

COVID-19 (CORONAVIRUS) POLICY

1. BACKGROUND

- 1.1 As a person conducting a business or undertaking, the Land Transport Group is responsible for ensuring, so far as is reasonably practicable, the health and safety of Workers in its Workplaces. The Land Transport Group is committed to ensuring the safety and wellbeing of all of its Customers, Visitors and those it deals with in the course of its business. The Land Transport Group is also committed to supporting all government measures to minimise transmission and provide information to support best practice health care in relation to the current global pandemic.
- 1.2 The Land Transport Group is also committed to ensuring that it complies with its duties under WHS Legislation and biosecurity and public health legislation.
- 1.3 Workers, Visitors and Customers also have important responsibilities in relation to health and safety.
- 1.4 Definitions
 - a. 'Worker' in this policy means an Employee, Contractor, volunteer or agent of the Land Transport Group.
 - b. 'Visitor' means a person, other than a Worker or Contractor, who is present at a Workplace.
 - c. 'Workplace' means any Land Transport Group site or depot, or any Land Transport Group Vehicle or Vehicle to be used in providing services for or on behalf of the Land Transport Group and any other place where Work is performed, or Work is to be performed.
 - d. 'Work' means work performed or required to be performed for or at the direction of the Land Transport Group in the course of any employment or engagement of a Worker with the Land Transport Group

2. COVID-19

- 2.1 COVID-19 (Coronavirus) is a novel virus which can cause illnesses from the common cold to more severe diseases such as pneumonia and Severe Acute Respiratory Syndrome (SARS-CoV).
- 2.2 Symptoms of Coronavirus include a fever, cough, sore throat, tiredness and shortness of breath. It is most likely spread from person-to-person via direct close contact with an infectious person, close contact with an infectious person who coughs or sneezes, or touching objects or surfaces (such as door handles or tables) contaminated by an infectious person and then touching one's face. In other words, Coronavirus spreads in a similar manner to influenza.
- 2.3 The Land Transport Group considers health and safety to be an integral part of its business. The Land Transport Group is committed, through co-operative efforts with its Workers, to providing a safe environment and to minimising the risk of transmission of Coronavirus, for Workers, Visitors, Customers and all others with whom it deals in the course of its business.

3. RESPONSIBILITIES OF THE LAND TRANSPORT GROUP

The Land Transport Group is responsible for:

- (a) complying with biosecurity and public health legislation;
- (b) keeping such records as may be required or necessary in order to comply with legislation or to manage or respond to matters arising from the pandemic;
- (c) developing and implementing strategies that assist in eliminating or controlling Coronavirus including workplace assessments, identification and remedial actions such as:

- (i) issuing drivers with hand sanitiser;
 - (ii) minimising business travel that is not necessary;
 - (iii) facilitating 'social distancing' by conducting meetings and other business group gatherings such as tool box meetings with small numbers and in the manner most likely to reduce the risk of transmission of Coronavirus, such as outdoors;
 - (iv) ensuring that Customers and those in control of sites to which Workers must attend are adhering to appropriate strategies and protocols and refusing to permit attendance at sites which the Land Transport Group is aware present a risk to its Workers;
 - (v) preventing non-essential Visitor/s from accessing the Workplace.
- (d) keeping up to date with the latest Coronavirus information and advice from government and other agencies to ensure that any action taken is appropriate;
 - (e) keeping Workers and Customers informed on the current situation and any changed Work arrangements via regular briefings at Work;
 - (f) permitting Workers to work from home where mandated by law or where it is practical to do so and is not contrary to operational requirements;
 - (g) permitting Workers to take personal leave, annual leave or any other available leave as required, and in order to manage lockdowns, isolation or other unexpected circumstances;
 - (h) adhering to recommended cleaning procedures in the Workplace;
 - (i) providing soap, alcohol-based hand sanitiser, paper tissues, closed bins for hygienic disposal of used products and other products in prominent locations to promote good hygiene in the Workplace;
 - (j) complying with any mandated check-in procedures;
 - (k) displaying posters promoting handwashing and respiratory hygiene prominently in the Workplace; and
 - (l) providing support to Workers who are affected by Coronavirus, such as those who are required to self-isolate or quarantine.

4. RESPONSIBILITIES OF WORKERS

All Workers are responsible for:

- (a) complying with biosecurity and public health legislation and related directives and orders;
- (b) complying and cooperating with all reasonable policies, procedures, instructions and rules concerning health and safety and for the purpose of minimising Coronavirus transmission;
- (c) complying with any lawful and reasonable directions issued by the Land Transport Group;
- (d) providing any information lawfully and reasonably requested by the Land Transport Group;
- (e) attending for testing when they show any signs of coronavirus symptoms;
- (f) self-isolating or quarantining when lawfully required to do so or reasonably directed to do so by the Land Transport Group;

- (g) taking reasonable care to ensure their own health and safety and that of others, such as by:
 - (i) frequently washing their hands with soap and water; and
 - (ii) maintaining social distancing including during the loading and unloading of freight;
- (h) in the case of drivers,
 - (i) complying with border control measures;
 - (ii) complying with health directions;
 - (iii) doing those things required by law to allow operations to continue, such as complying with mandatory testing or vaccination by required deadlines and obtaining necessary passes;
 - (iv) local drivers only using interstate trucks when no other suitable vehicle is available;
 - (v) using hand sanitiser before and after attending at a customer site for a pick up or delivery; and
 - (vi) using hand sanitiser before and after attending a fuel stop in order to purchase food, fuel or other supplies;
- (i) taking reasonable care not to adversely affect the health and safety of others, including by:
 - (i) receiving approved vaccinations in a timely manner;
 - (ii) covering their mouth when coughing or sneezing, but not using their hands to do so;
 - (iii) observing social distancing and, where appropriate, wearing masks;
 - (iv) urgently seeing a health care professional if they experience symptoms of Coronavirus; and
 - (v) not attending the Workplace if they have been ordered to self-quarantine, are unwell (such as with a cough or low-grade fever) or have potentially been exposed to Coronavirus.

