Conundrum Holdings Pty. Ltd.

COVID-19 Risk Management

At Conundrum Holdings we believe in the critical importance of respecting and protecting each other. Our highest priority is the health and safety of our employees, their families, our customers, and the community.

Our COVID-19 Readiness and Response Management Plan is to:

- Assure quarry and concrete plant activities do not impact the safety of the public, site personnel or surrounding communities.
- Ensure a safe workplace is provided for activities during a virus exposure event.
- Identify site-specific requirements including management of personnel, training programs and communication systems.
- Control the risk through evaluation, preparation, separation/distancing, sanitisation and isolation.
- Implement a review process to assess effectiveness of controls.
- Monitor the Victorian Government's Pandemic Orders via coronavirus.vic.gov.au.

Risk controls will be implemented, maintained or eased in line with the Victorian Government's Pandemic Orders and consider other sources, i.e., the COVID Winter Guide (2022, ACCI/VCCI).

All persons intending to enter a Conundrum site must inform management:

- If they have any cold or flu like symptoms before they enter or interact with a Conundrum employee
- Any close contact to a person that has tested positive to COVID-19 or if they currently have cold or flu like symptoms.

Key areas of the COVID-19 Readiness and Response Management Plan are summarised over the following pages.

Summary

It is vital we maintain the following key controls:

1. Inform the manager if we are ill and seek direction.
2. Maintain a high level of personal hygiene and sanitisation of all surfaces we contact.
3. Maintain physical distancing where possible, wearing PPE if separation is not possible or practical.

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COVID-19 Readiness and Response Management Plan: Key items (but not limited to):

1. Documentation, Policy and Information

1.1. **Company Policies –** referring to safe work practices.

1.2. **Communication of COVID-19 updates –** to inform employees of proposed management strategies and provide opportunity to raise any concerns or suggestions.

1.3. **COVID-19 Information Signage –** has been installed across sites. Infographics addressing washing hands, symptoms, what to do if infected and physical distancing.

2. Onsite Controls

2.1. **Vaccination** in line with CHO's Directions – All persons entering a Conundrum site are encouraged to have COVID-19 vaccination

2.2. **Area of Work Bubbles –** Additional lunchrooms and toilets were activated continuing with best practice physical distancing. Additional white board/pin boards for communication and storage facilities for documents and PPE.

2.3. **Cleansing and Sanitising –** of all surfaces and workspaces within site amenities, offices, vehicles and mobile plant. Anti-bacterial sprays and wipes, hand sanitisers and disinfectant have been made readily available.

3. Contractors and Site Visitors

3.1. **Site Inductions –** are preferred to be completed offsite or via Conundrum website on mobile phone. On-site induction devices are cleaned between use.

3.2. **Lunchrooms and Site Amenities –** Amenities will be provided for contractors and visitors. Use of Conundrum amenities and lunchrooms is to be avoided.

4. Drivers and Deliveries

4.1. **Weighbridge Operations –** have removed the need for docket collection and signing. Electronic receipts are in place for customer records.

4.2. **Truck Entry Hold Points –** phone systems have been deactivated and upgraded to non-contact intercom, use of CB, UHF or their mobile phone.

4.3. **Drivers Use Stylus Pens –** are available at touch pad stations; hand sanitising, PPE and distancing rules apply.

4.4. **Drivers Delivering to Job Sites** on Conundrum's behalf – must abide by site rules, always wear PPE and maintain distancing and sanitisation rules.

4.5. **Servicing and Repairs –** must be followed with sanitisation of all surfaces and cabins of plant. Drivers must also carry out sanitisation before operating the truck.

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5. Personnel

5.1. **Mental Health Support –** to ensure people are offered support, team meetings, communicate daily, telecommunications and video calls not just text and email. Promote feeling 'part of a team'.

5.2. **A Person Attending an Establishment or Event –** and identified as a possible close contact of COVID-19 cases must notify a manager before return to work and not return to work if any COVID-19 symptoms develop.

5.3. **Encourage Physical Distancing Where Possible –** Ensure the layout of the workplace allows physical distancing. Where possible reduce contact between employees over long periods of time.

5.4. **Maintain Personal Hygiene** – by thoroughly washing hands, coughing, sneezing into elbow.

5.5. **Provide Employees –** with the appropriate PPE, facilities and information and training on how, why and when they are required to use them to protect against the spreading of the virus.

5.6. **Mandatory Isolation (as per current Government Health Advice) –** for all persons with a positive test result, all persons informed not to come to work by authorities or positive asymptomatic.

5.7. **Close Contact -** If symptomatic test and isolate at home until symptoms resolve. Must follow health authority advice.

5.8. **Notify Worksafe and DHHS –** if a notifiable incident has occurred, for example the passing of a person or if hospital treatment is required.

6. Mobile Plant and Light Vehicles

6.1. **Operators MUST –** complete daily checklists and MUST document if they have operated more than one machine.

6.2. **Servicing and Repairs –** must be followed with sanitisation of all surfaces and cabins of plant. Operators must also carry out sanitisation before operating the plant item.

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