

COVID-19 Safety Plan

Introduction

The purpose of this plan is to ensure a safe and healthy working environment for Canon employees, customers and other affected parties while undertaking work at Canon sites, at home or on customer sites. This plan outlines how we'll operate safely during the COVID-19 global pandemic.

The contents of this plan and subsequent changes are communicated to Canon employees and contractors via internal communications and the company intranet.

All Canon employees and contractors are responsible for and ensuring that they work safely and apply the risk controls outlined in this statement.

This plan must be reviewed by the relevant business unit and Quality, Safety & Environment teams at least once every two years or when there are significant changes to the relevant processes. If an employee identifies a new hazard or risk control for one of the outlined tasks, they are required to add those hazards and risk controls to this plan in the space provided and submit the updated SWMS to gse@canon.com.au.

Safe Work Method Statement			
Task	Location	Qualifications	Training
Working during COVID-19 Pandemic	All Canon Oceania Sites	N/A	As required according to the controls
Process	Hazards	Risk Controls	Regulations/Standards etc.
1. General Approach	Transmission of the virus through contact with surfaces or close contact with others	<ul style="list-style-type: none"> • Business Continuity Plan (BCP) in place. Critical Incident Teams headed by Senior Executives meet regularly at group, company, and country level to monitor conditions and to plan. • Following National COVID-19 Safe workplace principles issued by Safe Work Australia. • Following government recommendations and requirements for physical distancing, gathering limits, wearing of masks, working from home requirements, COVID-19 testing and isolation rules, and travel restrictions as outlined on COVID-19 Phoenix page. • Regular communication with employees about good hygiene practices and how to avoid unnecessary contact with others. 	Canon Oceania Business Continuity Plan COVID-19 Phoenix page covering key business and legal requirements - https://phoenix.canon.com.au/sites/working-at-canon/SitePageModern/106863/covid-19 National COVID-19 Safe workplace principles

COVID-19 Safety Plan

Public

		<ul style="list-style-type: none"> • Regular communication with employees about actions to take if they are in close contact with others who display symptoms or who are diagnosed with COVID-19, – Refer to COVID-19 state-based pages. • Monitoring of employees who are in self-isolation due to symptoms or close contact with others with symptoms. • Regular updates to managers and employees of changes in regulations or advice from the government. • Signage on how to wash/rub hands and how to avoid unnecessary contact with surfaces. 	<p>Safe work Australia Checklists https://covid19.swa.gov.au/covid-19-information-workplaces</p> <p>New Zealand government https://covid19.govt.nz/</p> <p>New Zealand Work safe https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/covid-19-safety-plan-what-you-need-to-think-about/</p>
<p>2. Travelling to Work</p>	<p>Transmission of the virus through contact with surfaces or close contact with others</p>	<ul style="list-style-type: none"> • Encourage those who are coming to work to drive or to stagger work times so that they are not travelling on public transport in peak times. • Regular hygiene reminders. • Use of masks on public transport and as required by local health orders. 	
<p>3. Building Entry</p>	<p>Transmission of the virus through contact with surfaces or close contact with others</p>	<p>Where working in the office is permitted:</p> <ul style="list-style-type: none"> • Refer to each state page on Phoenix around attendance on site and vaccinated status requirements. • Hand sanitiser available at the workplace and entry points. • Signs on lifts and stairwells to ensure physical distancing. • Regular cleaning of public/common areas and high contact points. 	<p>NZ Ministry of Health https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-health-advice-general-public/contact-tracing-covid-19</p>

COVID-19 Safety Plan

		<ul style="list-style-type: none"> • Proximity card access to record staff entry into offices where used, roster/log used in other locations. • Visitors that attend site must sign in using QR Code system as per onsite posters to allow for contact tracing. • Visitors advised not to visit sites if experiencing any symptoms of illness. • Limit visitors, clients, and customers onsite as much as possible. • Refer to 1. General Approach 	<p>Safe Work Australia COVID-19 Workplace Resource Kit https://covid19.swa.gov.au/covid-19-information-workplaces</p>
<p>4. Working in the office</p>	<p>Transmission of virus through contact with surfaces or close contact with others</p>	<p>Where working in the office is permitted:</p> <ul style="list-style-type: none"> • Refer to each state page on Phoenix around attendance on site and vaccinated status requirements. • Work areas designed to allow physical distancing unless it is not possible due to the nature of the task. • Signs advising of physical distancing requirements in each area <p>Where physical distancing is not possible due to the nature of the task's other controls appropriate to the task are implemented including PPE and health monitoring.</p> <ul style="list-style-type: none"> • Regular cleaning of high contact points in accordance with the Safe work Australia guidelines. • Guidelines provided to location heads and people leaders on what to do if there is a suspected case in their location, including communication with close contacts and relevant customers, suppliers, landlords and other tenants. • Where permitted to attend site, visitors must sign in using QR Code system as per onsite posters or Phoenix links to allow for contact tracing. • Additional in-depth cleaning conducted as required • Employees encouraged to use regular desk in their neighbourhood/group and all desks to be cleaned before and after use using sanitary wipes provided. 	<p>Coronavirus (COVID-19) Specific guidelines for company response</p> <p>How to clean and disinfect your workplace https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/how-to-clean-disinfect-your-workplace-covid19.pdf</p>

