

4th August 2020

Dear Valued Business Partner,

I hope that everyone is staying safe, healthy and positive during these unprecedented times. With yesterday's announcement on the new Stage 4 restrictions we want to assure everyone that all our divisions will operate on a business-as-usual basis. We have been forced to make some further adjustments to our workforce, however we do not feel that any of these changes will affect our current operations and quality of service.

We also understand that some of our customers or customers of customers, may be forced to shut down or reduce their operation size. In these circumstances we will work with all our partners to ensure that your freight is properly managed during the current restrictions in a manner that doesn't cause dramatic impact to your supply chain.

I would like to reiterate some of the key changes that have been implemented in our business since March, as well as some of the new changes effective today:

1. Paperless operations across as many business divisions as possible, including the recent implementation of an FAK booking system that runs on a paperless and zero human contact scenario
2. No unnecessary travel between sites
3. A large number of staff are working from home where possible
4. All Tasman sites have sanitiser units and staff are all wearing masks
5. All Tasman trucks have sanitiser in the cabin
6. A Pandemic Co-ordinator has been appointed within the business to manage day-to-day discussions
7. Our Senior management team is holding a "teams" meeting every morning at 9am to manage and implement any new changes/restrictions
8. Warehousing operations will work on split shifts to meet the required "two-thirds" ruling

For everyone's reference we have also attached our High Risk COVID-19 Safety Plan that is in effect immediately.

I would like to thank all our business partners for their support and efforts and hope that you can remain positive and find reasons to smile as we navigate our way through this once in a lifetime crisis.

Stay Safe, Healthy and Keep Smiling.

Should you have any questions or require clarification, please feel free to contact us.

A handwritten signature in black ink, appearing to read 'Ivan Vanis', with a stylized flourish at the end.


Ivan Vanis | Chief Executive Officer

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Objective: Tasman acknowledges its responsibility to identify, evaluate and control the risks associated with the COVID19 pandemic. This includes protecting all persons who attend Tasman Logistics workplaces and to allow continued business operations to serve essential businesses during this period

Critical Task Analysis	Consequence	L4	Likelihood	C5	RISK SCORE	High 20
	HAZARDS: <ul style="list-style-type: none"> • Serious Illness/ Death of Workers • Shutdown of Operations • Low Staffing Levels • Community Spread of Virus 					

PURPOSE

To provide information and the safe work procedure for a global pandemic to ensure the safety of all persons and to continue essential business operations. To confirm actions required in the event of a positive COVID19 case reported at a Tasman site.

***Note this document is specific to COVID19 current government requirements and is to be used in conjunction with SWP0069 Pandemic Business Contingency Plan Version 2 as required*

PROCEDURE

****If showing COVID19 Symptoms as per the Victorian Department of Health DO NOT ATTEND WORK and immediately attend a COVID19 testing site before self-isolating at home until you receive your results**

PPE REQUIRED:

Masks/ face coverings must be worn at all times in any shared office space. For those in individual offices masks/ face coverings must be worn whenever anyone enters the office space.

Employee Requirements:

- **You must be tested for COVID19 and not attend work with any COVID Symptoms including flu like symptoms, a fever, dry cough, shortness of breath and a sore throat, runny nose, a loss of taste and smell**
- If you experience oncoming symptoms whilst at work notify your manager and you will be directed leave work to be tested and isolate at home whilst you await your results
- You must notify your Tasman manager if you or a household member has been tested for COVID19
- You must notify your Tasman manager if you test positive or negative for COVID19
- If you can work from home, you must work from home.
- Follow 1.5-meter social distance requirements at all times in all work areas
- Masks/ face coverings must be worn in any shared office space. For those in individual office spaces masks must be worn whenever anyone enters the office space
- Ensure hand sanitizers are used upon entry and exit to all work areas. Notify your Tasman manager of any missing sanitizers or any that need replenishment immediately
- Follow one worker per four square metres signage for enclosed workspaces or in shared areas
- Staff that a sick with fever and other cold/ flu symptoms are to be advised to not attend work and seek medical clearance before returning to site
- Ensure no more than 2 persons in smoking area at any one time. Normal social distancing rules apply

Employer Requirements:

- Ensure all workers who can work from home are working from home



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Employer Requirements Continued:

- Ensure contact records available of all workers, subcontractors, customers and clients who attend the work premises for 15 minutes or longer
- Ensure one worker per four square metres of enclosed workspace or in shared areas signage is clearly displayed
- Install signage and reminders to wash hands after eating, sneezing/coughing and after going to the toilet
- Install signage on using masks/ face coverings
- Ensure workers are temperature checked each day and that masks/ face coverings are being worn
- Unless an exemption applies, ensure that workers do not work across multiple sites, or for multiple employers
- Ensure that workers are in good health – ensure workers do not work if they are unwell
- Tasman Logistics Services will not require workers with symptoms to work
- Tasman Logistics Services will report any positive cases of coronavirus (COVID-19) to DHHS, Worksafe, Health and Safety Representatives, and notify your workforce
- Will supply PPE, sanitizer and cleaning equipment wherever required
- Have an up to date risk assessment for cleaning and the potential closure of our workplace in certain situations
- Update staff regularly via safety alerts, emails, SMS and phone calls on current COVID situation and requirements

In the event that a person is confirmed as contracting a COVID19 and worked at a Tasman site or had contact with an infected person the following will apply:

- Contact DHHS, Worksafe, Health and Safety Representatives, and notify your workforce of any positive case in workplace
- Worker stood down immediately pending evidence of medical clearance
- Confirm and compile list of contact details of all persons on site using rapid global and sign on sheets
- Staff working within close proximity (more than 15 minutes) to the person confirmed as having the virus (i.e. in container, lunchroom etc) are to be notified as a priority and stood down and are to self-quarantine and follow directions of the government health departments direction
- Site closed to be closed immediately and notifying signage installed at entry points
- Deep Cleaning of site to be arranged
- Labour hire company to be contacted and replacement labour booked
- Payroll process will follow legislative and/or government direction specific to the Pandemic
- Increase cleaning frequency if/ where required

The following instructions will apply on site to ensure ongoing safety of staff and business continuity post positive test result:

- Workforce to be replaced with new workers from agencies or unaffected Tasman sites as soon as site cleared by DHHS
- Replacement workers given direction to ensure 3 meters minimum clearance between all persons on site at all times
- Hand sanitizers available at each designated break location
- Gloves, mask and safety glasses must be worn whilst working
- One person per container
- Separate areas assigned to workers during break periods- 1 person per designated area
- Contact to be made with managers and supervisors by phone
- No direct person to person contact is to occur
- Paperwork to be left in designated spot for 30 minutes to be handed over for processing. No person to person handover to occur
- Welfare checks to be conducted by management at regular intervals to check the welfare of all those in isolation

References:

<https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/coronavirus-covid-19>, <https://www.australia.gov.au/covidsafe-resources>, <https://www.dhhs.vic.gov.au/coronavirus>, <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information-covid-19>, <https://www.worksafe.vic.gov.au/coronavirus-covid-19>