

20/8/21 v.5

Authorised: DL



CMS Surveyors is registered as a COVID Safe Business with the NSW Government.

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 adhere to 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 and the community.
- Ensure accurate and secure record keeping is maintained at head office for staff and visitors, and the recording of individual worker attendance on site visits, for a period of at least 28 days for the purposes of contact tracing COVID 19 infections if so required.
- 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 –

- Staff entering head office must have a face mask fitted, sanitize, record their temperature and sign in before entering the office and record which office zone they have entered. This record is maintained and stored securely for 28 days as recommended by NSW Government. In addition, if a NSW Public Health Order has been issued to use the QR Code check in, this must be completed by staff.
- Any essential visitors must have a face mask fitted, sanitize, record their temperature, scan our unique QR Code upon arrival and are restricted to entering 1 zone within our office. Records of these visits are retained securely by the NSW Government for a period of 28 days for use in COVID19 contact tracing if so required.
- 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 to 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.
- Face mask to be worn at work at all times – Indoors and outdoors.

Additional measures -

- Head office is operating with limited staff onsite. All CMS Surveyors staff members have the ability to work remotely from home and are encouraged to do so where possible to limit exposure and maintain a healthy operating head office. Those staff members working within head office must have prior approval and any staff that are deemed to be working from home, are required to obtain approval from the Operations Manager or a Director before attending the office. All staff working within the head office are to be seated a minimum of 4 square meters from colleagues in the office.
- 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.

- 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.
- Where possible, meetings with clients or colleagues are being set up via online methods so that office meetings are not required.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

SATELLITE OFFICES (Public Health Orders may differ in Regional NSW)

All staff and visitors who frequent or visit a CMS satellite site office must adhere to the measures listed above in 'WORKING AT HEAD OFFICE' unless the current Public Health Order in their jurisdiction differs.

Any localised measures or restrictions shall be followed in accordance with the Public Health Order.

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 to ensure the safety and wellbeing of our staff.
- Records are maintained by CMS Surveyors recording any external site visits undertaken by our staff should contact tracing be required. On commercial building sites, CMS staff will sign in as required according to the required record keeping and any public health orders.
- Travel to and from site in company vehicles that are regularly cleaned and disinfected. Field Assistant to sit in back seat, diagonally opposite the driver to maximise social distancing. When recommended by NSW Health, carpooling of staff for travel to and from worksites will cease and all employees will make drive their own vehicles to minimize contact.
- 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.
- Face mask to be worn at work at all times – Indoors and outdoors, along with protective disposable

gloves.

- 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.
- Records are maintained by CMS Surveyors recording any external site visits undertaken by our staff should contact tracing be required. On commercial building sites, CMS staff will sign in as required according to the required record keeping and any public health orders.
- Travel to and from site in company vehicles that are regularly cleaned and disinfected. Field Assistant to sit in back seat, diagonally opposite the driver to maximise social distancing.
- 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 worn at work at all times – Indoors and outdoors, 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. Surveying works are to be carried out in a contactless manner.
- 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.

Wherever situations require Permits such as for travelling outside LGA's, Regional areas or interstate, CMS staff apply for and produce evidence of the requirement.

Wherever situations require Permits or confirmation of work type and status, such as essential work, CMS staff apply for and produce evidence of the requirement.

CMS will maintain a staff register with details of Covid-19 Vaccination status and certificates to manage requirements as per the current Public Health Order.

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

A handwritten signature in blue ink, appearing to read "David Lovell".

David Lovell BSurv MIS (NSW)
Director