

02/04/2020

Workplace Entry Procedure for Faircloth & Reynolds 12 Hurley Drive Coffs harbour Commencing 06/04/2020

Faircloth & Reynolds is committed to providing a safe and secure work environment for all staff and contractors, which will be achieved by complying with current state and federal legislation and work health and safety regulations.

Due to the current COVID_19 pandemic Faircloth & Reynolds is implementing a variety of additional measures to reduce the risk to staff and contractors of COVID-19 at our premises.

All staff are expected to follow this procedure so that all reasonable steps are taken to ensure the safety of our staff and contractors.

It will be a requirement of all personnel to wash their hands and get a temperature check prior to commencing work at Faircloth & Reynolds Premises at the start of each working day.

Procedure:

FACTORY BASED WORKERS

Duct Workshop staff shift commencement time 0600hrs

Stainless Steel Workshop Staff Commencement time 0630 hrs

- Personnel must enter the premises at the Staff Entry point at Gate 3. Please line up and ensure a 1.5 m distance is maintained
- Wash hands at hand washing station
- Proceed to temperature Check Station
- If clear enter premises and commence work

OFFICE BASED WORKERS

- From 0700hrs Personnel must enter the premises via Staff Entry point at double doors of the Showroom
- Proceed to temperature Check Station
- If cleared proceed to Wash hands at hand washing station (Showroom Kitchen)
- Then commence work

SERVICE TECHNICIANS & SERVICE APPRENTICES (If attending office at Start of the day)

- Wash hands at hand washing station Via Staff Entry point at Gate 3
- Proceed to Service Coordinator desk for a Temperature test

PERSONNEL ARRIVING AT WORK AFTER 0800HRS

- If you arrive at work after 0800hrs Please enter office via Staff Entry point at double doors of the Showroom
- Wash hands at hand washing station (Showroom Kitchen)
- Report to either Peter Richardson or Annalese Milne for a temperature check.

If Peter or Annalese are unavailable at your time of arrival Peter Richardson will be checking in on all employees whom have not received a Temperature check throughout the day.

Coffs Harbour

(Head office)
12 Hurley Drive
Coffs Harbour
NSW 2450

Sydney
19/45 Powers Rd
Seven Hills
NSW 2147

Brisbane
4/38 Curzon Street
Tennyson
QLD 4105

Armidale
1/233 Mann St
Armidale
NSW 2350

Port Macquarie
4 Uralla Rd
Port Macquarie
NSW 2444

Ballina
2/59 Southern Cross Dr
Ballina
NSW 2478

Any Personnel that record a body temperature of greater than 37.5 degrees will be instructed to proceed to the seating on the veranda and wait until a secondary temperature test is carried out.

Any personnel that record a body temperature of greater than 37.5 degrees will be instructed to have a secondary temperature test to confirm a high temperature.

Any worker who records a temperature greater than 37.5 degrees on a secondary temperature test will be required to contact their GP for a medical assessment and will not be permitted to commence or continue to work until medical clearance is provided

Refusal to abide by these measures by any workers will result in access to the workplace being denied and disciplinary action may result.

We are introducing these measures for the safety of all employees and appreciate your compliance and patience with the implementation. It is recommended that you arrive few extra minutes early to work to allow for the extra time needed to enter the premises.

If you have any questions please contact Kevin Murray, Geoff Stokes, Peter Richardson or your Supervisor



Director

Faircloth & Reynolds