RECORD OF AMENDMENTS

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1	CCR-0513	All	Initial Release	Ommid Nikraz Jessica Clifford	Diana Chong Lincoln Sporne	13/06/2020
2	CCR-0514	All	Revised as per Health Authority advice	Lincoln Sporne	Jessica Clifford	16/03/2020
3	CCR-0517	All	Working from Home Agreement added with reference to HSE Checklist and Ergonomic Guidelines	Jessica Clifford	Diana Chong	23/03/2020

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Management of Novel Coronavirus (COVID-19)

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1 Purpose

The purpose of this procedure is to maintain a safe and healthy workplace by reducing the transmission of Coronavirus (COVID19) as well as any other contagious diseases. The aim is to encourage fairness, open communications and concern for the wellbeing of all Legeneering staff as well as protecting employees who are at higher risk for adverse health complications.

2 Scope

This procedure applies to all personnel (including contractors) of Legeneering Aust Pty Ltd at all locations including relevant offshore facilities.

3 Definitions

Term	Meaning
Novel Coronavirus (COVID-19)	*A novel coronavirus is a respiratory illness caused by a new strain that has not been previously identified in humans.*
Fitness for Work	*Any individual who is in a state of mental, physical and emotional health that enables the employee to perform tasks competently and safely.*
World Health Organisation (WHO)	*World Health Organization's primary role is to direct international health within the United Nations system and to lead partners in global health responses.*
Department of Health (DOH)	*Department of Health is a department of the government charged with overseeing the running of Australia's health system.*
Communicable Disease	*An infectious disease transmissible (as from person to person) by direct contact with an affected individual.*
Flu Like Symptoms	*Coughing, sore throat and headaches or difficulty breathing.*

4 Roles and Responsibilities

4.1 Management and Supervisors

Management and Supervisor's responsibilities include:

- Providing relevant instruction, training, information and supervision related to the systematic risk management of COVID-19 in the workplace.
- Align with client guidelines to ensure the safety of client and Legeneering staff on client and Legeneering operated sites.
- Monitor the condition of all employees looking for viral symptoms.
- Monitor the Health Department guidelines, in particular the social distancing policies. Office spacing to be changed as required.

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- Conduct confidential surveys of staff to determine their level of risk of a) catching the COVID-19 virus, and b) effects of catching the virus in regards to highly vulnerable staff. This will be in the form of a paper-based form and will include a question based on the ability to work from home.
- Implement procedures to work from home and methods of controlling productivity. Included in these procedures will be daily welfare checks and attendance audits.

4.2 Employees

Employee's responsibilities include:

- All employees who work for Legeneering must comply with all sections of this procedure and applicable client procedures.
- Report all overseas and interstate travel to travel@legeneering.com.au.
- Report any suspected COVID-19 contact or symptoms to their Manager and/or HR.
- Abide by all Legeneering procedures including measures to control distance apart and cleanliness standards.
- Be open and honest regarding their virus vulnerability and risk of infection
- When working from home (if applicable) continue to track attendance and job allocation.
- Maintain communication with Manager when working from home in regards to returning to work.

5 Overview

Coronavirus (COVID-19) was first reported in December 2019 in Wuhan City in China. In January 2020 the World Health Organization (WHO) declared the outbreak of a new coronavirus disease in Hubei Province, China to be a Public Health Emergency of International Concern. WHO stated there is a high risk of the 2019 COVID-19 disease spreading to other countries around the world. WHO and public health authorities around the world are taking action to contain the COVID-19 outbreak. However, long term success cannot be taken for granted. All sections of our society – including businesses and employers – must play a role in order to stop the spread of this disease.

6 High Risk Groups

Most cases of coronavirus (COVID-19) are in Wuhan City in Hubei Province, China. Most persons infected with COVID-19 experience mild symptoms and recover. However, some go

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on to experience more serious illness and may require hospital care. The following areas have been highlighted to be in the high-risk group of getting the virus:

- Recently been in mainland China, Iran and Italy
- Been in close contact with someone who is a confirmed case of coronavirusRisk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40.
- People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.
- If a Legeneering employee is living or staying with a person who has travelled from or transited from overseas or interstate in the last 14 days and have “Flu-like” symptoms.
- If Legeneering personnel have had close contact (e.g. visitors staying in your place of residence, you live together, you travelled on an aircraft, or attended an event) with a person who is being tested as a suspected case of COVID-19 and is awaiting results
- If you live with or have regular contact with someone who works in a high-risk workplace such as an airport or hospital.

