

FICO Australia Pty Ltd COVID Safe plan

Our COVID Safe Plan

Business name:	FICO Australia Pty Ltd
Site location:	9 Jarrah Drive Braeside & client work sites throughout Melbourne and Victoria
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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	<ul style="list-style-type: none">• All staff are issued with hand sanitizers, masks, gloves and wipes, disinfectant soap and hand towels.• Staff have been trained on Social distancing and proper use of PPE procedures• FICO was an early adopter of these processes in March 2020
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none">• When field staff are working in the factory and office of FICO they must follow social distancing and hand hygiene procedures.• Air flow and air conditioning is monitored and adjusted as required.
In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.	<ul style="list-style-type: none">• Face masks are mandatory for staff at all times• Masks, products and PPE are issued by FICO and stocked in the factory.• Supplies checked and re-ordered by administrative staff to ensure there is sufficient stock available.

Guidance	Action to mitigate the introduction and spread of COVID-19
Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	<ul style="list-style-type: none"> • <i>Training has been provided along with work procedures issued.</i> • <i>SWMS related to the pandemic have been produced and issued to field staff.</i> • <i>Staff are regularly reminded to follow directions to mitigate risks.</i>
Replace high-touch communal items with alternatives.	<ul style="list-style-type: none"> • <i>Staff are required to clean commonly used equipment and tools after use.</i> • <i>Staff attending client work sites are instructed to use disinfectant/wipes when testing systems/panels on sites.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<ul style="list-style-type: none"> • <i>FICO's cleaner attends factory and office weekly and follows COVID19 cleaning protocols.</i> • <i>Staff are required to clean and disinfect common use areas such as kitchens and bathrooms after use.</i>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> • <i>Supplies are readily available to staff and are stored in a commonly accessible area in FICO's factory.</i> • <i>Administrative staff check on supplies and re-order to ensure ongoing availability.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	<ul style="list-style-type: none"> <i>This is not practicable as field staff are required to perform their work on client sites.</i> <i>Arrangements are made if administrative work can be undertaken at home by key technical and administrative staff.</i>
Establish a system that ensures staff members are not working across multiple settings/work sites.	<i>FICO field staff have been divided into teams to mitigate risks of cross contamination and to ensure staff are able to continue site work.</i>
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	<ul style="list-style-type: none"> <i>Any visitors to FICO's office and factory undergo a temperature check and validate that they have not been unwell or have been a close contact of someone who has contracted COVID19.</i> <i>FICO management have provided written information on Government directives to staff on their obligations if they are unwell and if they are required to obtain a test.</i> <i>Quarantine and self-isolation is required with evidence that they are free of the virus before returning to work.</i>
Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.	<ul style="list-style-type: none"> <i>FICO administrative staff and technicians required to undertake desk work follow safe distancing requirements.</i> <i>FICO office setup has sufficient space between work stations and therefore, screens or barriers are not required.</i>
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	<i>Office space has floor markings to remind staff of social distancing requirements,</i>
Modify the alignment of workstations so that employees do not face one another.	<ul style="list-style-type: none"> <i>Office station set up already complies with this recommendation</i> <i>No work stations face each other.</i>
Minimise the build-up of employees waiting to enter and exit the workplace.	<ul style="list-style-type: none"> <i>Minimal groupings at the office and factory comply.</i> <i>There are no more than five in attendance at any one time.</i> <i>The exception would be if an all staff meeting has been called. In these instances social distancing practices and masks are adhered to and meetings are stand up and typically go for no more than 1 hour.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<i>Training has been delivered and regular updates and reminders issued to all staff.</i>
Review delivery protocols to limit contact between delivery drivers and staff.	<i>Deliveries comply with social distancing and hand hygiene practices.</i>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<i>Work rosters and teams have been implemented for the duration of the pandemic to comply with Government directives (i.e. Stage 3 and 4)</i>
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule .	<ul style="list-style-type: none"> • <i>FICO office and factory is not open to the general public.</i> • <i>Any visitors/delivery drivers must announce their arrival to arrange access.</i> • <i>Application of the Social distancing ‘four square metre’ rule is applied.</i>

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<i>Administration staff to implement a register.</i>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<i>FICO staff were issued with folders containing key policies, Code of Conduct and instructions including OHS incident report forms and COVID documentation</i>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<ul style="list-style-type: none"> • <i>The MD and leadership team at FICO are regularly monitoring impacts of COVID19 on the business.</i> • <i>Actions are undertaken such as staff utilising RDO's, annual leave etc. FICO has not needed to access JOBSEEKER to this point.</i> • <i>A detailed continuity COVID plan has been produced which is reviewed and monitored by the MD and leadership team.</i>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> • <i>All staff will assist DHHS with information to support contact tracing.</i> • <i>Field staff movements are tracked through FICO systems including time, dates and location of site visits. Reports can be generated and issued as required.</i>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p><i>FICO's cleaner is available to undertake deep cleaning as per Government's cleaning protocols where there has been evidence of close contact or an infected person attending the workplace.</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<ul style="list-style-type: none"> • <i>In the instance where there is suspected or confirmed case of COVID19, the person is required to have a COVID19 check.</i> • <i>Internal contact tracing will occur in these instances and clients/staff advised.</i> • <i>FICO staff that have been in close contact will self-isolate until the person's test results are known.</i> • <i>If there is a positive result, FICO staff in close contact will be required to obtain a test.</i> • <i>DHHS will be notified immediately along with the notification issued to WorkSafe.</i> • <i>Deep cleaning will be undertaken at FICO's factory and office.</i>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p><i>Administrative staff will follow up and notify staff and visitors of a confirmed or suspected case.</i></p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p><i>Administrative staff will notify WorkSafe by completing the on-line notification form.</i></p>

Guidance	Action to prepare for your response
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p><i>A communication verbal and in writing will be issued from the MD.</i></p>