RELIEF AND RECOVERY PLAN

COVID-19

(For publication to TasRail Website)

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ENQUIRIES:

For all public enquiries please contact TasRail's Covid-19 Relief and Recovery Team via email at:
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DEFINITIONS AND ABBREVIATIONS

- WHO – World Health Organisation

- Covid-19 - Coronavirus

- DHHS – Department of Health and Human Services

- SFAIRP – So far as is reasonably practicable

- BCP- Business Continuity Plan

PURPOSE AND SCOPE

The World Health Organization has announced that Covid–19 is a pandemic. As a new disease, there is presently no immunisation for Covid–19. Just like the wider Tasmanian community, TasRail workers can be exposed to Covid-19 due to the nature of the work performed and the environmental conditions in which the organisation operates. Workers can also be exposed during out of work activities. While Government restrictions placed upon workplaces are being lifted in strategic stages, TasRail must plan to reboot, rebound, and reinvent its traditional workplace practices to keep its workers safe so as far as is reasonably practicable.

This Relief and Recovery Plan provides the framework that TasRail has utilised to develop Covid-safe work practices and is the overall guiding document for the Covid-safe business plans that apply to all departments across the TasRail business.

This Plan uses the Government guidelines, which describe general safety measures to control the spread of Covid–19:

- Stay at home if unwell.

- Wash hands, sneeze / cough into tissue / elbow (tissues in bin).

- Maintain physical distancing.

- Use PPE (clothing, masks, gloves) as an optional measure appropriate to the circumstances.

- Form workplace teams to minimise mixing of teams.

- Visitors / other service providers to maintain safe practices and physical distancing.

- Implement an appropriate cleaning and disinfecting programme.

- All persons on site to sign a register to facilitate contact tracing.

Covid-19 Relief and Recovery Team

The Covid-19 Relief and Recovery Team is a committee of the Company, established to assist the effective development and implementation of the Covid-19 Relief and Recovery Strategy and ensure the Company complies with all legislative and regulatory change resultant from the Covid-19 pandemic.

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The Team must exercise the powers delegated to it in accordance with any directions of the Chief Executive Officer and/or Executive. The focus of the Team will be of a dynamic nature and will change as the business matures, and at the direction or advice from Public Health, Worksafe Tasmania and Executive or other advisory bodies.

Key objectives of the Covid-19 Relief and Recovery Team

- Develop the Company's Covid-19 Relief and Recovery Strategy (Strategy);

- Obtain endorsement and sign off on the Strategy and action plan through the Chief Executive Officer and Executive.

- Ensure appropriate process for Company compliance with regulatory requirements relating to Covid-19.

- Capture key measures and emerging measures to operate in a Covid-safe environment.

- Develop Covid ready business plans as part of the Strategy.

Covid-19 Relief and Recovery Plan

- Outlines the standard four phases of Business Continuity Planning (Prevention, Preparedness, Response, Recovery).

- Was developed in consultation with key internal and external stakeholders.

- Is part of the TasRail Incident and Emergency Management Procedure.

- Provides for the development and ongoing review of risk-based control measures under the following categories:

  - Covid-19 remains suppressed in Tasmania
  - Covid-19 does not remain suppressed in Tasmania
  - Covid-19 is identified within TasRail

OBJECTIVES

The objectives of this Plan are to:

- Ensure appropriate process for Company compliance with regulatory requirements relating to Covid-19.

- Capture key measures and emerging measures to operate in a Covid safe environment.

- Develop Covid ready business plans as part of the Strategy.

- Working with relevant stakeholders, develop plans for implementation of actions under the Strategy.

- Develop an engagement and communication plan for the Strategy, ensuring all levels of staff are fully informed on the Company's Covid-19 relief and recovery efforts.

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- Ensure consistency across the business on adoption and implementation of plans and advise on application of plans.

- Complete assessment on any changes under the strategy and highlight potential impacts on other legislative requirements and mitigations / action to address.

- Minimise the exposure to Coronavirus (Covid-19) to workers SFAIRP.

- To ensure that maximum possible service levels are maintained.

- Ensure recovery from interruptions occurs as quickly and safely as possible.

- Minimise the impact of any operational interruptions.

PREVENTION

Risk Management

Risk management is the process of identifying, assessing and controlling threats to TasRail's business including health, safety, environment, operational, customers, reputational, financial and supply.

