

HEALTH AND SAFETY

SAFETY ALERT NUMBER 228

JWS COVID-19 EMPLOYEE SITE SAFETY STADARDS

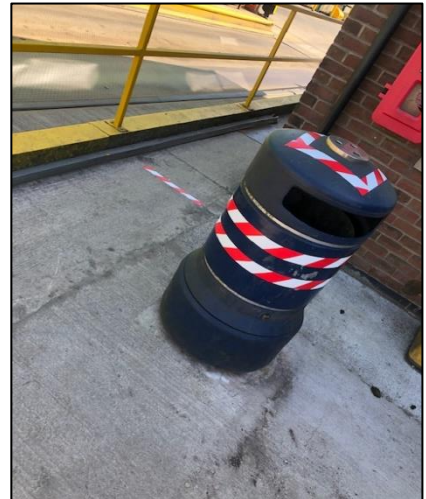
JWS have implemented several measures in response to the COVID-19 outbreak around site that you may have noticed. This Safety Alert has been created to inform all employees of the safety measures that we expect everyone to follow when working on the JWS site.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

When working on the JWS site the following PPE is now mandatory in all areas of the site:

- Gloves
- Dust Mask
- Safety Boots
- High Visibility Vest
- Safety Glasses

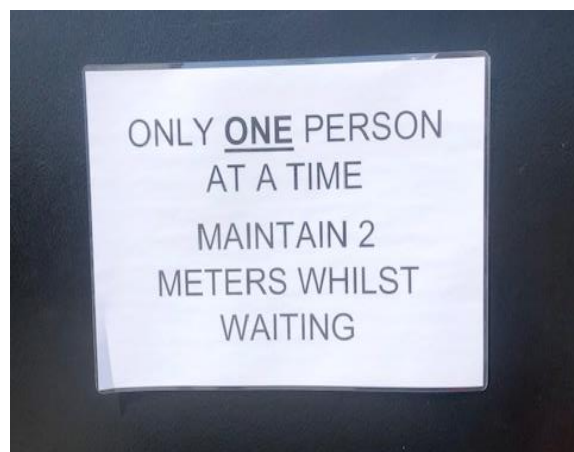
Masks and gloves are incredibly important and must be worn when working on site to reduce the risk of cross contamination. When leaving site you must dispose of your PPE in the bin provided at the exit point (See image).



SOCIAL DISTANCING

As per Government guidelines JWS have enforced a 2-meter social distancing rule around site and expect staff to follow this at all times. In key areas markings have been placed on the ground to aid with social distancing. In addition to this JWS employees must apply the following practices when moving around site:

- When using walkways where there is only enough room to allow one person to pass, please wait for any other pedestrians to pass by standing back behind the distancing lines at least 2 meters away.
- Only 1 person at any given time is allowed to enter the Weighbridge area and Welfare areas. Only 2 persons at a time are authorised to use the canteen areas whilst maintaining social distancing.
- Office staff have been segregated and given dedicated kitchen areas and welfare areas. All staff must ensure that they stick to their dedicated areas.



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HYGIENE AND WELFARE

Hygiene sanitiser stations have been positioned at all entry points to the JWS site including welfare areas and the canteen. Before entering any parts of the JWS facility hands must be sanitised on entry and exit. Please pay attention to safety signage around site.

Handheld devices are being cleaned down each night and staff must use clock cards to clock in rather than the clock machine.

When swapping vehicles, the cab must be cleaned prior to use. A portable cleaning station has been put into place which can be used to clean both machines and cabs.



WALKWAYS

Where possible move around the site in a clockwise direction to avoid passing other individuals on walkways. The side gate has been opened to give staff a second point of exit from the site after they have clocked out and got changed.



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COMMUNICATION

Staff must inform JWS immediately if they develop symptoms of Covid-19 and must not attend work. Additionally if a family member develops symptoms or is tested positive for COVID-19 you must inform JWS immediately and do not attend work.

Where an employee lives alone and develops symptoms a 1-week isolation period must be undertaken. Where an employee develops symptoms and lives with other family members or friends a 2-week isolation period must be undertaken. This also applies if a family member develops symptoms.

Symptoms may be one of any of the following:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

DO NOT COME INTO WORK IF YOU DEVELOP SYMPTOMS.

SHARING CABS (TRADE ROUNDS)

Please be respectful of each individual's personal space whilst working. JWS have provided all staff with hand sanitizer and the cleaning contractors continue to do a deep clean each morning before the working day commences.

JWS understand that in some cases social distancing is not feasible. Examples of this are the Trade rounds being undertaken where staff share a cab. The following guidance must be followed where staff share vehicle cabs:

When staff are sharing an enclosed space, such as in refuse and waste collection vehicle cabs and are unable to maintain a 2 meter distance, they should wash their hands for 20 seconds or longer before getting into, or after getting out of, the vehicle, or use hand sanitizer where hand washing is not possible.

Where it is not possible to avoid having more than one person in the vehicle, teams should keep the windows of the vehicle open for ventilation and be careful to avoid touching their face at all times. Staff are advised to keep 2 meters apart as much as possible.