7 Office or Site Access (Onshore/Offshore)

- Before entering any Legeneering office, site or offshore facility, all visitors/personnel will be asked relevant health and travel questions and may be asked to participate in temperature or other health-related screening. These questions may include: If they have had close contact (e.g. visitors staying in their home, they live together, they travelled on an aircraft) with a person who is being tested as a suspected case of COVID-19 and is awaiting results, they cannot access a Legeneering office or site until either:
    a. The person under investigation is confirmed as negative for COVID-19 and have no symptoms; or
    b. 14 days has passed from the time of the close contact and the visitor/personnel have medical clearance.
- If visitors/personnel have been in close contact with a person confirmed as a COVID-19 case, personnel cannot access a Legeneering office or site and must follow the Western Australian Government Department of Health isolation guidance. Medical clearance will be required to access a Legeneering office or site.
- If visitors/personnel have returned from or transited through any overseas country or interstate during business or personal travel, they cannot access a Legeneering office or relevant site for 14 days from the date of the arrival back in Western Australia.

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- If visitors/personnel are living with someone who is required to isolate, they will be required to follow the same isolation guidelines.

8 Contracting Suspected Coronavirus

All Legeneering employees will be instructed to stay home, if they experience “flu-like symptoms” such as headache, fever, cough, difficulty breathing and/or mild runny nose and they must proceed to:

- Inform their Manager
- Not to return to a Legeneering office or site until symptom free for 24hrs

If, however an employee becomes ill with suspected COVID-19 whilst in Legeneering or client premises, the manager must:

- Put the ill person in a room or area where they are isolated from others in the workplace
- Limit the number of people who have contact with the sick person
- Seek medical care, call ahead before you go to a doctor’s office or emergency room
- Avoid contact with others
- If the health assessment results are deemed positive for Coronavirus, then the employee will be required to follow the Western Australian Government Department of Health isolation guidance

8.1 Positive COVID-19 Result

Should an employee be confirmed positive for COVID-19 and has attended any Legeneering facility in the 14 days prior to the positive result, the following actions shall be taken by Legeneering;

- All personnel working at the facility will be required to obey the Western Australian Government Department of Health isolation guidance
- A thorough cleaning of the workplace will occur prior to personnel returning to work
- Working at Home arrangements will be made, where suitable
- Personnel who are unable to work from home will be able to access leave entitlements for the period of isolation

9 Risk Prevention Strategies

One of the key prevention strategies that Legeneering will implement in reducing the risk of contracting COVID-19 is ensuring workplaces are kept clean and hygienic. There is evidence that the virus spreads from person-to-person. Legeneering will ensure that:

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- Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) are wiped with disinfectant regularly
- Promote regular and thorough handwashing by employees (use soap, water and/or alcohol-based hand sanitiser), contractors and customers
- Put sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled
- Cover your cough or sneeze dispose of the tissue, and use alcohol-based hand sanitiser
- Maintain social distancing from anyone who is coughing or sneezing (e.g. 1 to 2 metres)
- Avoid touching eyes, nose and mouth
- Access to places where employees can wash their hands with soap and water
- Advise employees to consult national travel advice before going on business trips.
- Communicate and promote the message that people need to stay at home if they are experiencing flu like symptoms (e.g. coughing, sore throat and headaches) or difficulty breathing.
- Maintain social distancing as per health regulations
- Offer Working from Home options if the role can support it
- Assess the personal and workplace risk of each personnel's attendance

10 Travel Requirements

10.1 Business or Personal Travel

Legeneering will ensure its employees have the latest information on areas where COVID-19 is geographically spreading.

- Based on the latest information, Legeneering will assess the benefits and risks related to upcoming travel plans.
- Avoid sending employees who may be at higher risk of serious illness (e.g. older employees and those with medical conditions such as diabetes, heart and lung disease) to areas where COVID-19 is spreading. Travel should be reviewed for business criticality and in-line with advice from smartraveller.gov.au.
- Make sure all persons travelling to locations reporting COVID-19 (section 8); are briefed by a qualified professional (e.g. staff health services, health care provider or local public health partner).
- Consider issuing employees who are about to travel with small bottles (under 100 CL) of alcohol-based hand rub. This can facilitate regular handwashing.

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- Legeneering will actively monitor all employees place of residence (domestic or international), to better combat the spread of coronavirus. In line with the warning systems established from the smart traveller's guide, subject to change.
- All employees will be required to report personal travel to travel@legeneering.com.au.