By implementing a risk management plan and identifying the various potential risks or events before they occur, TasRail can minimise the impact of any unplanned or poorly managed event. A robust risk management plan provides TasRail with the opportunity to establish procedures and implement controls to avoid potential threats, minimise their impact should they occur and cope with the results.

Specific to the Covid-19 threat, a role base functional risk assessment was undertaken, documenting a breakdown of roles across the entire organisation including:

- Function provided to the business

- Business criticality

- Controls required during the strictest phases of Government Controls

- Controls required to resume activities while the virus remains suppressed in Tasmania

- Controls required to maintain business critical functions if the virus does not remain suppressed in Tasmania

- Controls required if a TasRail employee contracts the virus

The risk assessment also encompasses all aspects of the Covid-Safe Workplace Guidelines and identifies risks, risk causes and controls. Controls have been allocated to responsible persons to ensure implementation and ongoing monitoring

Given the fluid and unfolding nature of Covid-19, the risk assessment has been reviewed and expanded to include specific tasks, as well as the business-critical areas and roles.

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Governance – Two Teams

1. The **Covid-19 Response Team,** overseen by the Chief Executive Officer, was formed at the start of the pandemic, and provides for a level escalation and high-level decision-making. Due to Covid-19 being fundamentally new territory, situations may arise where the response is unknown. To this end, direction, questions, or issues which require clarification at either an individual, team or organisation level will be directed to the **Covid-19 Response Team** for resolution.

   The Response Team consists of the following personnel:

   - Chief Executive Officer
   - Chief Operating Officer
   - Chief Financial Officer /Company Secretary
   - People and Culture Manager (Acting)
   - Customer and Business Development Manager
   - Corporate Affairs and Strategy Manager
   - General Manager Freight Services
   - General Manager Asset Management
   - Infrastructure Investment Program Manager
   - Risk and Compliance Manager
   - Corporate Relations Specialist
   - Specialist Safety and Risk Management
   - Board Secretary/Executive Officer

2. The **Covid-19 Relief and Recovery Team**, also overseen by the Chief Executive Officer, has been implemented to stage TasRail's return to the workplace in line with the Government restrictions and recommendations, and will meet, as a minimum, on a weekly basis to monitor the management of the Covid-19 situation. The team represents all areas of the business, to ensure that BCPs are implemented with intimate knowledge of operational needs.

   The **Covid-19 Relief and Recovery Team** consists of the of the following personnel:

   - Chief Executive Officer
   - Chair - Specialist Safety and Risk Management
   - Rollingstock Asset Manager
   - Southern Operations Supervisor
   - Business Optimisation Manager
   - Procurement Officer
   - People and Culture Manager (Acting)
   - Infrastructure Maintenance Delivery Manager
   - Clerk of Works IIP
   - Customer Service Delivery Manager
   - Operations Manager West

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PREPAREDNESS

Covid-Safe Workplace Guidelines

WorkSafe Tasmania, in conjunction with other States and Territories governed by the harmonized Work Health and Safety Legislation have implemented Covid-Safe Workplace guidelines to assist industry sectors in developing Covid-safe plans. TasRail was provided the opportunity to be involved in the development of these guidelines and played a pivotal role in ensuring that the Rail sector (while not covered by its own individual sector guideline) was represented.

TasRail identifies that **three of the industry sector guideline documents apply to its operations**, and as such, has taken these guidelines into account when developing this Plan.

- **Administrative Services Industry Workplace Guideline** - applicable to Techno Park and office environments within East Tamar Junction, Burnie, Devonport, and Brighton Terminals

- **Building Construction and Construction Services Industry Workplace Guideline** - applicable to below rail maintenance and construction activities

- **Freight Transport Industry Workplace Guideline** - applicable to Freight Services and above rail maintenance activities

MINIMUM STANDARDS

All three guidelines outline the following minimum standards:

Minimum Standard 1 - Managing Risks to Health and Safety

An employer must manage the risk of a person contracting or spreading Covid-19 disease:

    a) in the workplace; or
    b) in connection with the conduct of the business or undertaking.

The employer must identify and manage the risks that may contribute to a person contracting or spreading Covid-19.

In managing the risks, the employer must take into account information that is published and accessible by the employer about:

- a duty or obligation imposed under the WHS Act, the Public Health Act or Emergency Management Act

- relevant information, recommendations or guidance materials published or specified by a public authority, an equivalent Commonwealth authority, or a relevant industry body, in relation to Covid-19

- the nature of the work being performed

- the nature of the industry in which the work is being performed

- the environmental conditions of the workplace, such as design, layout or systems of work, which may increase a person's exposure to Covid-19.

