



COVID-19 Contingency Plan

HSE_PL_003

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1 Purpose

This document serves to both inform and reassure Pressure Dynamics employees, Business Partners and Industry Stakeholders that our organisation is both planning and reacting to the current COVID-19 pandemic as the situation changes.

We are looking at achieving the following objectives:

1. Provide timely and accurate information to our Business Partners, Industry Stakeholders and staff
2. Be as prepared as possible
3. Identify all risks and mitigation strategies
4. Reduce the risk of serious illness and death
5. Reduce the emergence/spread of a potential COVID-19 outbreak at our offices, to the extent that this is possible
6. Maintain continuity of employee and business partner support for as long as possible

2 Duration of plan

Pressure Dynamics is committed to continuously monitoring the COVID-19 situation both locally and globally. Current planning is based on the scenario where we expect business disruptions to continue until the end of June 2020.

This plan will be continuously updated based on the current situation of the COVID- 19 pandemic and will be extended or terminated when needed.

3 Our Organisation

3.1 Organisational planning

Current planning includes the identification of employees that would be able to perform their task remotely and not need to be physically present at our offices.

These employees have been identified as per our line and team managers and with this a roster has been formulated to aid in ensuring there is business continuity whilst our employees work remotely

Some of our employees however need to perform physical work both at our office locations and at our client's sites, these employees need to ensure that they practice social distancing as follows:

Social distancing includes ways to stop or slow the spread of infectious diseases. It means less contact between you and other people.

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Social distancing is important because COVID-19 is most likely to spread from person-to-person through:

- Direct close contact with a person while they are infectious or in the 24 hours before their symptoms appeared
- Close contact with a person with a confirmed infection who coughs or sneezes, or
- Touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

So, the more space between you and others, the harder it is for the virus to spread.

All employees that need to remain on site be it either a Pressure Dynamics site or one of our client's sites need to review the COVID-19 Notification and Health Declaration Form as published on our IMS. Links below:

- [COVID-19 Notification](#)
- [Health Declaration Form](#)

3.2 Remote Work Planning

Those employees that have been identified as being able to work from home need to ensure that the following Work Instruction has been read and understood.

- [SYS_WI_006 Working Remotely Work Instruction](#)

Provisioning has been made to ensure that all employees identified as critical resources have the available hardware to perform their functions from a remote location.

Employees are reminded to make use of our internal IT and Systems support email itsupport@pressuredynamics.com.

Additionally, employees are encouraged to make use of technology such as Microsoft Teams and Skype for Business to support requirements.

3.3 Infrastructure Preparations

Infrastructure planning has been put in place with the following being both identified and addressed.

- Remote Server – This server has had additional memory and processors applied; this will aid in ensuring our current ERP solution performs effectively for remote users.
- Remote Server Access – Pressure Dynamics has also deployed Remote Applications to reduce the amount of Remote Desktop Connections. This will again aid all employees working remotely and the amount of data needed from the external internet connection would be reduced.
- Hardware – All employees that have been identified as being able to work remotely and perform duties that require administrative duties have hardware in the form of laptops.

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3.4 Communication and reassurance

Pressure Dynamics will ensure that all employees and business partners are kept up to date with changes both in the organization and those taking place in our external environment.

These updates will be to both advise and request feedback based on the situation at hand and all recipients of these communications are asked to please take note of the contents and when necessary supply feedback.

We have also made the decision that all communication being drafted and published will only be sent out as communication by our Managing Director. This is to ensure that we have a single point for all updates being made.

Communications will primarily be published via electronic mails and where needed we will provide information on access additional information by means of a hyperlink and or attachments.

All company notices both issued internally and received will be published on the home page of our IMS under the section heading "COVID-19 Updates", the link is as follows:

- <https://pressuredynamicswa.sharepoint.com/>

3.5 Employees being mobilized

The objective of this communication is to provide Company and Contractors personnel travelling to sites with information regarding on how PD plan to self-screening and mobilization temperature screening.

3-5 days prior to mobilization from your point of hire, you are required to complete the below self-assessment questions. Anyone that answers YES to any of the questions must notify their Supervisor immediately for further instruction.

