

SVC Products & Anston Architectural

Covid-19 Safe Management Plan

SVC Products Pty Ltd & Anston Architectural recognises our safety duties under the *Work Health and Safety Act 2004 and 2017 Regulations*, which is to ensure the safety and wellbeing of our Employees, Drivers, Customers and other Interested Parties who play a role within the operations of our business

During the Covid-19 Pandemic, we have prepared the following Covid-19 Safe Management Plan for employees of the business, as well as all Interested Parties to refer to during the Stage 4 restrictions.

1. Executive Responsibility

The Executive team of SVC Products Pty Ltd & Anston Architectural is ultimately accountable for the safe operation of this Covid-19 Safe Management Plan.

- Communicate with the Executive Board & Management of both business entities on working to continuously improve the processes.
- Providing resources (personnel and funding) necessary to meet the controls and requirements outlined within the Business Victoria Covid-19 Safe portal.
- Leading by example in promoting safe work practices within the business and to those of the businesses Interested Parties.
- Encouraging and Promoting health and wellbeing of employees within the business, by making this Covid-19 Safe Management Plan available to all employees and Interested Parties of the business structure.
- Maintaining the compliance outlined within this Covid-19 Safe Management Plan.
- In the event where a case of potential or known Covid-19 is reported, either within the business structure or of third-party interaction. Worksafe will be notified.
 - Extract "[When to notify WorkSafe](#)" (published 31st July 2020)
- In the event of an outbreak or business closure due to further restrictions, our Continuity Plan will be implemented.

2. Business & Employee Responsibility

The Business	Employees
<p>Under the Stage 4 restrictions, many of our primary customers have projects approved for continuance throughout the Stage 4 shutdown.</p> <p>As we provide essential product to these projects our business will continue to remain open with the following controls and measures in place:</p> <ol style="list-style-type: none"> 1. The business has in place a COVID Safe Plan which will be updated under the guidance and requirements of Worksafe authority, the Covid-19-safeteam.gov 2. Ensure that any employees who can work from home, are working from home. 3. To provide resources to those employees that can and are working from home. 4. To continue to collect records of workers, customer, subcontractors, and clients who attend our sites for periods of 15 minutes or longer (certain exemptions may apply, such as Drivers remaining in their vehicles and zero contact). 5. To alter and maintaining a working environment that provides one worker per four square metres of enclosed workspace. or in shared areas. 6. Report any positive cases of coronavirus (COVID-19) to DHHS, Worksafe and be diligent with their protocols and instructions in this event. 7. To ensure that levels of cleaning supplies, sanitizer, hand towels, wipes and disposable PPE are readily available for immediate use. 8. Engagement of a dedicated 'person' to continuously sanitize all high-volume areas such as sales counter, door handles, taps, water coolers, microwaves, fridge doors, desks and any surface that is touched on a daily basis. 	<p>Under the Stage 4 restrictions, those personnel who can work from home, must work from home.</p> <p>Other personnel who must attend an SVC site are required to abide by the following controls:</p> <ol style="list-style-type: none"> 1. Know your workplace's COVID Safe Plan and understand what is required of you. <ul style="list-style-type: none"> ○ <i>SVC's Covid-Safe plan will be provided through a Toolbox to production crews and will be displayed on all site information boards for reference.</i> 2. If you need to travel to or for work, you must hold an approved Permitted Worker Permit. <ul style="list-style-type: none"> ○ <i>Your manager will/has arranged this for you.</i> ○ <i>Please keep the signed Permitted Worker Permit on you between site & home (visa-versa).</i> 3. Check that you are feeling well before leaving home for work. If you are not well do not come to work. <ul style="list-style-type: none"> ○ <i>Let your Manager know you are not well.</i> 4. When you arrive to site you must do the following. <ul style="list-style-type: none"> ○ <i>Put on your face mask before leaving your vehicle.</i> ○ <i>Go directly to check and record your temperature.</i> ○ <i>Sign-in to the SVC site attendance sheet.</i> ○ <i>Continue to wash and sanitise your hands throughout the day.</i> <ul style="list-style-type: none"> • <i>Before and after eating.</i> • <i>Before and after breaks.</i> • <i>Before entering other areas of the business.</i> <ol style="list-style-type: none"> 1. Whilst at work, continue to practice the Mandatory controls outlined under Item 4. Covid-19 Conditions of Entry. 2. Branch Managers and Department Managers to provide all SVC staff with the Covid-19 Safe Management Plan (Staff) V1 no later than close of business Wednesday 12th August 2020.