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The above information needs to be considered when:

1. implementing the controls, and

2. reviewing and adjusting the controls.

Minimum Standard 2 - Cleaning and Hygiene

Cleaning

The employer must prepare, implement and maintain a schedule for cleaning, and where appropriate disinfecting, that ensures the workplace is routinely cleaned. This must include furniture, equipment and other items

The cleaning schedule should be in writing so that all workers are aware of the requirements. The schedule should take into account the level of risk of exposure to, contracting or spreading Covid-19 within the workplace.

This schedule is to set out both the frequency and manner in which cleaning and disinfecting is to be done.

Hygiene

The employer is to put a hygiene procedure in place to ensure all persons at the workplace are observing appropriate hygiene measures to minimise the risk of exposure to, contracting or spreading Covid-19 within the workplace.

This procedure is to address the cleaning of hands by workers and other persons in the workplace using soap and water or the use of hand sanitiser, as appropriate for the circumstances.

Supplies and Equipment

The employer must provide all the supplies and equipment necessary to ensure that the cleaning schedule and hygiene procedure implemented for the workplace is able to be complied with.

Minimum Standard 3 - Restrictions on entry to the workplace

The employer must take all reasonable steps to ensure that a worker does not enter or attend the workplace if the worker is required to isolate, or quarantine, under a direction by:

- the Director of Public health, under the Public Health Act 1997, or
- the State Controller under the Emergency Management Act 2006

A worker must not enter a workplace if the worker is required to isolate, or quarantine, under a direction made by:

- the Director of Public Health, under the Public Health Act 1997, or
- the State Controller under the Emergency Management Act 2006

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SHE-PRO-809 Covid-19 Relief and Recovery Plan –
Incident and Emergency Management
Accountable Manager: Chief Executive Officer

TASRAIL

However, a worker is able to be at a workplace for the following reasons:

1. to obtain medical treatment or testing in relation to Covid-19, and the workplace is the appropriate place to receive such treatment or testing, or
2. the worker is required or permitted, under a direction made in relation to Covid-19, to enter or be at the workplace, and does so in accordance with that direction, or
3. there is an emergency and the worker is entering or at the workplace to protect:

   - the safety of the worker, or

   - the safety of another person, or

   - the worker's property or the property of another person.

Minimum Standard 4 - Physical distancing at the workplace

An employer must take all reasonable steps to ensure that as far as is reasonably practicable that the current physical distancing requirements are complied with. The current requirements are detailed on the WorkSafe Tasmania website.

If it is not reasonably practicable to comply with the physical distancing requirements described above, then the employer should ensure that control measures are implemented in keeping with the requirements to manage the risks to health and safety relevant to Covid-19 as described in the "Managing Risks to Health and Safety" section of this document.

A person at, entering or leaving a workplace must ensure that s/he complies with physical distancing requirements of that workplace, if it is reasonable to do so.

Note: some premises may be exempt from the maximum density limits under the current Public Health Directions. Please refer to coronavirus.tas.gov.au for the latest advice and Directions.

Minimum Standard 5 - Providing instruction, training and supervision in respect to Covid-19

The employer must provide each worker at the workplace (including contractors and volunteers) with information, training and instruction on:

   - the risks in relation to Covid-19, and

   - the control measures implemented in the workplace to mitigate those risks, in relation to Covid-19.

The employer must provide adequate supervision to ensure that the control measures are implemented in the workplace in relation to Covid-19.

The employer must also ensure that information and instruction is provided to other persons entering the workplace about the control measures in place to mitigate the risks of Covid-19 and the requirements of those persons to apply the control measures.

The information and instructions are to be in a format that is reasonable to the circumstances.

A worker or other person, at the workplace or entering or leaving the workplace, must comply, so far as the person is reasonably able, with any reasonable instruction that is given by the employer to allow the employer to manage the risks to health and safety within the workplace.

Minimum Standard 6 - Responding to an incident of Covid-19 in the workplace

The employer at a workplace must ensure that an emergency plan is prepared for the workplace that provides for emergency procedures, testing of the procedures and the provision of information, training and instruction to relevant workers in implementing the emergency procedures.

Requirements Shared by All Three Guidelines

- Manage the risks of a person contracting or spreading Covid-19 in the workplace.

