

COVID-19 POLICY

Commitment

CMX leadership and senior management will implement integrated safety precautions to managing the COVID-19 situation.

Objectives

CMX will:

- Apply all hygienic practices for all staff in the office and in the field.
- Implement Social Distancing rules for staff working in depots and in the field.
- Manage the number of staff in vehicles.
- Update Staff and clients of any Government changes in regards to COVID-19 rules and restrictions.

Responsibilities

Managing Director/Senior Management is responsible for:

- Leading the implementation and compliance of this policy;
- The provision of resources to meet the commitment of this policy.

Employees, contractors are responsible for:

- Following all health and safety policies and procedures particularly in relation to the use of CMX's assets.
- Reporting any concerns regarding COVID-19 rules and restrictions.
- Any Staff that have travelled outside of Australia are required to self-isolate for 14 days and to immediately inform CMX Supervisors or Team Leaders.
- If any staff are feeling un-well **DO NOT** attend site and contact Team Leader or Supervisor for further instructions.

Application of the policy

Hygienic Practices

- Use sanitising wipe downs to clean equipment in common areas and wipe down all equipment before use and after use. (Tools, Surfaces, interior vehicles).
- Use a cleaning wipe or spray following all instructions on the product, ensure you use all precautions while using cleaning materials. (Ensure in a well-ventilated area when using cleaning products).
- Use 0.5% sodium hypochlorite disinfectants for house hold or office use where applicable (if products are unavailable and equivalent can be prepared using 1 part of household bleach with 5% sodium hypochlorite to 9 parts water).
- Wash hands with soap and water often (as much as practical) – do this for at least 20 seconds.
- If unable to wash hands use hand sanitiser gel.
- ALWAYS cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

- Avoid close contact with people who are unwell. If a family member is unwell you should try to distance yourself as much as possible, so you do not transmit the infection to others.
- Drink plenty of fluids.

Social Distancing (Field and Office)

- With the ever-changing rules and regulations, the Queensland Government has insisted that social distancing rules be enforced in the work areas including the field and offices. CMX Constructions will take in all considerations and apply it to our everyday staff.
- 1.5m social distancing rules will apply at pre-starts and meetings. Pre-cautions will be taken to ensure that all measures are put in place. (e.g. Multiple pre-start meetings to lower group sizes, etc.)
- Staff are to stay 1.5m apart while on breaks, this includes areas such as desks, benches and sitting areas (demarcation lines can be applied if necessary).
- Work groups are to maintain a 1.5m separation distance (Limit the number in a group to ensure these requirements are met).
- While taking small break ensure staff are not standing together and are keeping the minimum 1.5m distance apart.
- Work groups are to be minimum 10m apart (Depending on site restrictions and activities).

Vehicles

- All vehicles that a CMX staff member has used must be wiped down, this includes at the beginning and end of each trip to reduce the chance of contamination.
- Ensure all vehicles are clean at all time with no rubbish to be left in vehicles at any point in time.
- All equipment in the vehicles are to be cleaned at the beginning and end of each trip (e.g. radios).
- Restrictions on number of people in vehicles apply as:
 - Single cab ute 1 person (max)
 - Dual cab ute 2 persons (max)
 - 7-Seater Truck 4 persons (max)
 - 12-seater bus 7 persons (max)

All staff are to follow these guidelines regarding the amount of people within vehicles, CMX Constructions understands there may be implications regarding certain exceptions such as emergency situations, moving to and from small distances, etc. All considerations will be taken at site and a risk assessment will be completed prior to any changes.

Travel to and from work sites

- With the situation of COVID-19 changing on a daily basis, The Queensland Government has implemented travel restrictions regarding traveling interstate and to site. As the Queensland Government has stated it has provided exemptions for travel for essential workers and services.
- Staff travelling to work sites are to be issued a letter stating that they are authorised on behalf of the CMX Constructions to be travelling for work purposes. Letters are to be presented to the authorities if requested for reason for travel.
- Staff are not to be travelling for non-essential works.
- Ensure all staff follow all instructions provided by the Queensland Government regarding travel restrictions. Any changes in development will be communicated to staff by Senior Management.

- CMX Staff travelling interstate are required to apply for a border pass to allow for travel outside of Queensland (State border protect regulations are always changing, staff will be provided with updated information when available. All pre-cautions will be taken).

Information

- CMX Constructions is constantly monitoring the situation closely with all the information the Australian Federal Government and Queensland State Government are providing. We will continue to communicate with our clients about the ever-changing situation.
- CMX Constructions is committed to ensuring all staff and 3rd party personnel are safe and are following all guidelines regarding COVID-19. It is at our highest of priorities to ensure that the safety of our staff is number one.
- More information can be found in the following links:
 - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
 - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
 - <https://www.ecdc.europa.eu/en/coronavirus>
 - https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert?utm_source=health.gov.au&utm_medium=redirect&utm_campaign=digital_transformation&utm_content=health-topics/novel-coronavirus-2019-ncov

CMX Group Pty Ltd



Caio Maida
Managing Director

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