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Authorised: DL

CMS SURVEYORS: COVID 19 SAFE WORK POLICY

WORKING AT HEAD OFFICE, SATELLITE OFFICES, EXTERNAL & INTERNAL SURVEYING

PURPOSE:

CMS Surveyors is committed to ensuring a safe work place for staff in the office, our staff on site, and for our clients under our obligations of the Work Health & Safety Act 2011 (NSW).

In order to minimize the spread of COVID-19 and to maintain a healthy workforce CMS Surveyors have created the following policy to ensure that staff and clients are aware of the controls and measures being undertaken by CMS Surveyors to reduce the potential spread of COVID-19.

AIMS:

This policy aims to -

- Provide staff and clients with appropriate germ protection control measures to ensure a safe working environment to reduce transmission among personnel.
- Provide ongoing education to all concerned that reinforces the importance of these measures to maintain healthy business operations.
- Provide confidence to clients of the business that appropriate workplace health and safety steps have been taken so that site visits can continue for the foreseeable future.
- Follow Australian Federal Government – COVID-19 Advice at <https://www.health.gov.au>
- Follow NSW Government - COVID-19 Advice at <https://www.health.nsw.gov.au>

WORKING AT HEAD OFFICE

CMS Management encourages all staff working at head office to comply with all current Australian Federal Government and NSW Government health advice and guidelines to maintain healthy business operations.

Controls include –

- Social Distancing and being conscious of personal space and maintaining Australian Government guidelines of 1.5m distance between themselves and other team members.

- No hand shaking. Cough or sneeze into your arm or a tissue, not your hands.
- Thorough hand washing throughout the day with sanitizer or soap and water.
- Wipe down survey equipment and keyboards after use.
- Antibacterial disinfectant spray to be used to wipe down high traffic surface areas such as hand rails, door handles and shared areas such as kitchen benchtop.
- Surveyors entering the office after site visits will use sanitizer before entering the office and ensure ALL surveying equipment is sprayed and thoroughly cleaned with disinfectant spray prior to entering the office.
- Personnel who are sick or who have symptoms such as fever, cough, or shortness of breath are to stay home

Additional measures -

- Head office is operating with a skeleton staff, all team members with the ability to do so are working remotely from home to limit exposure and maintain a healthy operating head office.
- Delivery drivers and deliveries will not enter our office, signs have been placed at our front door instructing drivers to leave parcels outside our office at the front door.
- Any staff member feeling unwell, presenting flu like symptoms, or having been in contact with someone who has returned from overseas in the last 14 days will not attend our work place or site visits.
- Meetings with clients are being set up via zoom and skype so that office meetings are not required
- Avoid touching your eyes, nose, and mouth with unwashed hands.

SATELLITE OFFICES

All staff who frequent or visit a CMS satellite site office must adhere to the following social distancing and hygiene guidelines -

- Being conscious of personal space and maintaining Australian Government guidelines of 1.5m distance between themselves and other team members or clients.
- A minimum of 4 square meters per person in site offices at any one time.
- No hand shaking. Cough or sneeze into your arm, not your hands.
- Thorough hand washing throughout the day, including the use of hand sanitizer before and

after using computer keyboards.

- Wipe down survey equipment and keyboards after use.
- Any staff member feeling unwell, presenting flu like symptoms, or having been in contact with someone who has returned from overseas in the last 14 days will not attend our work place or site visits.
- Meetings with clients are being set up via zoom and skype so that office meetings are not required
- Avoid touching your eyes, nose, and mouth with unwashed hands.

EXTERNAL SURVEYING AND SITE VISITS

CMS Surveying teams attending **any** external site are to comply with all current Australian Federal Government and NSW Government health advice and guidelines in regards to COVID - 19 to maintain healthy business operations.

Controls include –

- Clients to be contacted to determine if they or anybody on the site have suspected symptoms or have been infected with COVID – 19 for our staff safety.
- Travel to and from site in company vehicles that are regularly cleaned and disinfected.
- Being conscious of personal space and maintaining Australian Government guidelines of 1.5m distance between themselves and other team members or clients.
- Thorough hand washing throughout any site visit with disinfectant/sanitizer provided to surveying teams.
- Surveyors to ensure that only themselves operate any surveying equipment and not have multiple people touch surveying equipment. Surveyors will have disinfectant and wipes to use during the day to maintain the cleanliness of their equipment.
- All surveying PPE equipment to be used as current WHS legislation requires.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Additional measures -

- As the COVID-19 situation currently evolves and new health advice and guidelines are being advised by our governments, CMS Surveyors management will ensure all up to date information will be advised to our field teams – to ensure their safety and the safety of our clients.

INTERNAL SURVEYING AND SITE VISITS

CMS Surveying teams attending **any** internal site are to comply with all current Australian Federal Government and NSW Government health advice and guidelines in regards to COVID - 19 to maintain healthy business operations.

Controls include –

- **Clients to be contacted to determine:**
 - **If they or anybody on the site have suspected symptoms or have been infected with COVID – 19 for our staff safety. CMS Surveyors has the right to refuse to continue with internal survey works if a building/floor has been contaminated.**
 - **What reasonable protocols or PPE requirements the client/building occupant requires CMS to staff to adhere to whilst on the premises.**
- Travel to and from site in company vehicles that are regularly cleaned and disinfected.
- Being conscious of personal space and maintaining Australian Government guidelines of 1.5m distance between themselves and other team members or clients.
- Face mask to be used on **all** internal site visit (N95 Rating) along with protective disposable gloves.
- **Full PPE Protective barrier clothing ‘hazmat’ (gloves, suit, eye protection, face mask) to be used if required by the client or determined as appropriate**
- Thorough hand washing throughout any site visit with disinfectant/sanitizer provided to surveying teams by our office.
- Surveyors to ensure that only themselves operate any surveying equipment and not have multiple people touch surveying equipment. Surveyors will have disinfectant and wipes to use during the day to maintain the cleanliness of their equipment.

Additional measures -

- Wherever possible, the premises being surveyed should be vacated by clients, and any required doors or windows to be left unlocked.
- Ensure site visits are kept short.
- To maintain our healthy workforce, the client should guarantee that any area our surveyors need to enter internally will not have clients nearby that have, or have been exposed to COVID-19.
- As the COVID-19 situation currently evolves and new health advice and guidelines are being advised by our governments, CMS Surveyors management will ensure all up to date

information will be advised to our field teams – to ensure their safety and the safety of our clients.

- Avoid touching your eyes, nose, and mouth with unwashed hands.

EDUCATION & COMPLIANCE

Our team will adhere to the above measures to ensure their safety, and the safety of our clients.

Our management will ensure that our team is updated with new information and guidelines delivered by government authorities as soon as it becomes available.

REVIEW

This policy is a fluid document and will be reviewed and amended on a regular basis to keep consistency as the environmental concerns change.

For any further information or concerns regarding the above, please contact our office on 02 9971 4802.

CMS Surveyors Pty Limited



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