10.2 During Travel

- Encourage employees to wash their hands regularly and stay at least one meter away from people who are coughing or sneezing
- Ensure employees know what to do and who to contact if they feel ill while traveling as per the Legeneering focal person table below;

Department	Name	Position	Contact Details	Email
HR	Jessica Clifford	HR Manager	08 6399 5401	Jessica.Clifford@legeneering.com.au HR@lengeneering.com.au
WEL Contracts	Lincoln Sporne	Contract Manager	0448 801 275	Lincoln.Sporne@legeneering.com.au
BHP Contracts	Corey Mckay	Contract Manager	0437292978	Corey.Mckay@legeneering.com.au
QHSE	Ommid Nikraz/ Tony Maydew	QHSE Coordinator	08 9437 4857	Ommid.Nikraz@legeneering.com.au Anthony.Maydew@legeneering.com.au
Workshop	David Fuller	Production Manager	0423 443 018	David.Fuller@legeneering.com.au
Survey & Design	Mattison MGellin	Design Manager	0438 110 831	Mattison.McGellin@legeneering.com.au

- All Legeneering employees to comply with instructions from local authorities where they are traveling. Legeneering will comply with any local restrictions on travel, movement or large gatherings.

11 Return from Travel

- Report their travel to travel@legeneering.com.au
- Employees who have returned from any overseas country or interstate should self-isolate and monitor themselves for symptoms for 14 days and take their temperature twice a day.

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- They must not enter into a Legeneering office or site during this period and must be cleared as fit for work by health authorities prior to returning back to work. This means avoiding close contact (one metre or nearer) with other people, including family members.

12 Management of 14-day Isolation

Being in isolation for a total of 14 days can be stressful. Suggestions to reduce this risk can include:

- Keeping in touch with your workplace relevant lead to report condition changes as well as family members and friends via telephone, email or social media.
- Learning about COVID-19 and talk with others.
- Where possible, keep up normal daily routines, such as eating and exercise
- If possible, arrange to work from home, this will be assessed on a case by case basis depending on Legeneering specific role requirements.
- Do things that help you relax and use isolation as an opportunity to do activities you don't usually have time for.
- Take your temperature with a thermometer two times a day and monitor for fever. Also watch for cough or trouble breathing.
- Discuss your work situation with your employer before returning to work.
- Do not take public transportation, taxis, or ride-shares during the time you are practicing social distancing.
- Avoid crowded places (such as shopping centres and movie theatres) and limit your activities in public.
- Keep your distance from others (about 2 meters).

13 Seconded Employees

If a seconded Legeneering employee shows flu like symptoms whilst working at another office or site other than the Legeneering premises, then they will be required to follow the procedures of the specific site at which they are located.

If the client office is inaccessible, Legeneering will attempt to provide an alternate work location. Should an alternate work location be unavailable or unsuitable, approval to work from home should be requested from the client.

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At all times Legeneering management needs to be made aware of the work location and health status of secondment employees.

14 References

Latest information will be monitored and disseminated from the following locations:

https://www.who.int/emergencies/diseases/novel-coronavirus-2019

https://www.smartraveller.gov.au/COVID-19-australian-travellers

https://www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources

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Appendix 1 – Working from Home Guidelines

1 Overview

As the COVID-19 situation develops, Legeneering acknowledges that there may be situations that arise that require employees to have a Working from Home (WFH) arrangement implemented, where appropriate. These situations include, but are not limited to:

- where self-isolation is required
- where the risk of attending work sites is deemed to high
- where the Department of Health or Australian Government body implement restrictions affecting employee's ability to travel to work
- where Australian Government body mandates social distancing which won't permit efficient attendance at the office work space

A Working from Home arrangement will not be permitted where an employee has tested positive for COVID-19. In this instance, the employee will be instructed to take Personal Leave and follow relevant medical advice until given the all-clear.

Working from home arrangements for employees may be appropriate for defined/regular periods of time or on an ad hoc or one-off basis. The WFH agreement will outline the duties to be performed whilst undertaking home based work, the mechanisms for monitoring output, as well as the supervision arrangements, prior to the WFH agreement being put in place.

2 Definitions

- 'Home Based Work' means performance of Company work for agreed hours from the home based site.
- 'Home Based Worksite' means an agreed area in the employee's private dwelling.
- 'Hours of Work' means ordinary hours to be worked by an employee, as detailed in their contract of appointment.
- 'Office Based site' means the location where the employee would ordinarily work at the Company if there were no home based work arrangements.
- 'Mobility' means the ability of employees to access a selected range of online services from a variety of supported platforms and devices which are generally accessible from many locations using standard network technologies.
- 'Employee' means a person employed by the Company who has ongoing or fixed term or casual contract.

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- 'Supervisor or Manager' means the person who is responsible for the day to day supervision of the employee.
- 'Working from Home (WFH) Arrangement' means an approved arrangements for an employee to carry out defined duties from his/her home based worksite during the agreed working from home hours on an ongoing basis or for a specified period of time, the terms of which are set out in a 'working from home agreement' entered into between the employee and the Company.

