



Working with Mining Industrial Trade Suppliers (aka Safety MITS) and minimising the risk of exposure to COVID-19

Update 3 April 2020

OUR VALUES

how we work together

SAFETY MITS COVID-19 UPDATE – APRIL 3



THINK ALL CUSTOMERS, ALL THE TIME



EMBRACE TEAMWORK WITH NO LIMITATIONS



BE OBSESSED WITH BEING THE BEST



OWN YOUR ACTIONS



ASK THE HARD QUESTION



DO THE RIGHT THING ALWAYS



APPRECIATE THE MOMENT

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 <p>SAFETY</p>	 <p>ETHICS & INTEGRITY</p>	 <p>QUALITY</p>
 <p>RESPECT</p>	 <p>ENVIRONMENT</p>	 <p>INCLUSION</p>

The model Work Health and Safety (WHS) laws require employers to take care of the health and safety of their workers and others at the workplace. This includes:

- > providing and maintaining a work environment that is without risk to health and safety; and
- > adequate facilities for workers in carrying out their work.

As an employer, you must identify risks at the workplace, and where possible eliminate or minimise those risks.

Workers within the business to business sales relationships when working in face to face relationships are at risk of exposure to COVID-19



EMPLOYEE GUIDANCE

Health and safety of our employees and community is our top priority

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Leadership decision making is guided by the following principals:

- 1. HEALTH:** prioritise the health, safety and well-being of our team members and stakeholders
- 2. SOCIAL RESPONSIBILITY:** Minimise the spread of the virus in the community
- 3. EMPLOYEE REMUNERATION:** Provide team members pay and benefits stability when work is temporarily disrupted
- 4. BUSINESS CONTINUITY and FLEXIBILITY:** provide business continuity to our customers, channel partners and suppliers in a safe manner and evaluate flexible work options
- 5. PROACTIVE IMPLEMENTATION:** Make high velocity decisions and move quickly to implement protocol; adjust as necessary given the fluid nature of the situation globally

HYGIENE

Environmental cleaning

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Work within the Safety MITS sites requires regular touching of objects and surfaces. This means a heightened cleaning regime has been introduced.

- ❑ Frequently touched surfaces including any plant, equipment, tools, handrails doors and other surfaces are cleaned frequently using appropriate detergent or disinfectant solutions.
- ❑ Site amenities including lunch rooms, storage rooms, toilets and office furniture cleaned industrially.

To minimise the risk of exposure to COVID-19 the person cleaning wears gloves and uses alcohol-based hand sanitiser before and after wearing gloves.

Sanitiser and gloves are made available throughout both facilities.

HYGIENE

Worker hygiene

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All Safety MITS staff are required to practice good hygiene. This includes

- Covering coughs and sneezes with an elbow or a tissue
- Disposing of tissues properly
- Avoid handshakes and any other close physical contact
- Avoid touching their face
- Regularly washing hands with soap and water, including before and after eating and after going to the toilet
- Using alcohol-based hand sanitiser
- Cleaning and disinfecting surfaces
- Staying more than 1.5 metres away from others, and
- Staying home when sick

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- ❑ No known COVID-19 cases within the Safety MITS workforce
- ❑ Both Sydney and Newcastle manufacturing facilities are open and operational
- ❑ Proactive social distancing at all operations
- ❑ Voluntary “Work from Home” policy for eligible employees
- ❑ Currently executing Business Continuity Plans at both locations
- ❑ Attendance Policy has been suspended until further notice. Employees who are “uncomfortable” reporting to work are not penalised.
- ❑ Daily tool box meetings to provide updates to manufacturing and support staff
- ❑ Implemented measures to reduce the risk of COVID-19 impacting the workplace
 - ***Increased cleaning protocols at each site***
 - ***Closure of lunchroom to prevent congregation***
 - ***Virtual meetings introduced and utilised***
 - ***Any employee who is feeling unwell is asked not to report to work***
 - ***Any employee who may have been exposed to COVID-19 either directly or in-directly is asked not to report to work and self isolate***

If a Safety MITS employee tests positive for COVID-19

Notification Process

- *Employee notifies direct supervisor and local senior manager*
- *Senior manager notifies the Business Impact Group*

Immediately close site for two calendar days for evaluation; cleaning per CDC or WHO guidance

Site Leadership and Business Impact Group review

Business Impact Group decide further action

If employee was at site while asymptomatic, categorise employees based on the following levels of risk:

- **High** - isolate, daily monitoring
- **Med** – stay at home, social distancing, active monitoring
- **Low** – no restriction, self-observation

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Safety MITS is prepared for disruptions during COVID-19

Buffer stock

- We are building inventory levels to limit the disruption of supply.
- We are working with our third party component and raw materials suppliers to limit the impact on their business' and staff

Travel restrictions block customer access for project development

- Collaborating with project partners enables project progress
 - Collaborative approach between Safety MITS personnel and project partner champion mitigates conceptual issues and provides continuity for all stakeholders
 - Training under guidance – technical support provide through digital communication

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How we will communicate with our customers and project partners

- We will continue to communicate through normal media and client relation channels
- Our internal sales support desk remains available between 7.30am to 8.30pm Monday to Friday and 7.30am to 12.00pm Saturday
- We are proactively reaching out to our customers to ensure they are aware we are operational and provide support
- We are establishing a dedicated COVID-19 page on our web site
- We have Zoom, Webex and Teams video conferencing services to enable virtual meetings.
- With project customers we are establishing on-site customer product champions.
- We are building on our video resources for product features, benefits and applications. Current resources can be found at <https://www.youtube.com/user/safetymits>
- We are building on our on-line training programs for our users other stake holders.



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Wrap Up

The situation is fast moving - Safety MITS commits to provide information throughout this crisis to our staff and valued clients and will continue to stay true to our brand values and company culture.

Safety MITS is taking steps to address the impacts and risks identified with COVID-19 and continuously stays up to date with the Australian Government, WHO and CDC notifications and guidance.

For further information contact:

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Resources

- <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/coronavirus-covid-19-resources>
- <https://www.health.gov.au/sites/default/files/documents/2020/04/coronavirus-covid-19-frequently-asked-questions.pdf>
- <https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-about-routine-environmental-cleaning-and-disinfection-in-the-community.pdf>
- <https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-on-the-use-of-surgical-masks.pdf>
- https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-for-people-with-a-suspected-case_3.pdf
- https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-for-close-contacts-of-a-confirmed-case_2.pdf

Publication Resource Links

- <https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-identifying-the-symptoms.pdf>
- https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-know-the-signs-covid-19-know-the-signs-poster_0.pdf
- <https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-good-hygiene-practices-poster-for-businesses.pdf>