- Have you travelled to Mainland China, Honk Kong, South Korea Iran, Japan, Italy, Indonesia, Thailand, Singapore and Macau in the last 14 days?
- Have you had contact with anyone who has travelled from Mainland China, Honk Kong, South Korea Iran, Japan, Italy, Indonesia, Thailand, Singapore and Macau in the last 14 days?
- Have you had contact with anyone suspected or confirmed to have Coronavirus?
- Are you currently unwell or been unwell in the last 14 days, including mild illnesses? If YES, please provide more details to your supervisor
- Do any of your close direct contacts currently have or recently have had a Fever, Cough, Sore Throat, Flu-like Symptoms, Nausea, Vomiting or Difficulty Breathing in the last 14 days?

Managers planning to mobilize employees should ensure that they refer to section 5 below for the current customer requirements.

3.6 Business Travels

With immediate effect, Pressure Dynamics has placed all non-essential business-related travels on hold. This includes all international and interstate travel by any form of transportation.

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Interstate travels where required for accessing client sites in support of client operations is still allowable and subject to control measures put in place by government and our clients.

3.7 Symptoms

Common symptoms of COVID-19 include:

- fever
- flu-like symptoms, such as coughing or sneezing
- difficulty breathing, which may develop into pneumonia
- sore throat
- fatigue

To check your symptoms, please refer to the below link again provided by the department of Health:

- [Symptom Checker](#)

Should these check result in an employee requiring testing and this test return a positive result for COVID-19, employee should advise their line manager immediately and begin self-quarantine and ensure that section 3.8 is used as a guideline.

3.8 Quarantine

All employees that are returning to work either from a personal or business trip need to ensure that the travel related questions in section 3.5 regarding travel have been read and understood. Should any of these be answered as YES, then these employees are to immediately advise their line managers.

Once informed, employees should follow the recommended isolation guidelines as provided by the Australian Department of Health. You must stay at home to prevent the possible spread of the virus to other people.

See specific advice for self-isolation when:

- [you are sick](#)
- [you are not sick](#)

Staying home means you:

- do not go to public places such as work, school, shopping centers, childcare or university
- ask someone to get food and other necessities for you and leave them at your front door
- do not let visitors in — only people who usually live with you should be in your home
- do not need to wear a mask in your home, but do wear one if you have to go out (for example to seek medical attention)
- should stay in touch by phone and online with your family and friends

For assistance and further information, please see the below link:

- [Head to Health](#)

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3.9 COVID-19 detection

At any point, should a Pressure Dynamics employee or any visitor, customer or supplier that has recently come into contact with any employee of Pressure Dynamics be confirmed to have contracted COVID-19, Pressure Dynamics shall immediately close down that site.

Once all employees and personnel have been removed from the building, measure will be taken to reset all access codes with the master being held by either the Operation Director or in the case of regional offices, the Branch Manager.

Clean up and disinfection operations shall then be planned for the site, these activities will be carried out as per the guidelines provided by the Australian Department of Health, link to guide provided below:

- <https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-for-employers.pdf>

4 External

4.1 Visitors

Pressure Dynamics will continue to allow for site visits to our offices however visitors will be asked to comply with additional hygiene measures at our sites.

Visitors to our sites will also be asked to complete the below self-assessment:

1. Have you travelled to Mainland China, Honk Kong, South Korea Iran, Japan, Italy, Indonesia, Thailand, Singapore and Macau in the last 14 days?
2. Have you had contact with anyone who has travelled from Mainland China, Honk Kong, South Korea Iran, Japan, Italy, Indonesia, Thailand, Singapore and Macau in the last 14 days?
3. Have you had contact with anyone suspected or confirmed to have Coronavirus?
4. Are you currently unwell or been unwell in the last 14 days, including mild illnesses? If YES, please provide more details to your supervisor.
5. Do any of your close direct contacts currently have or recently have had a Fever, Cough, Sore Throat, Flu-like Symptoms, Nausea, Vomiting or Difficulty Breathing in the last 14 days?