COVID-19 Safety Plan

Public

		<ul style="list-style-type: none"> • Employees and managers encouraged to implement staggered start and finish times, meal breaks and rest breaks to ensure physical distancing. • Limit visitors, clients, and customers into the office area. • Hand sanitiser available throughout the workplace • Refer to general approach 1. 	
5. Meetings	Transmission of virus through close contact with others	<ul style="list-style-type: none"> • Meeting rooms signposted to ensure physical distancing rules and density quotation were applicable must be followed. • Hybrid meetings used (combined physical / virtual / remote) to reduce density in meeting rooms. • Refer to general approach 1. 	
6. Working from Home	<p>Potential for injury from working in an unergonomic position for lengthy periods</p> <p>Potential for mental stress due to isolation</p>	<ul style="list-style-type: none"> • Remote working Health Safety and Environmental standards applied. • Online Manual Handling training which covers ergonomics and workstation set-up apply. • Monitoring of workers conditions at home through checklists and ongoing communication via the employee’s manager. • Provision of employee assistance programs (confidential psychological services). • Engagement activities at team and company level. • Advice to employees on how to look out for each other. • Regular advice on how to work safely at home – maintaining healthy routines, exercise diet, regular breaks etc. • Refer to general approach 1. 	<p>Remote working HSE Standards available on company intranet sites</p> <p>Inspection checklist and user guide for remote workers</p> <p>Contact details for employee assistance programs at each location</p> <p>Online learning and development engagement and training activities</p>
7. Showrooms	Transmission of virus through contact with surfaces or	<p>Where demonstrations to customers are permitted, we employ:</p> <ul style="list-style-type: none"> • Signs advising people to adopt physical distancing rules and proper hygiene. • Additional regular cleaning of equipment including cleaning machines between each customer. 	<p>NZ Ministry of Health</p> <p>https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-</p>

COVID-19 Safety Plan

Public

	close contact with others	<ul style="list-style-type: none"> Limiting access to customers who have made an appointment QR code system on site for contact tracing. Limiting time on site to demo only. As per general approach 1. 	coronavirus-health-advice-general-public/contact-tracing-covid-19
8. Camera Service and technical service labs	Transmission of virus through contact with surfaces or close contact with others	<ul style="list-style-type: none"> Ensure safe distances can be observed. If possible, customers can courier their products to the workshop, contactless drop-off and collection methods are preferred. Disinfecting of product high touch points before and after service. Disinfection is undertaken in accordance with product disinfection guidelines to ensure correct minimum surface time exposure. 	Canon Product Disinfection Guidelines for camera lens and video products
9. SUNSTUDIOS (AU)	Transmission of virus through contact with surfaces or close contact with others	<ul style="list-style-type: none"> Studio hire - Specific requirements for studio hire including reduced on-set capacity, external access to each studio, diligent cleaning protocols and ensuring clients comply with local health orders. Equipment hires – remote booking system, equipment sanitisation process including bags, PPE for people delivering equipment. Sales showrooms - visits by appointment only and general COVID controls followed. Camera service – service continuing but only by prior appointment. Requirements for working in office (item 3) also apply. Refer to SUNSTUDIO NSW COVID Safe Plan 	Canon Product Disinfection Guidelines for camera lens and video products
10. Canon Events	Transmission of virus through contact with surfaces or	<ul style="list-style-type: none"> Events and activities can return to face to face if required but as government restrictions ease and events are required the QSE Event Risk Assessment Checklist needs to be completed for every event and submitted to QSE for approval as well as the location COVID Safe plan followed. 	

