



## Shred-X / Med-X COVID-19 Protocols

Shred-X and Med-X adhere to the guidelines of the Australian Government and have implemented the following specific precautionary methods:

### The following applies for anyone who has:

1. Returned from an overseas destination from 15 March 2020 onwards;
2. Has been in contact with / living in the same household with a person who has returned from an overseas destination from 15 March onwards; or
3. Has been in contact with a person diagnosed with the virus

They are to contact their direct manager immediately and cannot return to their work location for a period of 14 days from the time they returned to Australia from an overseas destination, came into contact with a recent traveller from overseas or were in contact with a person diagnosed with the virus.

If a Shred-X / Med-X staff member is feeling sick, has symptoms of active respiratory illness or are starting to be feverish, they are instructed to seek medical care early and to advise their direct manager.

### Other matters

- All business travel (international and domestic) has been suspended until further notice.
- All external training has been postponed until further notice.
- Staff are to practice social distancing and to follow Government guidelines concerning attending large gatherings.
- Staff are also to refrain from organising any deliveries for online purchases to any of our sites.

Shred-X and Med-X staff have been reminded to take care of their health and to continue to practice the below precautionary measures to protect themselves and those are in contact with:

- **No handshake or physical contact** with people - Maintain a minimum 1.5 metres distance
- **Wash and disinfect** hands (for at least 20 seconds) as required throughout the day - use hand wash, hand sanitisers and alcohol wipes on a regular basis. Shared equipment such as phones or laptops, is to be wiped down with a sanitising wipe after use.
- **Avoid touching eyes, nose and mouth** after touching surfaces as hands can transfer the virus.
- **Practice respiratory hygiene** which includes covering the mouth and nose with a bent elbow or tissue when they cough or sneeze. Then dispose of the used tissue immediately.

### Additional measures the business is taking to keep our people safe:

- Ensuring professional cleaner protocols at our sites are in line with COVID-19 requirements
- Increasing the frequency of professional cleaning at our sites as required
- Implementing additional procedures to mitigate risk for our service personnel
- Providing sufficient PPE, handwashing and hand sanitising supplies for staff, vehicles and sites
- Closely monitoring the situation and following the guidance of the World Health organisation, Australian Government and specific State legislation for further updates.
- Implementing additional precautions as required

## Shred-X Additional Service Procedures: COVID-19

To ensure the safety of our people and protection of the community in general, Shred-X will apply additional safety and preventative procedures when servicing customer sites. All standard Shred-X strict service procedures apply with the addition of the below procedures:

- Each vehicle to have hand sanitiser available for use by the Shred-X secure service specialist.
- After each service / customer, the secure service specialist is to apply hand sanitiser.
- Contactless servicing:
  - There are valid concerns over services that involve some level of human contact e.g. handling of the PDA device when signing for a service. We are determined to minimise potential risk to our team and customers.
  - All Shred-X services will be 'contactless' until further notice and receivers will not be expected to touch service personnel devices to 'sign on the glass'.
  - Shred-X secure service specialists will maintain a 1.5 metre distance from your staff and will ask for a site contact's full name to be recorded.
  - This information along with the time and date of service will be available in Shred-X service records and service receipt.
- Shred-X secure service specialists shall disinfect containers prior to exchanging the container.
- For customer sites that have been identified as high risk by Shred-X management (for e.g. hospitals and medical centres), secure service specialists are to use disposable gloves and correctly dispose of the gloves after servicing that site.
- At the Shred-X facility secure containers are to be removed from the vehicle.
- Shred-X processing personnel are responsible for cleaning the containers in accordance with Shred-X procedures after emptying and making the container ready for use.
- Prior to loading secure containers onto Shred-X vehicles, Shred-X secure service specialist is responsible for disinfecting the container with disinfectant spray.

### Responsibilities

Management has the responsibility to:

- Make all staff aware, of the Shred-X procedures, guidelines and systems supporting WHS, which must comply and be consistent with the WHS laws.
- Exhibit a commitment through action that reinforces the desired WHS culture, including the processing and remediation of matters reported using the WHS Identified Hazard Report Form.

All employees and contractors of Shred-X have the responsibility to:

- Perform work in a manner that is consistent with Shred-X new COVID-19 related WHS procedures.
- Report any hazard or incident that could result in illness, injury and loss or business interruption via the WHS Identified Hazard Report Form.



PAPER + DOCUMENTS



PRODUCTS & TEXTILES



ARCHIVE BOXES



e-WASTE + DIGITAL MEDIA



PRINTER'S WASTE SOLUTIONS