3 Suitability

The Supervisor / Manager should consider the general nature and requirements of the employee's work duties and the employee's ability to work autonomously. An employee who requires close supervision or close interaction with other employees may not be suitable for the independent nature of a working from home arrangement.

4 Requirements from home based worksite

In accordance with the relevant acts, regulations and Legeneering's QHSE policy it is important that:

- the home based work site is a safe area to work;
- systems of work undertaken in the home based work site are safe;
- employee's working from home are provided with appropriate training to enable them to perform their work safely; and,
- all incidents are investigated and hazards are adequately controlled.

4.1 Employee responsibilities

Employees approved to work from home must:

- adhere to all Legeneering policies and procedures;
- maintain accurate and up to date records of hours worked at home within normal span of hours (utilising M1 system wherever possible);
- by agreement, provide authorised Legeneering employees or other approved parties with access to the home based worksite where necessary for matters such as WHS inspections, and retrieval of any Legeneering-supplied equipment; and,
- take reasonable precautions necessary to secure Legeneering's equipment.

4.2 Supervisor / Manager responsibilities

The Supervisor / Manager must:

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- monitor the WFH arrangements to ensure that agreed work outcomes are consistently being delivered;
- review and sign off on records of hours worked (timesheets) as required;
- monitor and review the WFH arrangements on a regular basis as recorded in the WFH agreement;
- schedule communication meetings including methods of disseminating information to employees who are working from home;
- provide equipment and tools required to perform the tasks required (does not include work station furniture additional services or costs such as internet data costs, mobile phone expenses, electricity costs - see Section 9. and 11.); and,
- accurately document the ownership and usage arrangements of the equipment and assets at the home based site in the WFH agreement.

5 Workplace Health and Safety (WHS) considerations

5.1 Employee responsibilities

- ensure the home based worksite complies with WHS requirements at all times. The staff member is responsible for all costs associated with compliance;
- report any health and safety risks in the home based worksite, and notify immediate supervisor of any work related accident, injury, illness or disease arising from home based work; and,
- maintain a clear delineation of when they are working and when they are not working and maintain accurate records (timesheets).

5.2 Supervisor / Manager responsibilities

- ensure employees are aware of the relevant Legeneering policies and procedures
- prior to approved a WFH arrangement, the supervisor must ensure the employee has completed all QHSE training; and
- investigate any incidents in accordance with Legeneering's QHSE policy.
- regular welfare checks

6 Communication

The employee agrees to be contactable and available for communication with the Company during the periods in which home-based work is carried out. The methods of communication should be detailed in the WFH agreement.

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7 Insurance

The employee agrees to notify his/her household insurer (if required) of WFH arrangements and provide the name of the insurer to the Company.

The employee indemnifies the Company against all loss or damage to the employee's property and all claims by third parties in respect of personal injury and property damage except to the extent caused by the negligent act, error or omission of the Company.

8 Equipment

The Company and the employee will compile a list of equipment used by the employee in the course of carrying out work at the home based work site. This list will specify who owns the equipment.

9 Services

Not all Company services are available or supportable when used from the employee's Home Based Worksite. The employee accepts this situation and agrees not to impose any overheads on the Company for additional services. Note, IT Services is developing capabilities and policy in the area of Mobility which may extend available online services in the future.

10 Training

As a minimum, all employees, prior to commencing to work from home must have completed training in WHS Ergonomics and completed the ergonomic checklist.

11 Risk assessment

Prior to the commencement of any working from home arrangement a risk assessment must be completed.

12 Costs

A working from home arrangement must be cost neutral to the Company.

13 Termination of agreement

Legeneering reserves the right to terminate the agreement by providing no less than 24 hours' notice.

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Work from Home Agreement

Employee Details	
Name	
Position	
Home office address	
Home office phone	
Email	
Contact arrangement	1. Video (where possible) check-in, check-out with line Manager / Supervisor via Microsoft / Webex Teams 2. Daily log completed in OneNote to be shared to line Manager / Supervisor 3. Availability via Microsoft / Webex Teams during agreed work hours
Working from Home Arrangements	
Number of days at home based worksite	
Number of days at office based site (as per primary work location)	
Commencement date of arrangement	
Hours of work per week at home based worksite	8.00am to 4.00pm
Specific reason for home based work	In line with COVID-19 Management Plan
Outline of agreed deliverables/outcomes to be achieved when working from home	To be discussed daily and logged through shared OneNote
Checklist	
Working from Home HSE Checklist completed?	
I have read and understood the conditions set out in the Working from Home Guidelines and the above agreement and indicate my acceptance of the terms of this agreement by signing below.	

Signature _____ Date _____

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