



NAS – COVID-19 Exposure Prevention V1

OWNER: Nutrien Ag Solutions (NAS)

ELEMENT: Risk Management

REVISION: #01 // REVISION DATE: 04-08-2020

OVERVIEW

Nutrien Ag Solutions (NAS) recognizes the complexity of exposure prevention to the COVID-19 virus and has developed proactive implementation strategies to protect NAS workers, contractors and visitors. Some of the strategies covered in this standard include but are not limited to:

- Identifying exposure risk factors;
- Developing and implementing control measures using the hierarchy of control principles;
- Contact tracing;
- Post exposure procedures; and
- Communication and training.

Application

This Operations Standard applies to Nutrien Ag Solutions (NAS) workers, contractors and visitors for NAS operations for Australia where exposure to COVID-19 may occur. It was developed to comply with regulatory requirements and company best management practices/policies. If there is a more restrictive State or Federal regulation or standard in place, the State or Federal regulation or standard will apply.

Definitions

Contact Tracing: the practice of identifying and monitoring individuals who may have had contact with an infectious person as a means of controlling the spread of a communicable disease. (*Miriam-Webster*)

COVID-19: a mild to severe respiratory illness that is caused by a [coronavirus](#) (*Severe acute respiratory syndrome coronavirus 2* of the genus *Betacoronavirus*), is transmitted chiefly by contact with infectious material (such as respiratory droplets) or with objects or surfaces contaminated by the causative virus, and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure. (*Miriam-Webster*)

Social Distancing: the practice of maintaining a greater than usual physical distance (such as 1.5 metres or more) from other people or of avoiding direct contact with people or objects in public places during the outbreak of a contagious disease in order to minimize exposure and reduce the transmission of infection. (*Miriam-Webster*)

REQUIREMENTS

Responsibilities

Facility Manager/designates are responsible for:

- Ensuring that workers are provided with information and training on the personal risk factors of COVID- 19 exposure and the controls that are in place to avoid exposure;
- Conducting periodic toolbox talk sessions to discuss and review site specific exposure hazards; and



- Apply the implementation strategies of this standard to avoid worker, contractor and visitor exposure to COVID-19.

Workers are responsible for:

- Stopping unsafe work conditions or unsafe practices at any time to prevent COVID-19 exposure;
- Reporting any concerns to their supervisor and actively participating in discussions on hazard controls in order to prevent exposure;
- Following the established procedures to minimise the likelihood of exposure; and
- Understanding the post exposure procedures that are applicable to their worksites.

SH&E Managers are responsible for:

- Facilitating the implementation of engineering/administrative controls coupled with personal protective equipment for preventing exposure to the COVID-19 virus; and
- Coaching managers and workers on the importance of following these controls.

Exposure Risk Factors

Nutrien Ag Solutions (NAS) will assess their sites for exposure risk factors by implementing the following strategies:

- Checking the well-being of facility staff every morning. Workers that are not feeling well, will be sent home;
- Discussing and understanding the facility staff's potential exposure in their off hours. Open dialogue can go a long way in reducing the likelihood of staff exposure on their personal time;
- Having someone listen to latest reports for COVID-19 exposure rates for the area where the facility is located and sharing the information at their daily toolbox talk session; and
- Restricting visitor access to value added visits when region exposure rates are increasing.

Exposure Control Measures

The development and implementation of exposure controls measures should start with elimination of exposure hazards and end with personal protective equipment. The best solution for controlling exposure hazards is using a combination of engineering or administrative controls, coupled with effective personal protective equipment (PPE). PPE is the worker's last line of defense and provides a personal barrier when engineering or administrative controls fall short of total protection.

Engineering Controls

Eliminating the risk of exposure or implementing engineering controls for exposure hazards include but are not limited to:

- Spacing workstations at least 1.5 metres apart;
- Installing/providing impermeable barriers such as strip curtains, plexiglass or other types of impermeable dividers or partitions between workstations, customer interface counters or offices where social distancing cannot be maintained; and
- Ensuring hand washing stations are available in multiply locations. Alcohol-based hand sanitisers containing at least 60% alcohol should be provided if soap and water are not immediately available.



Administrative Controls

Locations must promote personal hygiene using Nutrien best management practices. These include but are not limited to:

- Washing or sanitising your hands when you enter the facility;
- Trying to limit what you touch (possibly wearing gloves);
- Trying to limit the sharing of pens, paper reports etc.; and
- Washing or sanitising your hands before you eat.

Facilities must implement the COVID-19 sanitation procedure that details the following:

- Approved sanitation vendors;
 - Approved chemicals (documented chemical approval by relevant state/ federal/ regulatory agencies is mandatory);
 - PPE required to conduct facility sanitation;
 - Minimum quantities of cleaningsupplies to be maintained on site;
 - Frequency of cleaning required for all worker occupied areas and equipment;
 - Specific cleaning guidelines for high touch surfaces; and
 - Approved disposal facilities and treatment of COVID- 19 contaminated materials.
- Single-file movement with a 1.5 metre between each worker through the facility should be promoted where possible.
 - Markings and signs will be utilised to remind workers to maintain their position away from each other and to practice social distancing.
 - Break rooms, control rooms, training and conference centre occupancy must be calculated, posted and communicated to ensure that a 1.5 metre can be effectively maintained between any persons using these areas.