- Implement and maintain a cleaning schedule across the workplace.

- Have good hygiene procedures and practices (such as washing and/or sanitising of hands).

- Ensure workers who have been instructed to quarantine or self-isolate don't come to the workplace.

- Make sure physical distancing requirements are met by workers, contractors and others entering, leaving, or moving around the workplace.

- Provide information, training, and supervision on how the risks of Covid-19 are to be managed and ensure all processes and procedures are applied by the workers.

- Provide information and instruction to other people who attend the workplace about how they are to comply with your processes and procedures, and make sure they apply them.

- All information, recommendations, directions, and guidance materials relevant to the workplace (obtained from reputable sources) is reviewed regularly to ensure the control measures implemented are appropriate.

- Entry into the workplace is managed and controlled in a reasonable manner if someone is suspected of showing symptoms of Covid-19, or of being exposed to Covid-19 within the preceding 14 days, or being diagnosed with Covid-19.

- Any workplace records that would assist with notifying people who enter/leave the workplace of any potential exposure to Covid-19 must be kept for at least 21 days.

- Employers must ensure that the above measures remove or reduce the risk posed by Covid-19 as far as is reasonably practicable and those measures are recorded in writing.

TasRail Controls

To minimise the potential spread of the Covid-19 TasRail shall:

- Adhere to the instruction and advice provided by the Commonwealth and State Governments in relation to the Covid-19 virus.

- Consistent with Tasmanian State Government direction, TasRail requires that all employees returning from international or mainland travel are to self-isolate for a period of 14 days.

- Restrict intrastate travel to business-critical activity. Workers must follow direction from the Covid Relief and Recovery Team in relation to intrastate travel and overnight stays.

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- Site visitation by external parties including contractors, consultants, visitors and deliveries have been restricted to business-critical activity.

- Self-Health Assessment Declaration form prepared and requires completion by all Contractors, Consultants and Visitors accessing TasRail sites.

- Meetings minimised and utilisation of teleconference facilities where possible;

- A single point of contact in People and Culture has been established for any suspected cases of the Covid-19 virus to ensure a consistent approach is maintained. This function includes managing returning to work processes.

- Ensure work groups to remain in their team location where practical.

- Provide appropriate supplies to ensure that personal hygiene can be maintained to the highest level and that workgroups have specific hygiene procedures in place where workspaces are shared;

- Ensure physical distancing protocols are in place and meeting rooms labelled to provide the maximum number of occupants

- Continually monitor further measures that may be required to ensure critical functions within the business are not disrupted and that impact can be minimised should the virus become unsuppressed in Tasmania, or a worker contracts the virus. Measures will be reviewed and assessed to ensure appropriateness and ability to minimise any risk; and

- Encourage workers struggling with the uncertainty that the pandemic has created to speak to a nominated Mental Health First Aid Officer or to contact the Employee Assistance Provider (1300 135 600).

Keeping our workforce safe and healthy is a shared responsibility that we must all take seriously.

TasRail will continue to communicate regularly in relation to developments around the virus but encourage all workers to keep up to date using Commonwealth and Tasmanian (where alternative materials specific to Tasmania may be provided) Health websites.

Consultation

The Covid Relief and Recovery Team undertook an initial '360' consultation and feedback process with individual workers and workgroups. This process was initially used to gather data on the effectiveness and application of current controls, however as the Government eased restrictions, the consultation also included understanding the constraints and issues faced by workers in trying to meet Covid guidelines long-term.

The consultation process also queried the amount of information being received by workers, and the effectiveness of this communication. This process enabled the development of the Communication and Education strategy, as well as ensuring that frontline staff were involved in the development of the Response plans.

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All workers and workgroups were asked to provide information on:

- Current controls relating to cleaning and hygiene, physical distancing, visitors to the workplace, training, and supervision, and how they respond to a Covid related incident.

- Constraints and restrictions to meeting the requirements of the above-mentioned guidelines

- Can the controls be implemented long-term

- Concerns relating to the management of Covid in the workplace

- Suggestions for improvement

- Adequacy and frequency of information they are receiving

- Noticeable improvements to work environments or efficiencies identified under the controls

All responses were recorded, but the anonymity of the workers was also taken into consideration. This data allowed for the development of adequate controls to ensure business critical functions could continue in the Covid environment long-term, as well as giving workers ownership and involvement.

