



VUL-PLN-007-COVID-19 Management Plan

1. INTRODUCTION

This COVID-19 Management Plan has been developed to specific details as it relates to the COVID-19 pandemic ("disease"). The World Health Organisation has announced that COVID-19 (Coronavirus) is a pandemic. Due to this, the Australian Federal Government and/or Australia's various State, Territory and Local Governments, have taken certain measures to slow down the spread of the disease, minimise impacts on public health generally and reduce the impact on the economy.

Vulcan Mine Management Pty Ltd (VMM) acknowledge that implementation of the control measures required by Australia's statutory authorities may affect the operation of our business (whether directly or indirectly). The Australian Federal Government has confirmed that resource industry, the primary work of VMM, is classified as an Essential Service, therefore, VMM ought to continue to conduct its business operations in accordance with its legislative requirements.

This plan will be reviewed and updated as and when deemed necessary.

2. SCOPE

The COVID-19 Management Plan applies to Vulcan Mine and all company supplied accommodation.

3. MAINTAINING A SAFE WORKPLACE

The below points are to be implemented supplementary to the requirements, processes and procedures already contained within the Vulcan Mine Safety and Health Management System.

- Latest updates and COVID-19 reminders to be discussed at Pre-start and Return to Work meetings. These will be distributed by email as they occur.
- Avoid any non-essential gatherings, maintain a distance of 1.5 metres from others.
- Within any indoor spaces; including offices, onsite demountables and crib rooms, maintain the rule of 4m² per person.
- Observe good handwashing techniques – use soap and running water.
- Cover any coughs/sneezes with your arm or a disposable tissue.
- Social distance measures should be observed including no hand shaking.
- Face masks should be worn if unable to maintain a distance of 1.5 metres from others (unless deemed unsafe to do so).
- Use hand sanitiser (where available) if hand washing is not possible.
- Wipe down any communal items with alcohol-based wipes – including phones, laptops, machinery controls, steering wheels, door handles.
- Follow the advice of the Queensland Government in relation to resource workers travelling outside of hotspots areas for work.

3.1 FIFO/DIDO Vaccination

The Chief Health Officer has decided to prioritise the vaccination of FIFO/DIDO workers along with teachers and transport drivers. To qualify as a FIFO/DIDO worker, the worker should be Queensland based and residing in accommodation which is not their normal place of residence while performing their work anywhere in Australia or PNG.

FIFO/DIDO workers should register now to be vaccinated by going to the Queensland Government website and checking the dropdown box as a FIFO worker. To register for a vaccination:

- Go to www.vaccinebookings.health.qld.gov.au/ and select the FIFO drop-down option (also for DIDO workers). Bookings offered at Queensland Health vaccination locations.
- To qualify as a FIFO/DIDO worker, the worker should be Queensland based and residing in accommodation which is not their normal place of residence while performing their work anywhere in Australia or PNG.



4. REPORTING

The below points are to be implemented supplementary to the requirements, processes and procedures already contained within the Vulcan Mine Safety and Health Management System.

4.1 Communication and Consultation.

Visitors:

- On arrival at the Vulcan Mine main gate, ALL visitors must contact the Emergency Response Team (ERT) on 0460 318 436 in order to gain access to the Vulcan Mine. ERT will direct visitors to the medical room to complete a COVID-19 Visitor Declaration Form and temperature testing, before further access to site can be granted.

FIFO/DIDO workers:

- All inducted workers travelling from any LGA that has been declared a hotspot must adhere to the following (refer to [latest updates](#) for a current list of LGA hotspots):
 - BEFORE DEPARTING FOR SITE, complete a COVID-19 CMW Declaration Form and email to ert@vitrinite.com.au along with your estimated arrival time.
 - On arrival to the Vulcan Mine main gate, BEFORE ENTERING SITE, contact the ERT on 0460 318 436 in order to gain access. ERT will direct workers to complete a health check/temperature check.
 - Do not commence regular duties until clearance has been granted by the ERT.**
 - Wear a mask, if safe to do so, until clearance is given by the ERT to commence regular duties.
 - If you are already on site and your point of origin is declared a hotspot within 14 days of your arrival, inform the ERT and monitor for symptoms. If you develop any relevant symptoms follow the instructions outlined in [section 4.2](#).
- Any worker diagnosed with a confirmed case of COVID-19; or who has been in close contact with a confirmed case of COVID-19; or in close contact with someone awaiting the results of a COVID-19 test must report this directly to the ERT who is to notify the SSE – **do not attend site**;
- Any worker who has been issued a government directed isolation must report this directly to the ERT and then to the SSE.

4.2 Actions if suspected case or symptoms of COVID-19 in workplace

- Any worker or visitor who presents with symptoms of COVID-19 as outlined by the Australian Government Health Department (refer [here](#) for a summary of COVID-19 symptoms) must report this directly to their supervisor before attending site, or if already on site must isolate themselves from other workers and call their supervisor for direction;
- Supervisors are to immediately notify ERT and the SSE who will provide assistance in managing the situation;
- When reporting to their supervisor, the coal mine worker must keep a distance of up to 1.5 metres from the supervisor and if safe to do so, wear a mask;
- If a case of COVID-19 is suspected, the senior site ERT operative should contact the *Australian Government National Coronavirus Helpline* on 1800 020 080 and expert advice will be provided. The SSE is also to be notified as soon as possible;
- The advice may suggest the worker to travel by themselves in a motor vehicle to either the local hospital or their accommodation to await further advice. If the worker's condition is not safe for the person to drive, triple 000 should be called;
 - If accommodation is shared, the ERT team/worker must notify site administration so that they can arrange alternatives for self-isolation.
- The ERT may receive advice from the Australian Government National Coronavirus helpline to isolate any workers who have been in close proximity to suspected worker experiencing symptoms of COVID-19. The ERT should receive a case number and this will be given to the SSE for further inquiries or advice;



5. REFERENCE LIST

- DNRM: Guidance Note – Resources Safety and Health Compliance and Enforcement (COVID-19 Emergency)
- <https://www.healthdirect.gov.au/coronavirus>
- Self Declaration COVID-19
- WHSQ 2021: PN12613 - Work health and safety during COVID-19 – Guide to keeping your workplace safe, clean and healthy. Version 4.