LANDER & ROGERS

QLD WORK HEALTH AND SAFETY PLAN FOR COVID-19

Use this template to record how you and your workers will stay safe at work during the COVID-19 pandemic. This information will help your workers and others know exactly what to do and expect. Refer to our guide, Work health and safety during COVID-19 to assist in completing your plan. You need to consult with your employees and their representatives to develop responses to the questions below—and other people who are relevant to reopening your business. The COVID-19 pandemic is an evolving situation—review your plan regularly and make changes as required. You do not need to send this plan to Workplace Health and Safety Queensland. However, you must complete and maintain your plan and make it available to our inspectors or other Queensland Government officials if they ask for it.

BUSINESS DETAILS

Business name: Lander & Rogers	**Manager approval:** TBA
Division/group: Legal	**Manager's name:** Genevieve Collins
Date completed:	**11 January 2022**
Date distributed: TBA	**Worker representative consultation:** regular via Covid-19 Working Group
Revision date: As required	**Worker representative's name:** Matteo Barbariol

Question	Describe what you will do	Who is responsible
What checks and preparation have you done to know your business can re-open?	1. Referred to resources regarding COVID best practice processes and guidelines as recommended by: (a) Queensland Government & Queensland Health; and (b) SafeWork Australia. 2. Assessed risks to staff (both working in the office (**WIO**) and working from home (**WFH**), clients, contractors and others visiting the office (**Visitors**). 3. Extended existing controls for **Social Distancing** – see below. 4. Extended existing controls for **Hygiene** – see below. 5. Checked condition of workstations, kitchens and perishable items to ensure cleaned and cleared for use. Increased frequency and level of existing controls for **Cleaning** – see below. 6. Introduced controls for **Track & Trace** – see below.	Facilities Manager Risk Manager People Manager
How will your business comply with social distancing requirements?	**Social Distancing controls** 1. Where applicable, bio-security screen between reception and deliveries. 2. Contactless (no signatures, no cash) receiving of incoming postage and couriers. 3. Visitors only allowed into reception meeting rooms. 4. Employees informed that after entering the building they must not linger in the lobby and only go to their designated floor and workstation/office. 5. Floor stickers with arrows to create separate entry and exit walkways. Floor arrows are 1.5 m apart for social distancing.	Facilities Manager Brisbane Partners

Question	Describe what you will do	Who is responsible

	6. Workstation seating and meeting room capacity reduced and separated to conform with applicable density quotients.
	
	7. Signage restricting employee numbers in confined areas such as kitchens, board room, offices and utility areas.
	
	8. Direction to employees to WFH where possible and only WIO on rostered days at rostered working stations. Roster system for:
	
	    8.1. weekdays and use of workstations
	    8.2. Overall reduction in staff WIO to meet any applicable physical distancing rules
	    8.3. Vaccination status.
	
	9. Direction that employee meetings adhere to the physical distancing controls.
	
	10. Direction to employees not to attend any non-essential external business meetings/events. Instead use remote working technology.
	
	11. Direction that where possible all business meetings including client meetings continue via remote working technology.
	
	12. Direction to employees to avoid enclosed spaces for lunchtime breaks wherever possible.	

What extra measures is your business doing to keep customers/ clients safe? (For example, cafes are now required to keep contact	**Track & Trace controls** 1. SharePoint status update for employees WFH. 2. At premises reception, require completion of Qld and Lander & Rogers QR Forms for visitors to office.	Facilities Manager Brisbane Partners People Manager

Question	Describe what you will do	Who is responsible

information of customers dining in.)	**Hygiene controls**
	
	1. Building management: Alcohol based hand sanitation stations and signage promoting hygiene:
	    1.1. In lobby area
	
	    1.2. At high touch points including lift buttons
	
	    1.3. In lift well on each floor.
	
	2. Soap, paper towel and signage promoting hand washing with soap and water in bathrooms.
	
	3. Where feasible, catering packaged in individual portions.
	
	4. Alcohol based hand sanitation stations and signage promoting hygiene practices:
	    4.1. Near shared utilities
	    4.2. In reception, with signage to sanitise upon arrival
	    4.3. In meeting rooms.
	
	Vaccination Policy
	    1. Visitors and contractors are required to provide evidence of their vaccination as a condition of entry to our premises.
	    2. Staff are required to schedule office attendance via our boking system.
	    3. Visitors and contractors are required to log in via the QR code notices at the entrances.	

