

SAFETY ALERT NOTICE

Date Issued:	24/06/2020	Stakeholders:	<ul style="list-style-type: none">• JAH Operations Team• Airside Driver Test / Familiarisation Participants
Safety Alert No:	2020-07	Authorised by:	Kevin Smith, Operations Manager, Bryce Ivey, Senior Airport Services Officer, Julie Hughes, OSH & HR Advisor

RESUMPTION OF AIRSIDE DRIVERS TESTS AND FAMILIARISATIONS

Jandakot Airport Holdings Pty Ltd (JAH) is seeking to resume Airside Drivers tests and familiarisations. In doing so, we are acutely aware that there is currently a virulent, global pandemic. It is vital for the ongoing operation of Jandakot Airport that our staff are not exposed.

Whilst we are doing well (comparatively) in WA; it is important to remember that within a workplace both the employer and employee are required to (as far as practicable) maintain a working environment where we are not exposed to health risks. This includes employees (and contractors) being at risk of contracting viruses such as COVID-19 / Coronavirus.

This being the case, we also recognise that industry needs to maintain / upgrade airside drivers. We have undertaken a risk assessment and determined that airside drivers' familiarisations and tests are able to occur if the below mentioned Conditions are met.

As Airside driving tests and familiarisations are within a closed space (possibly within 1.5m) for up to 90mins, this places JAH personnel within the "close contact" risk profile.

Please note that if the below conditions are not met, the Participant may have their booking postponed and a re-booking fee may apply and/or their airside access cancelled.

CONDITIONS

- The Participant will not attend if they feel unwell, including experiencing symptoms of cold and flu.
- Hand sanitising will be required to be performed before and after test / familiarisation.
- JAH personnel will wipe over vehicle with alcohol wipes before and after test/familiarisation.
- The Participant agrees to self-monitor for a week after the test/familiarisation and report to the OSH & HR Advisor immediately (*via email preferred*) if:
 - They start experiencing symptoms,
 - Become a close or casual contact case (please see below for definition), and/or
 - Return a positive COVID-19 test.
- The Participant permits the JAH OSH & HR Advisor to contact me by email / phone to confirm they have not experienced symptoms or been exposed via close / casual contact.
- The Participant is required to wear a mask, however JAH recognises that persons may feel more comfortable doing so and request the participant provide a mask their own cost

By signing and returning this safety alert to ohs@jandakotairport.com.au (see page 2), the Participant agrees to the abovementioned conditions.

DEFINITIONS

A "**CLOSE CONTACT**" is someone who:

- has had more than 15 minutes of face-to-face contact over the course of a week (in any setting) with a person with confirmed or probable COVID-19. *Including the 48 hours before their symptoms appeared.*
- has shared a closed space with a person with confirmed or probable COVID-19 for more than 2 hours. *Including the 48 hours before their symptoms appeared.*

A **“CASUAL CONTACT”** is someone who has been in the same general area as a person who has tested positive for COVID-19 while infectious. You are a casual contact if:

- you have had less than 15 minutes face-to-face contact over the course of a week (in any setting) with a confirmed or probable case. *Including the 48 hours before their symptoms appeared.*
- you have shared a closed space with a confirmed or probable case for less than 2 hours. *Including the 48 hours before their symptoms appeared.*

By signing below, I confirm that I agree to comply with the following conditions:

- I will not attend if I feel unwell, including experiencing symptoms of cold and flu.
- If understand that I am not required to wear a mask, however if I feel more comfortable doing so, I will provide a mask at my own cost.
- I agree to self-monitor for a week after the test/familiarisation and report to the OSH & HR Advisor immediately on 0404 152 069 or ohs@jandakotairport.com.au if:
 - I start experiencing symptoms,
 - I become a close or casual contact case (please see over for definition), and/or
 - Return a positive COVID test.
- I permit the JAH OSH & HR Advisor to contact me by email / phone to confirm I have not experienced symptoms or been exposed via close / casual contact.
- I understand that non-compliance with any of the above may result in postponement of my familiarisation / test and/or airside access and that a re-booking fee may apply.

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FIRST NAME **SURNAME** **SIGNATURE** **DATE**

FURTHER INFORMATION

For further information in relation to this safety alert, please feel free to contact the following:

- JAH OSH & HR Advisor, Julie Hughes on ohs@jandakotairport.com.au or 08 9417 0903
- JAH Operations Manager, Kevin Smith on ksmith@jandakotairport.com.au or 08 9417 0914
- JAH Senior Airport Services Officer, Bryce Ivey on bivey@jandakotairport.com.au or 0488 452 242
- JAH Operations Coordinator, Nicole Hardy on operations@jandakotairport.com.au or 08 9417 0981

OFFICE USE ONLY			
<input type="checkbox"/>	Pending Airside Drivers spreadsheet updated	<input type="checkbox"/>	Signed copy saved
<input type="checkbox"/>	Airside drivers familiarisation/test booked (/ /20)	<input type="checkbox"/>	Completed (/ /20)
<input type="checkbox"/>	Followed up by OSH to confirm health (/ /20)	<input type="checkbox"/>	OK to close out / further action required
Comments:			