



Dear Colleagues,

Zero Harm is the foundation of everything we do here at Metro and by now you would be familiar with this value covering both our physical and mental health.

We have created a new distribution list for **work from home colleagues** to communicate easily with you, as we are likely to work from home longer than first expected.

If you have received this email in error please contact employee@metrotrains.com.au and if you know someone who should be added to the list but did not get this, also please email.

Many work from home colleagues are visiting frontline locations to get their computer on to the Metro network.

It is timely to remind work from home colleagues of an easy five-step process if you visit a station, depot or other relevant frontline location:

- **introduce** yourself to colleagues
- **wear** your Metro ID
- **carry** the relevant work permit
- **sign-in** when you arrive – *no matter how short your visit*
- **sign-out** when you leave.

This easy five-step process helps to keep us all safe. A COVID-Safe work place is an important part of Zero Harm.

Stay safe,

Robert

Robert Duvel
Executive Director Zero Harm

