



## COVID 19 PROCEDURES

### 1. INTRODUCTION

#### 1.1. Scope

1.1.1. This Moda Quality Procedure describes the principles, responsibilities, and actions necessary for protection of Moda personnel from the Covid 19 'Coronavirus'.

#### 1.2. WHS Policy

1.2.1. The Moda company WHS policy is:





### WORK HEALTH AND SAFETY POLICY

#### Moda Sea Pty Ltd

Moda Sea operates within the marine craft fabrication industry where workers encounter risk and hazards daily. While the risk in our workplaces may always be present, it is how we manage and control this risk that is critical.

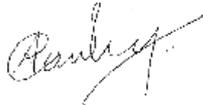
Moda Sea employees are entitled to the provision of hazard control measures so that they have a safe and healthy workplace in which to perform their job.

Work, health and safety is every person's responsibility. Moda Sea's risk management processes were developed through regular consultation and input from all our staff. I ask all staff at Moda Sea to actively participate in the implementation and compliance of this company's health and safety management system, and to promote a workplace culture of continual improvement.

Remember that no job or task is so urgent or important that we cannot perform it safely.

Our work, health and safety objectives are:

- Continual improvement in performance by vigilant workplace assessment, hazard identification and subsequent elimination or control of risks; and
- To provide adequate training to all Moda Sea staff so they can safely perform their allocated tasks.



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Managing Director  
Moda Sea Pty Ltd  
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ABN 30 631 989 921



## 2. PROCEDURES

### 2.1. Australian Law and Guidance

- 2.1.1. In taking action and implementing processes to protect its personnel, Moda will adhere to the instructions and guidance issued by the Australian Government via the Department of Health and, where there is additional instruction, from Queensland State government authorities.
- 2.1.2. Critical to the management of Moda's response to Covid 19 is this is a rapidly changing situation in Australia. Instructions and guidance issued by the Australian Government and the States are changing daily. This Quality Procedure sets out the principles for Moda's response. It will not be updated unless new work direction is required. Personnel will be kept up to date on changing workplace guidance via email and briefings from the Moda General Manager.
- 2.1.3. Please familiarise yourself with the latest instruction and guidance from the Australian Government and Queensland State Government at:

[www.health.gov.au](http://www.health.gov.au)

<https://www.health.qld.gov.au>

### 2.2. Visitors to Moda Sea

- 2.2.1. People will only be allowed to visit the Moda facility if there is an essential business reason.
- 2.2.2. All visits must be pre-approved, people are not to be allowed to simply wander in to the Moda workshop. The entry gate to the facility is to be kept closed, with a sign advising of this routine and provide phone numbers for them to contact.
- 2.2.3. Couriers can enter the site to deliver or collect freight. Clients, potential clients and supplier representatives can visit if approved by the General Manager.
- 2.2.4. Access to the premises should be limited to delivery points and meeting rooms, visitors are not permitted to tour the workshop when staff are working on the floor. Owners wanting to inspect their vessel should do this outside of Moda's working hours.

### 2.3. Feeling Unwell

- 2.3.1. If you feel unwell with flu-like symptoms you should not go to work. For general information on the various symptoms of Covid 19, influenza and the common cold, see the attached Commonwealth Department of Health guide entitled, '*Covid 19: Identifying the Symptoms.*' (Attachment A)
- 2.3.2. This is not something that can be described in measurable terms. It requires judgement on your part. The symptoms include fever, a sore throat, cough or shortness of breath. If you feel unwell or are uncertain about your health, you are strongly encouraged to consult your General Practitioner.

### 2.4. Self-Isolation

- 2.4.1. Current instruction from the Australia Government is people need to self-isolate if they return from overseas or encounter someone with the virus. If you meet these criteria you must report this to the General Manager as soon as possible.



- 2.4.2. Given the manufacturing nature of your work at Moda, working from home is unfortunately not an option. If you meet the criteria for self-isolation, according to Commonwealth law you will need to stay away from work and self-isolate at home.
- 2.4.3. If you are required to self-isolate, you can utilise existing recreational and sick leave entitlements if you are an employee. If you are a contractor, these entitlements are not available to you. Moda will do whatever it can to support you through such a difficult period.
- 2.4.4. Further and updated details are promulgated via the Commonwealth Department of Health at [www.health.gov.au](http://www.health.gov.au); and Queensland Health at <https://www.health.qld.gov.au>

## 2.5. School Children

- 2.5.1. There is a real possibility that governments will close schools. If you have school children, you should prepare for this to happen and from a work perspective, that means discussing work plans with the General Manager. Moda will do what it can to support you with flexible work routines.

## 2.6. Quality Procedure Review

- 2.6.1. This Quality Procedure will be constantly reviewed as instructions and guidance is issued by the Australian Government and State authorities.
- 2.6.2. This Quality Procedure will be reviewed for further promulgation in 12 months.

## 2.7. Coronavirus Health Information Line

- 2.7.1. Call this line if you are seeking information on coronavirus (COVID-19). The line operates 24 hours a day, seven days a week.

1800 020 080

### Attachment:

- A. *'Covid 19: Identifying the Symptoms.'* Australian Government Publication