

## HIGHLUX & AUSLITE COVID SAFE

We wish our customer, suppliers, and industry colleagues, a safe lock down period.

### OVERVIEW

Information in this document is sourced from [state](#) and [federal](#) government websites, [WorkSafe](#), and [Small Business Victoria](#). We are also informed for industry-specific information through the [Lighting Council of Australia](#).

HIGHLUX & AUSLITE design, manufacture and sell industrial-grade solar lighting solutions for public lighting and to councils & mines, and to the construction, conservation, tourism, education & health sectors.

STAGE 4 restrictions are in force. Under Stage 4, with “stay at home” orders, workplaces in metropolitan Melbourne are closed unless part of a permitted industry.

The permitted industry under which HIGHLUX & AUSLITE remain open is:

#### **MANUFACTURING**

##### **Manufacturing to support critical infrastructure public works**

Of our full staff complement of 9 people, 5 have been working from home since the 15<sup>th</sup> March. The four remaining persons have been physically in attendance in the office with restrictions. Three will continue in attendance in the office, with restrictions, as well as our COVID Safe plan as outlined in this document.

These four staff have been issued with permits.

## STAFF WORKING FROM HOME

We are pleased to be able to continue operation to support our customers and enable staff to effectively work from home.

We will continue to monitor the advice on business operation from the Victorian Government and adjust working arrangements accordingly.

We communicate with staff working from home regularly with a “morning report” email, a weekly “job review” meeting, and “Friday drinks”, the latter two by Zoom.

## STAFF ON SITE – HAWTHORN EAST WORKSHOP

We are in a unique position that we have premises large enough to accommodate the staff we need on site and maintain with ease social distancing restrictions.

Our production area is 10 x 4m area for two people. In the photo below is Seb & Nicco - our full COVID Safe production and logistics team.



Seb & Nicco are supplied with disposable masks, hand sanitiser, and have exclusive use of the one company vehicle to travel to and from the office to keep them from using public transport (Seb & Nicco are house mates).

Our “front of house” area is 10 x 7m, with 9x work-stations, currently only accommodating 1 to 2 people at any time. The two “front of house” staff are Mel & Tristan - our full COVID Safe operations and management team. Mel & Tristan are supplied with disposable masks, hand sanitiser, and have full use of the one company vehicle to travel to and from the office to keep them from using public transport. Mel & Tristan are also house mates.

Shared areas include the bathroom & kitchen which are cleaned each evening at close, and at least once during the day, sink is wiped down after each use. Paper towels are used. We use 70% Isopropyl Alcohol.

We do not eat together. We do not leave food out to share.

Signage around the office for staff include:

- Washing your hands
- Using the hand sanitiser rub
- Being a COVID-Safe workplace
- How to wear your mask

## NO ENTRY TO VISITORS & CONTACTLESS DELIVERY

Entry is not permitted to visitors or delivery staff to the building.

Delivery at the rear of the building is contactless. Trucks are able to enter the back of the building (via Harold Street). Seb and Nicco work with the back roller door open so there is no surface-touching for deliveries.

Face masks are to be worn by our staff and delivery staff for every delivery.

There is a bell on the back door if no one is in attendance. A name and phone number to call too.

Deliveries to the front are instructed to come around the back via a laneway to the side of the building for contactless delivery.

“Staff Only, No entry” signage is at the front door, and the door remains locked.

## STAFF TRAVELLING TO INSTALL LOCATION

HIGHLUX provides public & private infrastructure lighting across Australia. Installation jobs are carried out by partners in each state, however, installation jobs in Victoria under Stage 4 have unique restrictions with internal border closures. This means travelling to regional Victoria will require permits and potentially, one or more check points.

HIGHLUX has put non-essential installation jobs on hold, however, any job where there is a public safety issue, or, a COVID specific job (eg COVID pop-up centres on ovals and other outdoor areas), HIGHLUX is able to provide these jobs under our COVID safe plan.

Staff travelling outside the metropolitan border for install of public lighting will:

- Carry their permits
- Wear a face mask
- Use hand sanitiser
- Maintain social distancing
- Follow the restrictions required of the local area (eg not “stop and sit for lunch” or “visit people”)
- Make sure they have all the tools and equipment required for the job
- Expect to be stopped at check points and have the required paperwork to show
- Go to site, complete the job safely and in a timely manner, and return to head office.

We do not want any of our staff to be put in a difficult or stressful position. HIGHLUX would not be undertaking any jobs that were not essential under Stage 4.

At any time, if there is any problem, please call us here at head office.

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Melanie 0468 637 590