What measures have you put in place to keep workers safe?	Management has encouraged our Employees to talk to the People Team about their individual circumstances and concerns and how our existing flexible work policy can assist. This includes changing work days and/or schedules, reducing work days and/or hours as leave without pay or by purchasing annual leave. Continued existing **WFH Wellbeing controls:** 1. Regular consultation with employees including:	Facilities Manager Brisbane Partners People Manager

Question	Describe what you will do	Who is responsible
	(a) Regular supervisor check-ins to personalise engagement with their team members so they keep travelling through the uncertainty of COVID. (b) Bi-monthly surveys to consult with all employees about their personal circumstances, safety concerns, preferred ratio of WFH:WIO and whether they are or might be 'vulnerable' workers. (c) People team follow-ups with employees with concerns. (d) Email communications via senior management and the People team regarding webinars, tips and links on wellbeing and risk management; and 2. Free webinars on parenting, flexible working with home-schooling, balancing work and family, yoga, work/life balance, connection & purpose for one person households, resilience through GEM gratitude, empathy & mindfulness. 3. Free and anonymous employee assistance program (EAP). 4. Dedicated SharePoint intranet page with information about psycho-social safety, WFH and WIO roster, wellbeing tips, community initiatives, and EAP phone numbers, resources and links. 5. People Team consult with individual employees regarding their preferred WFH:WIO ratio and reasons including: (a) vulnerability to WIO (b) belief that they are 'at risk' WFH (c) psycho social safety (d) need for informal on the job learning by observing more experienced employees	

Question	Describe what you will do	Who is responsible
	(e) vaccination status. Continued existing **WFH Ergonomics** **c**ontrols: 1. Dedicated SharePoint intranet page with information about ergonomic safety, chair and screen discounts and tax deductions for setting up a home office. 2. Direction to employees to borrow workstation equipment for WFH for extended periods. Continued existing **Travel controls**: 1. Regularly remind employees to follow Federal and State requirements for all travel, (to/from work, to/from meetings/events, interstate and international). 2. Where it is essential that Visitors attend the premises, do our best to remind them to follow Federal and State requirements for their travel to/from. 3. Dedicated SharePoint page with information on travel restrictions under biosecurity laws, including links to Smart Traveller. Extended **Education** for employees and Visitors: 1. Covid19 information posters in high visibility locations. 2. Hygiene signage near hand sanitiser stations and in bathrooms. 3. SharePoint pages for wellbeing and ergonomics. 4. Dedicated SharePoint pages and regular communications from senior management about: 4.1.1. Symptoms/exposure	

Question	Describe what you will do	Who is responsible
	4.1.2. Social distancing 4.1.3. Hygiene 4.1.4. Cleaning 4.1.5. Travel 4.1.6. COVIDSAFE plans for each office premise 4.1.7. Vaccination.	
How is your business complying with hygiene and cleaning requirements?	**Cleaning controls** 1. Not Used. 3. After extended shutdown - check condition of workstations, kitchens and perishable items to ensure cleaned and cleared for use. 4. Fortnightly - wipe with alcohol-based disinfectant: (a) Desktops/Keyboards/workstations/mouse/back of chairs (b) Kitchen surfaces and equipment (c) Bathrooms (d) Door handles. 5. Daily: (a) Building management - clean lobby, lifts, lobby bathrooms	Facilities Manager

Question	Describe what you will do	Who is responsible
	(b) Wipe-down of high touch points in kitchens	
How is your business managing deliveries, contractors and visitors attending the workplace?	Controls for Track & Trace, Cleaning and Hygiene - Refer above.	Refer above
How is your business reviewing and monitoring work health and safety compliance?	**Monitoring** 1. Team of employees from Facilities/People/Risk are monitoring state and federal advice and hotspots. 2. Regular surveys of all employees. 3. Regular #askmeanything open forum led by senior management to encourage feedback from employees. 4. Senior Managers and Partner/s do regular WIO walkarounds to monitor compliance with social distancing protocols, remind employees not all congregate together socially, even on breaks and be an escalation point for queries about safety measures and processes. **Improving** 1. Team of employees from Facilities/People/Risk are meeting regularly to continually refine plans to ensure they remain robust in ever evolving circumstances. 2. The WIO roster is reviewed by management and the People team on a regular basis to align with evolving guidelines and employee conversations.	Senior Management People Manager Risk Manager Facilities Manager