

## Coronavirus (COVID-19) Policy

Hard Bakka Pty Ltd observes the model Work Health and Safety (WHS) laws required by employers to ensure, so far as is reasonably practicable, the health and safety of our workers including in the factory and onsite, and others at the workplace. This includes providing and maintaining a work environment that is without risk to health and safety and adequate facilities for fabricators, apprentices, riggers, welders and site boilermakers to carry out their work.

### Understanding COVID-19

COVID-19 is a respiratory illness caused by a new virus stemming from large family of viruses that cause respiratory infections and can spread quickly and widely, if protective measures are neglected. Symptoms include fever, coughing, sore throat and shortness of breath. The virus can spread from person to person, but good hygiene can prevent infection.

The people most at risk of getting the virus are those who have:

- recently been in a high-risk country or region (mainland China, Iran, Italy or Korea)
- been in close contact with someone who has a confirmed case of COVID-19

Symptoms can range from mild illness to pneumonia. Some people will recover fast while others may get very sick very quickly. People with coronavirus may experience:

- fever
- flu-like symptoms such as coughing, sore throat and fatigue
- shortness of breath

Those most at risk of serious infection are:

- people with compromised immune systems (such as people who have cancer)
- elderly people
- Aboriginal and Torres Strait Islander peoples (as they have higher rates of chronic illness)
- people with chronic medical conditions
- people in group residential settings
- people in detention facilities

The virus can spread from person to person through:

- close contact with an infectious person (including in the 24 hours before they started showing symptoms)
- contact with droplets from an infected person's cough or sneeze
- touching objects or surfaces (like doorknobs or tables) that have cough or sneeze droplets from an infected person, and then touching the mouth or face

## Preventative Measures at Hard Bakka

To prevent the spread of viruses, all workers and visitors are expected to practise the following measures to protect against infection and prevent the virus spreading. Below forms part of the safety induction instructions given to our workers on employment and in tool box meetings, to which they sign.

### Good hygiene

- cover your coughs and sneezes with your elbow or a tissue
- Dispose of tissues properly
- Wash your hands often with soap and water, including before and after eating and using the toilet
- Use effective hand sanitisers, when the use of soap and water is not practicable
- Clean and disinfect surfaces, where reasonable to do so

### Social distancing

Social distancing is a must where reasonably practicable. This includes:

- Stay at home if you are unwell
- Avoid non-essential large or small gatherings
- Keep a distance of 1.5 metres between you and other workers whenever reasonably practicable:
  - In the workshop:
    - Maintain that your work bays are 1.5m distance apart at all times
    - Do not gather close and indoors on your break.
    - Have your lunch and breaks outside, maintain the distance rule
    - Do not handle the injury of an injured co-worker without gloves or proper PPE
    - Keep industry specific PPE gear to yourself and do not share them with no-workers
    - Confiscate your dirty tissues immediately
    - Placed signage about physical distancing around the workshop, in view
    - Refrain from spitting at all times
    - Dispose of cigarette butts in the bin
  - On site works, in addition to the above when applicable:
    - Wear a face mask when maintaining 1.5m distance is not reasonably applicable
    - Cough and sneeze away from the person close to you, when it is not reasonably applicable to cough into your elbow or a tissue
    - Wear gloves and other appropriate PPE to ensure no physical contact onsite in confined spaces.
    - When working in confined spaces cannot be reasonably avoided, maintain a limit of 2 people only.
    - While practicing hygiene and distance rules, avoid actions that increase safety risks levels to dangerous, when handling steel or working machinery.
    - Toolbox meetings will be conducted in open space, enough to allow 1.5m distances
    - Limit the number of workers in the hoist/lift at any one time.
    - Limit the use of elevators to 1 person at a time.
    - Use alcohol based wet-wipes to clean surfaces of shared equipment
    - Site workers must inform HARD BAKKA management if client site is not equipped with safety precautions, increasing the risk of COVID-19 spread.



- Using lifting equipment and forklifts:  
HARD BAKKA is in the process of sourcing hand and surface sanitisation products to be used by all factory and site workers using shared or hired equipment. At the completion of every shift, workers are required to follow the below instructions:
  - Wipe down every point-of-contact surface within the cabin of the vehicle/equipment or forklift.
  - Employees are encouraged to handle chains, slings and other equipment with gloved hands.
  
- Minimise physical contact, especially with people at higher risk such as people over 50 years of age and those with existing health conditions. This is a mutual requirement for all parties to stay distanced.

