



COVID-19 Policy (POL 19.0)

Overview

Multi Civil & Rail Services Pty Ltd (MCR) acknowledges the need to actively control against the spread of COVID-19 in the work-place that is consistent with the latest health advice. Though global by definition, pandemics have local impacts, pandemics can cause absenteeism, alter patterns of business and travel, interrupt supply chains and affect the daily operations of the company.

Objectives

- ✓ Protect people at higher risk for complications.
- ✓ Maintain business operations.
- ✓ Minimise the impact on customers and business partners.
- ✓ Reduce the spread of disease amongst staff.

Compliance with State Legislation and Regulations

MCR demonstrates its commitment to comply with WHS legislation, Codes of Practice, Standard(s).

Policy Statement

MCR's COVID-19 Policy protects our employees and keeps our business functioning during COVID- 19; all staff and management are expected to comply with this policy; it applies to all operations and services.

Principles

- To prevent illness by providing a safe working environment for all employees.
- Implement flexible work-place and leave policies, adjust work-place policies to reflect public health recommendations.
- Ensure we have the latest technology and infrastructure needed to support multiple employees working from home.
- Allow telecommuting where possible.
- To communicate with all employees by disseminating current health, safety and government advice.
- Stay alert to recommendations from federal, state, and local public health experts and adapt our strategy accordingly.
- Place posters that encourage staying at home when sick, cough and sneeze etiquette, hand hygiene at the entrance of our work-place and in visible locations.
- Routinely clean commonly touched surfaces.

All management and staff are expected to comply with the spirit of this policy in the context of the organisation in which they work.

A handwritten signature in black ink, appearing to read 'Leigh Twigg', is positioned above the printed name.

Leigh Twigg
General Manager