

COVID-19 SAFE WORK PLAN

**Registered
company/business
name**

Teetaka Pty Ltd

**Trading
company/business
name**

J Manser Fire & Marine

ABN

92 145 165 117

Contact Details

Jim Manser – Director/Forensic Fire Investigator

M: 0459 222 136

E: jim@manserfireandmarine.com.au

Dianne Newark – Administration

M: 0408 020 286

E: dianne@manserfireandmarine.com.au

W: manserfireandmarine.com.au

In response to the 2020 COVID-19 pandemic, Manser Fire & Marine has implemented the following procedures based upon the Australian Government Department of Health information and the Safe Work Australia Advice

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>

We understand that exposure to COVID-19 is a potential hazard for all persons in the workplace, specifically those we contact during any fire investigation. We have implemented the following protective measures/actions:

- Daily monitoring of the Australian Government Department of Health and any other published advices from State or Territory Government Agencies.
- Reviewing our policies and measures for infection control.
- Ensuring we are cognizant of the current isolation/quarantine periods
- Removing ourselves from public interaction if we become unwell and seeking immediate medical advice following the current recommended procedures.
- COVID App always installed on iPhone and active

GENERAL INFORMATION

Activity	Forensic Fire Investigations
Duration	Varies dependent on fire scene
Description	Fire scene examination, debris analysis and sampling if required, photographs, plans, discussions with relevant parties e.g. Fire Service and Police

CUSTOMER CONTACT

	<ul style="list-style-type: none"> • Confirming to customer Fire Investigator’s travel movements and no contact with positive COVID-19 case prior to site attendance
	<ul style="list-style-type: none"> • Confirming customer’s travel movements, contact if any with positive COVID-19 case, if any symptoms of COVID-19, awaiting test results from COVID-19 test prior to site attendance

If Customer advises they have travelled from a COVID-19 hot spot, had close contact with any person diagnosed with COVID-19, showing any symptoms (including fever, coughing, sore throat, shortness of breath, etc.) or awaiting test results from COVID-19 test, we will immediately contact the Instructing Officer and advise concerns.

DISTANCING PRINCIPLES

LOCATION	
Home Office	Access restricted – no visitors allowed
Workshop	Access restricted – no visitors allowed
Fire Scenes	<p>Per public health guidelines:</p> <ul style="list-style-type: none"> • Avoiding physical greetings – handshaking, etc. • Keeping 1.5 metres away from others wherever possible • Avoiding crowds • Avoiding large public gatherings • Avoiding travel by air, public transport

HYGIENE & CLEANING

LOCATION	
Home Office	<p>Bathrooms cleaned and disinfected daily</p> <p>Hard surfaces cleaned daily with disinfectant</p> <p>Alcohol based hand sanitiser available</p> <p>Washing and drying of hands before & after eating; after coughing or sneezing; after going to the toilet</p> <p>Covering coughs & sneezes with elbow or clean tissue</p> <p>Disposing of tissues hygienically – closed bins</p>
Workshop	<p>Hard surfaces cleaned with disinfectant</p> <p>Alcohol based hand sanitiser available</p> <p>Washing and drying of hands before & after eating; after coughing or sneezing; after going to the toilet</p> <p>Covering coughs & sneezes with elbow or clean tissue</p> <p>Disposing of tissues hygienically – closed bins</p>
Fire Scenes	<p>Covering coughs & sneezes with elbow or clean tissue</p> <p>Disposing of tissues hygienically – closed bins</p> <p>Avoiding touching faces, eyes, nose and/or mouth</p> <p>Cleaning and disinfecting equipment & plant after each use</p> <p>Carrying alcohol based hand sanitiser</p> <p>Carrying soap and water to wash up during and after fire scene examination</p> <p>Work clothes/overalls washed after each use separately from other clothing</p> <p>Wearing of mask during fire scene examination</p> <p>Wearing of disposable overalls if required during fire scene examination</p> <p>Encouraging clients to not attend scene and to provide any or all relevant information via telephone or email.</p>

OUR RESPONSIBILITIES

<p>Exposure or suspected exposure to COVID-19</p>	<ul style="list-style-type: none"> • Immediately self-isolate • Seek advice by calling the State public helpline or National Coronavirus Helpline • Attend COVID-19 clinic for testing if instructed by the Helpline, wearing a surgical mask • Isolate at home pending receipt of test results • Provide the State Health Unit with details of any close contacts for contact tracing if requested • Follow all directions/instructions provided by State Health Unit or other Government units • Review our risk management controls • Notify our Instructing Client of potential risk/exposure • Notify SafeWork SA if positive result can be reliably attributed to a workplace exposure
---	---

	<p>Installation of COVID Safe App – open and active at all times</p>
--	--

	<p>Monitoring Australian Government Coronavirus Australia app for up-to-date and urgent information and advice.</p>
--	---



Jim Manser
 4 August 2020