### Restrictions

The NSW Minister for Health has issued Public Health (COVID-19 Quarantine) Order 2020 under the Public Health Act 2010 dated 16 March 2020. Australian citizens and permanent residents returning to Australia must self-isolate for a period of 14 days.

Under the NSW Public Health Act 2010 No 127 Part-4 Division-4 Section-70, it is an offence not to comply with public health order Clause (1), A person who fails to comply with a requirement of a public health order is guilty of an offence.

### Maintain calm

The coronavirus outbreak is unprecedented and the constant media hype can be confusing and distressing. HARD BAKKA urges all employees and sub-contractors to make sensible, informed decisions regarding their health, and the health of their families and co-workers.

### When unwell

- If you think you have symptoms of COVID-19, seeking medical attention is the obvious first step. Call ahead of time to book an appointment. Your doctor will decide if you fall within the testing criteria.
- If you are tested, you must stay at home until your results come back.
- If you want to talk to someone about your symptoms first, call the Coronavirus Health Information Line for advice on 1800 020 080.
- In order to make communications productive, factory and onsite workers should inform management who will then arrange leave as soon as possible.
- Crew should contact Bilal Bakka (0415878744) or Aladdin Bakka (0409224640) directly. As at any time of illness, the provision of a medical certificate is compulsory in order to be paid from personal leave accruals.
- If you are diagnosed with COVID-19, you must stay at home and follow the Self Isolation Guidelines published by NSW Health to prevent it spreading to other people.
- Inform management in the following events:

- If you have been, or have potentially been, exposed to a person who has been diagnosed with COVID-19 or is suspected to have COVID-19 (even if the person who is suspected to have COVID-19 has not yet been tested), or
- They have undertaken, or are planning to undertake, any travel.
- If you suspect a co-worker is displaying any symptoms

### Self-isolation

If you are sick, do not come to work until cleared, avoiding contact with others and stay more than 1.5 metres away from people

### Livelihood during COVID-19

Remuneration of employees choosing to self-isolate, or those directed to self-isolate in line with the Australian Government's health and quarantine orders, will be subject to the most recent Fairwork Australia guidelines. Depending on the circumstances, this may include payment of wages to the extent of your accruals. HARD BAKKA will adhere to any further Government directives to employers as they are updated and become available. Employees are encouraged to use their best judgement based on their likelihood of contracting the virus if considering self-isolation as a precautionary measure.

### Minimisation strategies

Under the WHS Act 2011 and WHS Regulation 2017, HARD BAKKA has a primary duty of care to ensure the health and safety of its workers, so far as is reasonably practical. The following strategies will be implemented to minimise, where possible, the potential spread of the coronavirus.

- Factory site-Unit 2, 7-9 Seville St, Fairfield East – HARD BAKKA has taken steps to increase the frequency of cleaning services to all amenities. This will include an initial sanitisation by experienced cleaners using hospital grade anti-bacterial products followed by daily maintenance by our regular cleaning contractors.
- Providing our workers with hand sanitizer bottles for individual use and requiring them to use it regularly during the day, especially on arrival to work and before leaving.
- Installing extra hand towel dispensers around the workshop and offices and requiring workers, visitors and staff to use them and dispose of used towels appropriately.
- Reducing face-to-face meetings and consultations with clients and business partners to a minimum and as is necessary only.
- Conducting meetings and consultations by phone and tele communication software where applicable.

### Commitment

HARD BAKKA is committed to ensuring the good health of its employees and workers. Continuity of work is important so together we must strive to maintain a sense of normalcy during this unparalleled event. It is up to everyone to be responsible and vigilant to minimise the impact of the virus on our workplace. Clear, concise and open communication about factual events or findings are paramount to all our futures in this industry.

MONA HWALLA  
Managing Director  
20 March 2020

Useful links and contact numbers:

Hard Bakka Pty Ltd Operations Manager:  
Aladdin Bakka 0409224640

Hard Bakka Pty Ltd Site Manager:  
Bilal Bakka 0415878744

NSW Government Department of Health Self Isolation Guidelines:  
<https://www.health.nsw.gov.au/Infectious/diseases/Documents/covid-19-self-isolation-guidelines.pdf>

Public Health (COVID-19 Quarantine) Order 2020:  
<https://www.health.nsw.gov.au/Infectious/diseases/Documents/covid-19-quarantine-order-2020.pdf>

Australian Government Department of Health:  
<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/what-you-need-to-know-about-coronavirus-covid-19>

Coronavirus Health Information Line  
Phone: 1800 020 080