5. RESPONSIBILITIES OF VISITORS AND CUSTOMERS

All visitors to the Workplace and all Customers and others who are responsible for sites attended by Workers are responsible for:

- (a) complying with biosecurity and public health legislation;
- (b) in the case of Visitors to the Workplace, complying and cooperating with all reasonable policies, procedures, instructions and rules concerning health and safety;
- (c) taking reasonable care to ensure their own health and safety, such as by frequently washing their hands with soap and water; and
- (d) taking reasonable care not to adversely affect the health and safety of others, including by:
 - (i) covering their mouth when coughing or sneezing, but not using their hands to do so;
 - (ii) urgently seeing a health care professional if they experience symptoms of Coronavirus; and

- (iii) not attending work/being at any relevant worksite if they have been ordered to self-quarantine, are unwell (such as with a cough or fever) or have potentially been exposed to Coronavirus.

6. RESPONSIBILITIES OF THE LAND TRANSPORT GROUP

The Land Transport Group is responsible for:

- (a) acquiring and keeping up-to-date knowledge of health and safety matters relating to Coronavirus;
- (b) ensuring that systems and processes are in place to:
 - (i) minimise the risk of Coronavirus transmission;
 - (ii) receive, consider, and respond to information about Coronavirus and any incidents; and
 - (iii) comply with the Land Transport Group's duties under WHS Legislation and biosecurity and public health legislation.

7. INCENTIVES AND SUPPORT

The Land Transport Group acknowledges and appreciates the difficulties and inconveniences Employees have had to contend with during the current pandemic. As a sign of this appreciation the Land Transport Group is committed to providing incentives and rewards to Employees, as detailed below.

- (a) Employees who undergo required mandatory testing in any given pay period and can show they have complied with the testing requirements will receive a bonus payment for that pay period of an amount decided by the Land Transport Group.
- (b) The Land Transport Group will take all reasonably necessary steps to ensure Workers are not disadvantaged by obtaining early vaccination. To this end, if any Worker is not entitled to a government incentive solely due to having obtained vaccination at an earlier time, and has received a full approved COVID-19 vaccination, undertaken on the advice of a health practitioner, the Land Transport Group will make a payment to that Worker of an equivalent amount in the form of a discretionary bonus.
- (c) Employees who require personal leave as a result of after-effects of vaccination for Coronavirus will be paid for up to one day of that leave with no corresponding deduction to their entitlement to personal leave under the National Employment Standards.

8. VACCINATION

- 8.1 Workers are required to comply with all laws regarding vaccination as may be in place from time to time in any state or territory in which they may be required to work.
- 8.2 Visitors are required to comply with laws regarding vaccination when visiting Land Transport Group sites.
- 8.3 The Land Transport Group will endeavour to provide up to date information on the relevant law in a timely manner. Nonetheless it remains the responsibility of the Worker or Visitor to ensure they comply with laws in place from time to time.
- 8.4 All Workers and Visitors must provide satisfactory evidence of their vaccination as required by law and at any time as reasonably requested by any person authorised by the Land Transport Group to do so.
- 8.5 All Workers must provide satisfactory evidence of their vaccination as required by Customers or other third parties as detailed in communications from the Land Transport Group from time to time.
- 8.6 Where the Land Transport Group is legally required to make or maintain records of vaccination status, the permission of the Employee or Worker will be sought. While the Land Transport Group respects the choices individuals may make regarding whether to provide such information, refusal to do so without lawful excuse may have consequences including but not limited to the termination of employment or other engagement.

9. EXEMPTIONS

- 9.1 The Land Transport Group acknowledges that there might be circumstances where for some specific medical reason a person cannot or should not get vaccinated.
- 9.2 Where a Worker or Visitor has a lawful exemption from a requirement under this policy and the law provides for such an exemption, the requirements of the exemption will be respected.
- 9.3 Where the law requires it, or in its own reasonable discretion, the Land Transport Group will require Workers or Visitors to produce medical certification supporting any exemption.

10. CONFIDENTIAL INFORMATION

- 10.1 Any information provided to the Land Transport Group in accordance with this policy will be treated confidentially by us and will be used only for determining compliance with this policy and associated legislation.
- 10.2 Any Worker who provides information to the Land Transport Group in accordance with this policy is expected to provide accurate and truthful information. Failure by Employees to do so will be considered serious misconduct and may result in disciplinary action up to and including termination of employment. Failure by other Workers to do so may be considered breach of contract.

Version	Date	By	Description	Reviewed	Approved