RESPONSE

The response phase includes how business critical functions will be managed to:

- Minimise negative impacts associated with the Covid-19 virus.

- Meet the Covid-Safe workplace guidelines applicable to the business

- Actions required for continuity in a world with Covid-19

The Covid Relief and Recovery Team have developed a Risk Register that breaks down all tasks and areas of the business, with associated control measures and actions in relation to:

- Controls implemented during the strictest phases of the Government controls

- Controls required to resume activities while the virus remains suppressed in Tasmania

- Controls require if the virus does not remain suppressed in Tasmania

- Controls required if a TasRail employee contracts the virus.

Subsequently, the delegation of actions and controls in relation to all four of the above categories are allocated to the responsible parties, and information is communicated via the Communication and Education strategy identified in the **Recovery** section of this plan.

The following Business Continuity Plans (BCPs) complement the initial role based functional risk assessment completed by the Covid Response Team, and also include key controls for the ongoing management of Covid-19 as TasRail move into a new way of operating under the Covid-Safe Workplace Guidelines.

The BCPs have been developed by:

- Identifying the Covid-Safe Workplace Guidelines as new Business Critical Processes

- Utilising the BCPs developed by the Covid Response Team as escalation if the virus does not remain suppressed

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- Incorporating information gathered during consultation

- Assessing controls against the Covid-Safe Workplace Guidelines

- Referencing the Covid-19 Relief and Recovery Risk Register

BCPs have also addressed the status of Covid-19 in Tasmania, if the virus does not remain suppressed in Tasmania, and if a TasRail employee contracts the virus.

If the virus does not remain suppressed in Tasmania, BCPs provide for an additional level of mitigations and controls for implementation which will allow the functions to be undertaken safely, and within Covid-safe workplace guidelines.

In the event of a TasRail employee contracting the virus, the Covid Response Team will resume control of Covid-19 Management for the business, and initiate Incident and Emergency Response Plans immediately.

BCPs and their controls are heavily reliant on Public Health advice, and shall be reviewed in accordance with this advice, and any other advice published on www.coronavirus.tas.gov.au

REFERENCES

- https://coronavirus.tas.gov.au/ (in Tasmania the information provided on the website is considered the single source of truth)

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

- https://www.health.tas.gov.au/news/2020/coronavirus_update.

The situation is constantly evolving, and it is important we remain across the most up to date health advice.

DOCUMENT CONTROL

Action:	Date:	Comments / Changes:
Development Date:	June 2020	Version 1 (draft)
	August 2020	Version 1 (draft)
Implementation Date:	12 October 2020	Version 1 (final)
Review Date:	January 2021	
	May 2021	
	November 2021	

INSTRUCTION/TRAINING AND SUPERVISION – COMMUNICATION STRATEGY:

To ensure effective training and education, the following communications strategy has been implemented.

Description	Frequency	Method	Deliverables	Audience	Ownership
Covid Relief and Recovery Team Meeting	Weekly	Microsoft Teams	▪ Agendas and Minutes ▪ Action tracking log	Covid Relief and Recovery Team.	Covid Relief and Recovery Team.
Covid Response Team Meeting	Weekly	Phone link	▪ Agendas and Minutes ▪ Action tracking log ▪ Point of escalation for Covid Recovery Team	Covid Relief and Recovery Team.	Covid Response Team.
Covid Relief and Recovery Team accessibility	Daily	Email	▪ All emails kept in Communications Log with follow up details	All TasRail Staff	Covid Relief and Recovery Team.
CEO Newsletter segment outlining Covid-19 updates and relevant information to all workers	Weekly	Email to all staff	▪ All newsletters kept on record demonstrating Covid communication	All TasRail Staff	Covid Relief and Recovery Team.
SHE Committee's State-wide – Covid specific segment	Monthly	Meeting via phone link	▪ Minutes of SHE Meetings ▪ Minutes placed on Intranet for all staff access	SHE Representatives, GM Representatives, Committee Members	SHE Committees
Frequently Asked Questions	Weekly	Covid Relief and Recovery Team. Email	▪ All FAQs kept in Communications Log with follow up details ▪ All newsletters kept on record	All TasRail Staff	Covid Relief and Recovery Team.
Covid-Safe Handbook	One-off	Mail out to homes and Intranet	▪ Copies of handbooks kept at all sites	All TasRail Staff	Covid Relief and Recovery Team.
Banners for specific Covid updates	As required	Email and Intranet	▪ All banners retained on intranet. ▪ Where are RED Banner issued, sign off forms required back to acknowledge receipt	All TasRail Staff and Contractors	Covid Relief and Recovery Team.
Covid Toolbox	Weekly	Email to supervisors	▪ Records of attendance from toolbox meetings	All TasRail Staff	Covid Relief and Recovery Team to create. Supervisors responsible for delivery.
Covid-Safe Induction	Upon return to office environment	Face to face	▪ Covid-Safe Handbook ▪ Signed acknowledgement	Staff returning to Techno Park	Supervisors of staff returning to Techno Park.