ANSTON
ARCHITECTURAL PRODUCTS

SVC PRODUCTS PTY LTD
Precast concrete solutions and accessories for Civil Infrastructure & Urban Architecture

NATIONAL MANUFACTURING AND DISTRIBUTION CENTRE
38 Japaddy St
Mordialloc VIC 3195
PO Box 757
Braeside VIC 3195

BORONIA MANUFACTURING FACILITY
Factory 4, 1001 Mountain Hwy
Boronia VIC 3155

THOMASTOWN DISTRIBUTION CENTRE
2 Chaffey St
Thomastown VIC 3074

ANSTON ARCHITECTURAL SHOWROOM
299 Johnston St
Abbotsford VIC 3067

T: 1300 287 782
E: sales@svc.com.au
svc.com.au
anston.com.au

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3. Hygiene and Sanitisation Assessment & Controls

Risks/Concerns assessed	Likelihood without Controls	Controls in Place?	Controlled/Managed how?	Likelihood with Controls
Mandatory controls when attending any SVC site. Applicable to all site visitors, couriers, customers, drivers.	Possible / Moderate	Yes	Distribution of Covid-Safe Plan and site requirements via email distribution – staff, customer contacts. Toolbox conducted with production personnel. Signage at site entrance – below. Covid-Safe launched on website.	Unlikely / Rare
Hygiene – Personnel working on site.	Possible / Moderate	Yes	Sanitize stations at all office entrances and break rooms. Paper towel replaces reusable towels/tea towels. Hygiene posters – what to – how to in all wash areas.	Unlikely / Rare
Hygiene – Visitors/Customers arriving to site	Possible / High	Yes	Sanitize stations at all office entrances and break rooms. Paper towel replaces reusable towels/tea towels. Hygiene posters – what to – how to in all wash areas.	Unlikely / Rare
Sanitisation of site amenities and high-volume touch areas/equipment/hardware/surfaces.	Possible / High	Yes	Dedicated cleaner on site 5 hours a day sanitising/cleaning all high-volume areas such as sales counter, door handles, taps, water coolers, microwaves, fridge doors, desks, chairs etc.	Unlikely / Rare
Direct interaction at Sales Offices at at our 3 branches. Inclusive of visitors, drivers, couriers, staff, and customers.	Possible / High	Yes	Signage at entrance points advising Conditions of Entry. Supporting employees to reserve the right to allow entry or refuse service to those who do not conduct themselves in line with our Covid-Safe plan and entry requirements.	Unlikely / Rare
Outsourced inwards goods that may have been exposed to Covid-19 positive people.	Possible / Moderate	Yes	Outsourced inwards goods are left for 2-3 days after arrival to site before being opened. Or are sanitized/sprayed before being touched. Or are handled with care by means of disposable gloves and sanitized before use.	Unlikely / Rare
Externally sourced workers, being casuals or temporary personnel.	Possible / Moderate	Yes	Pre-engagement, service providers of temporary and casual staff are provided SVC's Covid-Safe plan and the Mandatory requirements that are to be met for anyone attending or working on our sites. Induction of temporary and casual workers provided – pre-site attendance that encompasses the Covid-Safe plan and Mandatory site controls.	Unlikely / Rare

4. Mandatory Covid-Safe Controls - All SVC & Anston sites

STOP

COVID-19 CONDITIONS OF ENTRY

EFFECTIVE 23 JULY 2020

BEFORE ENTERING - YOU MUST:

STOP

1300 287 782

CALL US TO PROCESS YOUR PAPERWORK

WEAR A FACE MASK OR FACE COVERING

USE HAND SANITISING STATIONS

PROVIDE YOUR CONTACT DETAILS

MAINTAIN 1.5M DISTANCE AT ALL TIMES

MAXIMUM ONE PERSON IN RECEPTION AT ANY TIME

SVC reserves the right to refuse service to visitors who do not follow the above safety measures.
Thank you for working with us to keep everyone safe.