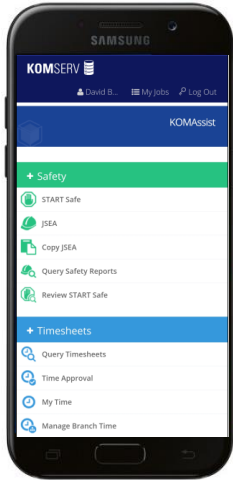


COVID-19 Updates to START Safe - KOMSERV



ENSURE ADEQUATE COVID-19 SPECIFIC RISKS ARE MITIGATED

Am I fit for work? *

Yes

No

Social Distancing:

- Physical Distancing (maintaining a separation of 1.5 metres from others).
- Additional controls are to be implemented for tasks where more than 1 technician is required, this is to ensure physical distancing of 1.5 metres.
- Don't share vehicles, one vehicle, one driver.

Personal Hygiene:

- Washing your hands is still one of the best ways to keep safe from COVID-19 contamination. Other things to consider are:
- Eliminate sharing of hand held devices such as phones where possible.
- Ensure sufficient and correct PPE is used, masks, gloves and glasses.
- Cover your mouth and nose when sneezing or coughing.

Cleaning:

- Ensure appropriate cleaning of Customer machines and field Service vehicles interior before and after work.
- Ensure appropriate cleaning of tools and equipment before and after use.
- Regularly clean and sanitize high contact surfaces in the workplace.

DESCRIPTION: This document has been created to provide awareness of changes and key points relevant to conducting a pre task assessment using START Safe in KOMSERV and should be considered at all Komatsu facilities throughout Australia, New Zealand and New Caledonia. The intention of the document is share knowledge and provide guidelines useful in minimising the risk of exposure to COVID-19.

SUMMARY:

Social Distancing

Physical Distancing of a minimum of 1.5 metres from others must be maintained and where a task requires more than more than 1 technician, additional methods must be implemented to ensure physical distancing of 1.5 metres.

Mobile Phone Sharing

To remove the requirement of sharing phones, each technician will be required to complete a START Safe on their own mobile device. If verification of a task is required social distancing of 1.5 metres applies. Where applicable verifiers comments are added by the technician. In the verifiers signature box the technician will add their own signature. Branches setup with KOMAssist can use the video chat function in START Safe for verification, this can be used in both Field and Workshop

Cleaning

Ensure appropriate cleaning of Customer machines and field Service vehicles interior before and after work. That appropriate cleaning of tools and equipment before and after use is performed, including cleaning and sanitizing of high contact surfaces in the workplace including mobile devices.

Personal Hygiene

Washing your hands is still one of the best ways to keep safe from COVID-19 contamination. Ensure sufficient and correct PPE is used, masks, gloves and glasses. Cover your mouth and nose when sneezing or coughing
Report any concerns to your Supervisor.

Reference

C_NAT_ALL_225_Coronavirus. COVID-19 – Social Distancing
C_NAT_ALL_222_Coronavirus. COVID-19 – Workshop, Field Service, Branch Warehousing, Tooling & Customer Equipment Cleaning, Document Number. The Department of Health
<https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdna-song-novel-coronavirus.htm>

Contact : Regional HSE Managers

DATE : 08/04/2020

BRANCH / SITE : National

DEPARTMENT : National

RISK: The infection and spread of COVID-19

ACTION: Provide information on changes within START Safe and guidelines for ensuring that employees have a clear understanding of how to minimise the risk of exposure to COVID-19.

Date for removal: 09/07/2020

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