020-21

Covid-19 policy

All team members must stay up to date with current State and Federal government social restrictions, and will abide by all recommendations and mandates.

In the office

- As per the Federal government requirements, our main office meeting room (floor space of 3.5m x 6.9m = 24.15m²) will contain no more than 12 people at any one time (2m² per person).
- Standing 1.5 metres from all clients, contacts and other employees is mandatory where possible.
- No visitors (other than pre-arranged) are to enter works depot office space.
- Parcel delivery is to take place in yard, and hands are to be washed after signing, and the parcel is to be sprayed down with 70/30 Methylated spirits/water.
- The office surfaces and furniture are to be sprayed down daily with Glen20 by last person to leave.
- Spray bottles of 70/30 Methylated spirits/water have been provided to spray down all non-electronic equipment and machinery after use.
- The usual weekly cleanse of surfaces will still take place.
- If any family or friends test positive to the virus you must immediately notify the company director, and follow the advice of health care professionals. Until you receive advice, you must self- isolate. A negative test or advice to return from a health care professional will be required to resume normal duties.

In the field

- Avoid person to person contact such as handshakes with staff and clients at all times.
- Standing 1.5 metres from all clients, contacts and other employees is mandatory where possible.
- The entire team must wash their hands before all meal breaks and after all bathroom breaks.
- It is strongly advised that you bring your own pre-prepared lunch to work, to limit unnecessary contact with people outside of the company.
- Employees are to stay home if they develop sore throat, runny nose or fever, and consult a healthcare professional.
- Personal mobile phones should be wiped down daily at a minimum.
- Work Tablets are to be wiped down between users.
- Spray bottles of 70/30 Methylated spirits/water have been provided to spray down all non-electronic equipment and machinery after use.
- The usual weekly cleanse of surfaces will still take place.
- If family or friends test positive to the virus you must immediately notify the company director, and follow the advice of a health care professional. Until you receive advice, you must self- isolate. A negative test or advice to return from a health care professional will be required to resume normal duties.

Last reviewed: 14/12/20 JK

Next review: As restrictions change/ease