Carpooling should be avoided. If carpooling or using company vehicles is required by workers, the following control practices should be followed:

- Limit the number of people per vehicle where possible;
- Workers must maintain social distancing when possible while traveling in a company vehicle;
- Workers should practice hand hygiene before entering the vehicle and when arriving at their destination;
- Workers in a shared van or car space must wear face masks when social distancing is not possible; and
- High touch surfaces should be cleaned and sanitised after each carpool or shuttle trip (e.g. door handles, handrails, seatbelt buckles).

Personal Protective Equipment

- Any State or Federal regulations regarding face coverings must be adhered to in the first instance and are also required in other circumstances when social distancing is not possible or feasible due to the nature of the work environment.
- Cloth face coverings are NOT appropriate substitutes for PPE such as respirators (e.g. N-95 respirators) or medical facemasks in locations where respirators or facemasks are required to protect the worker.

Note: Cloth face coverings, surgical masks or dust masks are to protect workers in the vicinity not to protect the wearer. N-95 respirators will protect the wearer from outside hazards as well as workers in the vicinity. Workers wearing N-95 respirators need to have the proper size of respirator and be fit-tested before using them.

- Facilities must ensure the face coverings utilised meet the following minimum requirements:



DOCUMENT: NAS – COVID-19 Exposure Prevention V1 // REVISION: #01 // REVISION DATE: 04-08-2020

- Fit over the nose and mouth and fit snugly but comfortably against the side of the face;
- Are secured with ties or ear loops;
- Include multiple layers of fabric;
- Allow for breathing without restriction;
- Can be laundered using the warmest appropriate water setting and machine dried daily after the shift, without damage or change to shape (a clean cloth face covering shall be used each day);
- Are not used if they become wet or contaminated;
- Are replaced with clean replacements as needed; and
- Are handled as little as possible to prevent transferring infectious materials to or from the cloth.

Contact Tracing

Contact tracing is a prevention strategy that comes into play when a confirmed case of COVID-19 is identified. The confirmed case could be an NAS worker, contractor or visitor. Ensure you document the date, time and name of all visitors, contractors and NAS workers that are on site in order to trace the contact chain when a confirmed case of COVID-19 is identified. Timely notification to all affected staff, contractors and visitors will help curb an outbreak.

Post Exposure Procedures

Nutrien Ag Solutions will make every effort to ensure workers and contractors are not exposed to the COVID-19 virus. The following procedure must be followed when the efforts fall short and a worker feels they have been exposed:

- A confidential medical evaluation must be conducted as soon as practical;
- Comments and follow up opinions of the physician will be shared with NAS but will only include:
 - Whether the worker tested positive for COVID-19;
 - A statement the worker has been informed of the medical evaluation results; and
 - A statement the worker has been informed of any medical conditions that have resulted from the exposure.
- NAS will consult with the physician as necessary to resolve any issues resulting from the exposure in order to take steps to contain the spread of the virus.

COMMUNICATION AND TRAINING

Nutrien Ag Solutions (NAS) will determine the appropriate level of training required to reduce or eliminate COVID-19 exposure to Nutrien Ag Solutions workers and contractors as they perform their assigned duties. The training is dependent of the role of the NAS worker or contractor and may include:

- Awareness of:
 - i. The nature and characteristics of the COVID-19 virus and how it is spread;
 - ii. The potential consequences of COVID-19 exposure; and
 - iii. The controls that are in place to reduce or eliminate the likelihood of exposure to the virus.
- Understanding of:
 - i. Site specific procedures that are implemented at the location to reduce or eliminate the likelihood of exposure to COVID-19;
 - ii. Site specific sanitation procedures;
 - iii. NAS procedures to follow when exposure is suspected; and
 - iv. The Nutrien General Conduct & Expectations and Corrective Action Policies.
- Applying of:
 - i. Site specific exposure prevention procedures;



- ii. Site specific sanitation procedures; and
- iii. NAS procedures to follow when exposure is suspected.

Nutrien Ag Solutions (NAS) locations will be audited periodically to ensure COVID-19 exposure prevention processes and procedures have been effectively implemented. Informal assessments will also be conducted by Safety, Health & Environmental (SHE) Managers during their site visits. If changes to the standard or training based on findings from the assessments, incident investigations, regulatory changes, etc. occur, they will be communicated in a timely manner.

REFERENCES

1. SHE MS Global Standard – COVID-19 Exposure Prevention Guidelines
2. Nutrien General Conduct & Expectations Policy
3. Nutrien Ag Solutions Aust. – Cleaning & Disinfecting Guidelines for Coronavirus (COVID-19)
4. Nutrien Ag Solutions Aust. – Precautions to protect our workforce against Coronavirus in the workplace
5. <https://www.dhhs.vic.gov.au/face-coverings-covid-19>
6. <https://www.dhhs.vic.gov.au/face-coverings-covid-19#when-do-i-have-to-wear-a-face-covering>

APPROVAL AND REVISION HISTORY

Revision Number	Revision Date (DD-MM-YYYY)	Description of Revision(s)	Owner
#01	04-08-2020	Initial release.	Nutrien Ag Solutions