

**RICHARD FADER PTY LTD (trading as)
AUSTRALIAN SHIPPING SUPPLIES
TASMANIAN SHIPPING SUPPLIES
PURDON & FEATHERSTONE**

POLICY: 008

COVID-19

Scope

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions.

This policy applies to all employees.

Policy

Visitors to offices and office staff should wash hands / sanitize and practice social distancing as per Coronavirus prevention posters displayed at the building entrance.

Additional cleaning and sanitizing has been implemented for stair rails, door handles, taps and amenities.

Ship representatives delivering to vessels should abide by the following guidelines.

- Adhere to port authority and private berth operator's regulations and requirements for COVID-19
- Ship representatives will not board vessels without prior approval from the company, vessel Master. A company risk assessment should be completed before approval is given
- All paperwork should be sent by email prior to the delivery of the orders where possible
- Call or email the ship after arrival at the port to plan for delivery of pallets/orders
- Avoid personal contact with ship personnel
- Safe distancing ie 1.5 metres should be practiced where possible
- Wash and sanitize hands prior to and after delivery
- Sanitizer and wipes carried in vehicles



Richard Fader

Managing Director

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