

Operational Return to Work Induction

Introduction to work methods for safe working

Returning to Work

- This induction has been introduced to ensure that the health, safety and welfare of our employees, essential visitors and contractors are not compromised for the safe return to work after the COVID- 19 (Corona-Virus) outbreak. Your health, safety and welfare is our number 1 priority.
- We all have to take personal responsibility for our own and our colleagues health, safety and welfare and co-operate with anything provided in the interests of health & safety.
- It is a requirement that all employees acknowledge, understand and sign the new COVID-19 return to work policy. (As per separate attachment.)
- Prior to your return to work, it is required that you will be re-inducted into the business with the associated health and safety training if applicable.



Myth Buster



- Personal protective equipment (PPE) will not prevent people from contracting the virus - the best way to prevent the virus being spread is maintaining a 2 metre distance and regular hand washing.
- PPE will be issued where we are unable to maintain a 2 metre distance as per listed in the return to work COVID-19 policy.
- In our current working environment taking account all the control measures the business has put in place, we would be classed as low risk at present. This will be continually assessed.
- Mandatory ear and eye protection and other associated PPE must still be worn in accordance with local risk assessments.



Scope for Safe Working - COVID-19

Key business objectives: Keeping our employee's safe during the outbreak.

2 Metre Social Distancing

Wash your hands for 20 seconds at least 4 times per day



**How do we achieve
this?**

Return to work policy

Whiteleaf policy for maintaining the recommended objectives

Travelling to Site and Parking

- Before setting off to work assess yourself for any symptoms of COVID-19. Do not continue to work if you do have symptoms.
- Recommend no car sharing on the route to and from work unless you cohabit.
- The 2 metre social distancing rule applies from entering the site boundaries.
- Each day all persons coming to site will undergo a temperature test by a member of the management team. This includes all employees, visitors, suppliers and contractors. An elevated temperature is 37.8 or above.
- A separate change of work and home clothes are recommended to avoid any cross contamination.
- Please use the hand sanitiser provided and always remain at least 2 metre from the person in front when queuing.



Walking Around Site



- 2 metre spacing must be kept while moving around site.
- Please be mindful when walking through corridors that restrict space for social distancing.
- Only one person at a time is permitted to use the stairways unless a 2 metre distance can be achieved.
- All unnecessary journeys around the site are strictly prohibited.

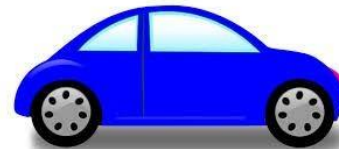
Welfare Lunch / Tea Breaks

- Vending machines are only accessible at break times. This is to minimise potential contamination and allow for cleaning.
- During break times and any production down time please ensure that you stay at least 2 metres away from colleagues, do not gather in groups.
- Employees should wipe down all appliances after each use.
- Tea breaks have been staggered to reduce the demand on the break areas. Times will be advised by your line manager. 2 metre social distancing must always be adhered to.
- Employees will be asked to bring pre-prepared meals and refillable drinking bottles from home. No external food deliveries are allowed on site during this time.
- When using the Gentleman's toilets all employees must wear a face mask if you are unable to keep 2M apart.



Use of Company Vehicles

- All company drivers are to adhere to the COVID-19 return to work policy.
- No other persons apart from the driver are permitted to enter the vehicle. If the case arises that a vehicle needs to be shunted into position full Covid-19 PPE must be worn.
- The driver should complete a thorough clean of the vehicle at the beginning and end of their shift, they should also wipe down all surfaces on every occasion they enter and leave the vehicle.
- Strict hygiene measures to be maintained when operating company vehicles.

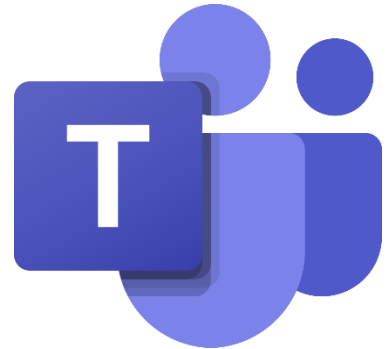


Area Specific Policies

Working within the Offices



- All office areas have been assessed and the necessary precautions have been implemented.
 - All desks provided with Perspex screening
 - Individual wipes sanitiser provided per desk
- Office doors (not fire doors) will be open to allow visibility movement.
- All shared crockery will need to be removed and stored. Employees must bring items in from home for personal use.
- All meetings where applicable are to be conducted using zoom or teams. If a meeting is necessary, please refer to the office risk assessment to adhere to the control measures.
- Please sit 2 metres away from a door if possible in a meeting room.
- All visitors must be approved by a line manager. Non essential visits will be declined.
- Drivers and factory operatives must wear face masks when in the office.
- Please refer to the COVID-19 return to work policy.



Working within Production



Machine Shop

- Machines are to be used by the same individual where possible. Management shall ensure the machine is wiped clean before and after use.
- All machines are to be wiped down before and after use, irrelevant if they are being used by one individual.
- Booking out loads is to be done in batches twice daily therefore reducing the need to attend the computer desks. Individual pens and pads will be issued to staff to help achieve this.
- Managers will clock individuals in and out of the factory using their own computer terminals.

Assembly

- All benches are to be used by the same individual, the workspace is to be wiped clean before and after use.
- When the need arises for two persons to work as a team (when lifting heavy items) then both employees must wear face masks.



Working within Production Continued

Warehouse

- If possible, all loading at Rhubarb to be done after 4:30pm when their workforce has left. If this cannot be achieved, then no interaction with Rhubarb staff is allowed.
- Warehouse staff are to use Whiteleaf canteen facilities only.
- Employees carrying out work at Rhubarb must adhere to Whiteleaf and Rhubarb policies as shown on the relevant noticeboards.
- When using the Gentleman's toilets all employees must wear a face mask if you are unable to keep 2M apart.
- Please refer to the COVID-19 return to work policy.



Reviewing COVID-19 Return to Work Policy

Sustaining the Policy

- Weekly assessment review meeting
- Any developments via the noticeboard & team briefings.
- Posters have been placed around site to remind all employees of their responsibilities.



Signs to Look Out For



Wash your
hands please

SAFETY FIRST



**PLEASE USE
HAND SANITIZER
TO HELP STOP THE
SPREAD OF COVID-19**

**GOOD HAND HYGIENE IS
THE SIMPLEST WAY OF
PREVENTING THE SPREAD
OF INFECTION AND DISEASE**

© 2020 Whiteleaf Furniture Solutions | covid19signage.com | 800-777-1300 #WFS2020-14



Wear face mask



If 2 metre distancing is
unable to be achieved.

Any Questions?

Please refer to your line manager



Office layouts (Separate Attachment)

Whiteleaf return to work policy (separate attachment)