Should a visitor answer YES to any of the above statements, your access to a Pressure Dynamics site will be revoked and your removal from site will be advised to the personal you intended on meeting.

4.2 Suppliers

Pressure Dynamics has identified who our critical suppliers are both for priority items and or components to works currently in progress but also for those where we expect longer than usual lead times on deliveries.

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Part of this planning has been to engage with these suppliers to make the necessary arrangements and to also ensure that our Project Managers across all business lines have been involved in identifying these high-risk items and components.

4.3 Employees and Families

Our planning is to include our employees and their families. With this we ask that all employees either working remotely or those that are still required to enter a Pressure Dynamics site continue to practice social distancing at home. This can be achieved by following the below steps to reduce the spread of germs:

- Practice good hand and sneeze/cough hygiene
- Avoid handshaking, hugs and kisses
- Regularly disinfect high touch surfaces, such as tables, kitchen benches and doorknobs
- Increase ventilation in the home by opening windows or adjusting air conditioning
- Visit shops sparingly and buy more goods and services online
- Consider whether outings and travel, both individual and family, are sensible and necessary

Households where people are ill, should also take the following measures:

- Care for the sick person in a single room if possible
- Keep the number of careers to a minimum
- Keep the door to the sick person's room closed and, if possible, a window open
- Both the sick person and the people caring for them should wear a surgical mask when they are in the same room
- Protect other vulnerable family members, such as people over 65 years or people with a chronic illness, including, if practicable, finding alternative accommodation

5 Education and Self Awareness

In addition to the above guidelines, all employees should make use or and keep up to date with local and state department advice bulletins.

Below is a list of links to state organizations and guidelines:

- <http://www.health.gov.au/covid19-resources>
- <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
- <https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf>
- <https://www.health.gov.au/about-us/contact-us/local-state-and-territory-health-departments>
- <http://www.health.gov.au/>

6 Customer Notices

Many of our customers have begun to both issue plans and as a result they have issues requirements for us as suppliers to comply with in ensuring the ongoing safety of all employees.

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These notices are being published as and when via electronic mail and also to our IMS home page under the section heading "COVID-19 Updates". All employees are to ensure that they visit and consult with these notices on a daily basis to ensure we assist these customers in their efforts at containing the current situation.

6.1 ConocoPhillips

6.1.1 Travelling Offshore

- On the day of travel to Offshore you will undertake a mobilization temperature check and submit a Health Declaration Questionnaire.

6.1.2 Temperature Checks

- For personnel travelling out of Timor-Leste: These will be conducted at the Dili Heliport on the morning of your mobilization offshore.
- For the personnel travelling out of Australian Airports: These will be conducted as Darwin International Airport at the Air North First Aid Room, which is located near the Air North Check-in.
- For personnel travelling out of International Airports, other than Australian or Timor-Leste: These will be conducted upon arrival at Dili International Airport (for entry into Timor-Leste) and at the Dili Heliport on the morning of your mobilization offshore.

6.1.3 Reference Material

- https://pressuredynamicswa.sharepoint.com/:b:/g/ES2HudGXt1hPmLpPSfu_86kBgAsaT4yR8oY_ubdxR0CMLQ?e=bjRUBC

6.2 Woodside

In line with advice, a 14-day stay away from worksite period will apply for any of your staff who has travelled to/from China and/or Hong Kong since 15 January 2020.

Please note that this includes transit via airports in China and Hong Kong. The 14-day period will commence on the day of arrival in Australia. At conclusion of the 14-day period medical clearance (at your cost) will be required for those staff prior to returning to work for Woodside.

Please immediately implement your incident management plans and stand down any of your staff providing services to Woodside if they have travelled to/from China and/or Hong Kong since 15 January 2020. Please note that this includes transit via airports in China and Hong Kong.

Please advise your Woodside Company Representative that the plan has been implemented and that impacted staff have been stood down. Please discuss with the Company Representative how you intend to continue to provide your contracted service

6.2.1 Reference Material

- https://pressuredynamicswa.sharepoint.com/:b:/g/EXwACk3EUnxBndYxCwBr9wYBuyms_68tdUpKq2uC9yslXA?e=xpuRta

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6.3 Chevron

Health screenings Prior to entering any remote or Perth CBD site, all personnel (including visitors) are required to complete an [online declaration](#).