COVID-19 Safety Plan

	close contact with others	<ul style="list-style-type: none"> Events that can be safely conducted with limited numbers and observing physical distancing rules gradually reintroduced. 	
11. Working on Customers' premises SSG	Transmission of virus through contact with surfaces or close contact with others	<ul style="list-style-type: none"> Wherever possible service is provided through our remote service technology. All customer site visits tracked and logged. Regular communication with customers about shared activities to reduce risk of infection. All employees have been advised to notify their supervisor and to not attend customers' premises if they are showing any signs of illness or have been in close contact with anyone suspected of having the virus. All employees have undertaken the government online hygiene training in (AU). Washing of hands upon arrival at and departure from customer site. Sanitising solution used on hands as required. Disinfection undertaken in accordance with product guidelines to ensure correct minimum surface time exposure. Masks have been issued to all employees visiting customer premises and they are worn as required by State regulations and customers' policies. Rostering is used to reduce exposure of technicians and customers wherever possible e.g. Where particular areas are in lockdown, technicians who live in that area are scheduled to perform the service wherever possible. Refer to general requirements 1 as well. 	Response contact logs with customers
12. Canon Experience Store	Transmission of virus through	<ul style="list-style-type: none"> Product dispatched following agreed safe work protocols including contactless delivery if preferred. Advice to customers on sterilisation of camera, lens and video products. 	

COVID-19 Safety Plan

	contact with surfaces		
13. Canon Technology Centres	Transmission of virus through contact with surfaces or close contact with others	<ul style="list-style-type: none"> As per section 1. General approach and 3. Working in the office. Periodic daily disinfecting/cleaning of work desks. Where work processes do not allow for physical distancing additional controls appropriate to the task are implemented 	
14. Working on Customers' premises CBS	Transmission of virus through contact with surfaces or close contact with others	<ul style="list-style-type: none"> All employees have been advised to notify their supervisor and to not attend customers' premises if they are showing any signs of illness or have been in close contact with anyone suspected of having the virus. We are in regular contact with our customers to understand the measures that they have in place on their sites to protect their employees and ours and shared PCBU responsibilities. 	
15. Canon Business Services Centre Philippines	Transmission of virus through contact with surfaces or close contact with others	<ul style="list-style-type: none"> General office controls apply as indicated on the guidelines by IATF (Inter-Agency Task Force) Visitors are allowed to conduct business transactions and would need to follow the protocols, such as: <ul style="list-style-type: none"> Notification through a Medical Declaration Form 24 hours before proceeding onsite Accomplish the QR code (there is one for each floor) before stepping onto the area of CBSC PH Employees are advised to stay home if experiencing COVID related symptoms Access badges are used to access doors/premises 	CBSC Sanitation Measures and Social Distancing Facilities

COVID-19 Safety Plan

Public

		<ul style="list-style-type: none"> • Immediate disinfection of areas occupied by employees onsite who reported to be having COVID related symptoms 	
16. Managing contractors and suppliers	Transmission of virus through contact with surfaces or close contact with others	<ul style="list-style-type: none"> • We have asked any contractors or suppliers to ensure that no-one attends our premises if they are showing any signs of illness. • Deliveries/Dispatch to be managed in contactless way • QR code sign in required • 	

Changes: Additions or amendments to this SWMS identified in the process of providing specific service not included in this SWMS should be noted in the section below and forwarded to gse@canon.com.au.

Additional risks, controls & notes:

Name		Signature		Date	
Customer Name				Service Order#	

Note: Safety Data Sheets, Product Safety Sheets and any general safety information on Canon products can be found at <https://www.canon.com.au/business/support/safety-and-compliance> or may be requested by emailing: gse@canon.com.au

COVID-19 Safety Plan

Document Revision History

Document Control			
Effective Date	24/07/2023	Review Date	24/07/2025
Document Owner	Canon Oceania Risk Manager		

Version Control			
Version No.	Version Date	Author	Change Description
0.1	05/05/2020	Janet Leslie	First draft of comprehensive summary of our current Covid-19 WHS response
1	6/10/2020	Janet Leslie	Updated with travel restrictions and put in new controlled document template.
2	27/11/2020	Claire Nagengast	Overall review with change in COVID requirements across Australia.
3	14/5/2021	Claire Nagengast	Reviewed in line with change in Australia position around increasing capacity in the office.
4	20/07/2021	Janet Leslie	Updated some requirements considering recent Public Health Orders
5	10/09/2021	Janet Leslie Claire Nagengast	General review and update.
6	8/10/2021	Claire Nagengast	Reviewed with opening Road map across Australia
7	09/05/2022	Claire Nagengast	Updated with easing of restrictions and opening across the country
8	24/07/2023	Claire Nagengast	General review and minor layout update