



WACO KWIKFORM LTD RESPONSE TO COVID-19

31 March 2020

Waco Kwikform Ltd continues to closely monitor the changing developments in relation to the Coronavirus (COVID-19) pandemic and, consistent with community and Government instructions, has taken measures intended to slow the spread of infection within its workforce and the wider community.

Our response has been designed to support four key objectives:

- To protect our people – including internal staff, external suppliers, contractors and subcontractors, and their clients and client representatives
- To protect the communities in which we operate
- To keep our business operating
- To continue to support our valued clients

The Company has developed a comprehensive **COVID-19 Management Plan**, which outlines the measures Waco Kwikform Ltd and its subsidiaries in Australia and New Zealand are putting in place to manage both the risk of exposure to COVID-19, and business continuity in these uncertain times.

These measures are aligned to the latest advice provided by the Australian and New Zealand Governments, and their respective health authorities, and will be continually updated as circumstances require. The key measures are as follows:

- The formation of a **COVID-19 Response Team**, comprising both senior management and operational staff from across the business, as well as the Group's ANZ WHSE Manager. The Response Team will undertake ongoing analysis, consultation, planning and response to ensure the risks of COVID-19 are understood and mitigated, or managed to a level as low as reasonably practicable.

- The Company has implemented strict measures, which seek to challenge both workers and visitors daily on their potential exposure profile, to minimise the potential of spread at all Company sites.
- A steady stream of communication is being developed and released to continually reinforce to workers, visitors and others the need to maintain the highest levels of personal hygiene, social distancing and self-isolation (as required).
- The Company is aware of the need for people to maintain an appropriate amount of distance between themselves and others to limit the spread of COVID-19 and, as part of this social distancing strategy, we are supporting our people to work remotely wherever possible and encouraging the use of virtual meeting tools.
- All travel has been halted, with no air travel until further notice
- The Company is directing employees to self-isolate where necessary, in line with the latest Government advice and mandatory requirements.

In Australia, unless otherwise required by our clients, revised Government direction or a confirmed case of COVID-19 at a particular location, it is intended that our worksites continue to remain open, however strict control measures are in place for visitors and staff who attend these sites.

Currently, operations in New Zealand have been temporarily shut down in accordance with the New Zealand Government's requirements. Upon the easing of the current restrictions our business can readily respond to all customer needs in line with local requirements.

We are working closely with our clients to understand their approach to managing the risks, and will continue to monitor potential impacts to projects, with the intent of minimising the risk of exposure to all workers.

As always, the continued welfare of our people and the communities in which we operate is our highest priority.

Waco Kwikform Ltd is fully committed and prepared to undertake all measures necessary to help slow the spread and impact of COVID-19 in Australia and New Zealand while ensuring we continue to service our customer needs.

If you have any questions about our response to COVID-19 or would like to view the full **Waco Kwikform COVID-19 Management Plan**, please contact

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