IMPORTANT: This declaration has been updated. Those who have completed the form previously must do so again to capture these changes. Use the link above or scan the code to complete the form.

Personnel travelling to Barrow Island or Onslow by air will continue to receive in-person temperature screening upon departure or arrival at all relevant airports and are not required to complete this form –but may do so if they wish, prior to travel.

Quarantine requirements, this guidance is effective immediately and applicable to all personnel who have recently (within 14 days) travelled to or through, or had close contact with a person who has recently (within 14 days) returned from, any of the below countries:

Regardless of recent travel, if you are experiencing symptoms such as coughing, fever or difficulty breathing, they should inform their employer and not attend any Chevron site. If already on site, individuals should seek medical attention and telephone ahead to advise the medical team of their symptoms.

6.4 BHP

- https://pressuredynamicswa.sharepoint.com/:b:/g/EWlo6PexfRPtAU37CtfrMQBlfMJChB_rllL_RW4D_R6qg?e=QvSECD

6.5 Rio Tinto

- <https://pressuredynamicswa.sharepoint.com/:f:/g/EvMZxbZMa4ZCq6hTTFM6eDMBfCU3u-SL4a6nt1SGBzCPgw?e=Hoa5Xo>

6.6 Inpex

6.6.1 Health screenings

All personnel travelling to an INPEX site, including Perth office, are required to complete the new digital self-assessment in advance of travelling to site.

The self-assessment questionnaire has been transferred to an electronic format and can be accessed on a personal device, on any internet network. A QR code has been generated for easy access from mobile devices.



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Supervisors / managers are responsible for ensuring their team re-submits the self-assessment questionnaire as per below:

- Rotational personnel: must complete the questionnaire before each swing and before departing point of engagement to commence swing.
- Non-rotational / residential / Perth personnel: must complete the questionnaire, and every 14 days thereafter
- Visitors: Personnel hosting visitors to INPEX Australia locations are responsible for verifying guests have completed the questionnaire prior to accessing INPEX locations for the first time. Re-submission is required after 14 days from first visit.

All personnel shall re-submit the questionnaire if travel or medical circumstances change within minimum re-submission periods detailed above. If you have any queries, please contact Health@inpex.com.au

6.7 TechnipFMC

- <https://pressuredynamicswa.sharepoint.com/:b:/g/EcbtHZxSjTNNkT6odODacwMBraSP4myrNGZ5u4hJyMKdlQ?e=EKeO0k>

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7 COVID-19 Risk Impacts and Assessments Register

ID	Category	Scenario Description	Potential Cause	Impact Description	Inherent Risk			Control	Current Risk			Comments
					Consequence	Likelihood	Risk Rating		Consequence	Likelihood	Risk Rating	
01	Health	Infected Employee Family Members	Infection	COVID-19 Contracted	3	2	Moderate	Self-distancing awareness as published on IMS	2	2	Low	
02	Health	Infected Employee	Infection	COVID-19 Contracted	4	3	Moderate	Self-distancing awareness as published on IMS	2	2	Low	
03	Health	Infected Employee infecting another employee	Infection	COVID-19 Contracted	4	3	High	Self-distancing awareness as published on IMS	2	2	Low	
04	Suppliers	Closure of supplier operations	Infection or Preventative Quarantine	Non-Delivery of materials	4	4	High	Supplier engagement and identification of alternate suppliers.	3	2	Moderate	
05												

Consequence	1-Minor	2-Medium	3-Serious	4-Major	5-Catastrophic
Likelihood					
5-Almost certain	Moderate	High	High	Critical	Critical
4-Likely	Low	Moderate	High	High	Critical
3-Possible	Low	Moderate	Moderate	High	High
2-Unlikely	Low	Low	Moderate	Moderate	High
1-Rare	Very Low	Low	Low	Low	Moderate

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