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To prevent complacency, and to provide continual visual prompts, the following information will be displayed at entrance points, shared facilities and inside vehicles

Description	Location/Method	Audience	Ownership
Physical Distancing	▪ Posters at entrances to all buildings ▪ Posters in shared facilities such as lunchrooms and meeting rooms ▪ Meeting Room occupancy displayed on room doors ▪ Meeting Room occupancy on Outlook Calendar bookings ▪ Stickers placed on tables to indicate 1.5m spacing in meeting rooms and lunchrooms	All TasRail staff and visitors	Covid Relief and Recovery Team to implement in first instance. Supervisors to replace as needed.
Cleaning	▪ Posters in all shared facilities ▪ Signage indicating hot desks and cleaning requirements after usage ▪ Stickers outlining cleaning protocol in all locomotive cabs, RRVs and crew cars	All TasRail staff and visitors	Covid Relief and Recovery Team to implement in first instance. Supervisors to replace as needed.
Hygiene	▪ Posters in kitchens ▪ Posters in shared facilities ▪ Posters in toilet facilities	All TasRail Staff and visitors	Covid Relief and Recovery Team to implement in first instance. Supervisors to replace as needed.
What to do if unwell	▪ Posters at entrances to all buildings ▪ Posters in shared facilities such as lunchrooms	All TasRail Staff and visitors	Covid Relief and Recovery Team to implement in first instance. Supervisors to replace as needed..
Flash Cards	▪ Wallet-sized card kept on all personnel ▪ Dot-point fundamentals placed on a flash card, outlining key Covid safe rules	All TasRail staff	Covid Relief and Recovery Team

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To ensure controls that are implemented remain effective, the following processes have been modified to include the new business critical processes:

Description	Changes	Deliverables	Audience	Ownership
Safety Interactions	Question added to interaction checklist: ▪ Are Covid-19 controls in place, such as physical distancing, cleaning and hygiene?"	Completed safety interactions maintained on file.	All TasRail staff and contractors.	Supervisors (as part of monthly personal safety targets).
Monthly Area Inspections	Questions added to First Aid and Emergency Management Checklist, conducted monthly by Supervisors as part of Personal Safety Targets ▪ Is there sufficient hand sanitiser and cleaning suppliers in place to maintain cleaning and hygiene requirements? ▪ Are there posters advising of hygiene/handwashing, physical distancing and cleaning protocol in shared areas? Are distancing stickers in place on tables? (where required) ▪ Are there posters advising of entry requirements, specifically stating persons not to enter if unwell?	Completed inspections maintained on file Any deficiencies added to Risk Wizard as an action and traced to completion.	▪ Parattah ▪ Boyer ▪ Western Junction ▪ George Town Freight Terminal ▪ Conara Junction ▪ East Tamar Junction	Supervisors (as part of monthly personal safety targets).
Monthly SHE Audits	Questions added to SHE Audits, conducted monthly by SHE Committee Members ▪ Is there sufficient hand sanitiser and cleaning suppliers in place to maintain cleaning and hygiene requirements? ▪ Are there posters advising of hygiene/handwashing, physical distancing and cleaning protocol in shared areas? Are distancing stickers in place on tables? (where required) ▪ Are there posters advising of entry requirements, specifically stating persons not to enter if unwell?	Completed inspections maintained on file. Any deficiencies added to Risk Wizard as an action and traced to completion.	▪ Burnie Terminal ▪ Burnie Infrastructure ▪ Devonport Terminal ▪ Brighton Terminal ▪ Brighton Infrastructure	SHE Committee Members, handed to SHE Team representative for filing.
Take 5	Question added to interaction checklist: ▪ Are Covid-19 controls in place, such as physical distancing, cleaning and hygiene?"		All TasRail	Covid Relief and Recovery Team to implement in first instance.

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