

# H&S- COVID-19 Transport Deliveries

April 2020

## Personal Action Key Points

ALWAYS	NEVER
<ul style="list-style-type: none"> <li>▲ Observe 2m distancing guidelines</li> <li>▲ Drivers to use COVID-19 pack</li> <li>▲ Wear gloves if touching customer paperwork/parts/parcels</li> <li>▲ Clean hands with sanitiser</li> <li>▲ Driver stays in cab, unless it is not safe to within standard safety SOP's</li> </ul>	<ul style="list-style-type: none"> <li>▲ Never use customer shared amenity areas</li> <li>▲ Customers are not to sign our paperwork, driver makes note of name and time.</li> </ul>

## Procedures:

- ▲ Sales to confirm customer site COVID-19 requirements and communicate to Logistics/Dispatch Team
- ▲ Drivers to be issued with COVID-19 Packs
- ▲ If Drivers are required to leave their cab for unloading, they must wait outside, or in an isolated safe area.
- ▲ Customers are not to sign our Paperwork
  - ▶ Our staff member to note name and time.
  - ▶ The above can be correlated with truck GPS for POD

## Area Setup:

- ▲ Drivers COVID-19 Packs
  - ▶ Sanitizer
  - ▶ Gloves
  - ▶ Antibacterial wipes

PREVENTION



Wash hands with soap/sanitiser, at least 20 seconds



Practice Social distancing (2 meters)



Don't touch your face



Keep objects and surfaces clean

SYMPTOMS



Fever



Cough



Shortness of Breath



Sore Throat



If you have symptoms, stay at home in isolation



Cover nose and mouth with a tissue or elbow when sneezing or

# H&S- COVID-19 Management System

## Introduction

This COVID-19 Management System manual is an addition to our standard H&S work manual, developed to assist employees and contractors effectively manage prevention measures against COVID-19.

## Business Continuity / Escalation Plan

Further policies or alterations will be made if there are actual or potential disruptions, including managing COVID-19 cases or if supply chain is significantly affected.

If a potential or confirmed case is discovered at our site, the following actions will be taken:

1. Isolate the person(s) involved and ensure they receive the appropriate medical help.
2. Isolate potentially affected product/materials and undertake thorough antibacterial cleaning of potentially affected workplace areas.
3. Studies show the COVID-19 virus may live up to 2-3 days on steel and plastic and up to 24 hours on cardboard, deliveries can be delayed if necessary, to cover that period if there is likelihood of potential contamination.
4. Assess the potential likelihood of transmission to others and undertake testing (where possible), isolating potentially affected workers. If multiple personnel are involved, initiate isolation procedures for those personnel from that area on that shift.
5. Once the area is cleared other personnel may work in that area and the previous personnel may return after 14 days or when formally cleared through testing, or if employees with symptoms produce a negative test.
6. Communicate to any affected customers regarding supply or delivery issues.

## COVID-19 H&S Critical Risks

**Critical Risk Definition:** A workplace function or activity, or a combination of workplace hazards capable of causing death or serious injury.

Critical Contagion Risks specifically introduced by COVID-19 have been identified as the following:

- ▲ Hygiene and Distancing General Practices
- ▲ Shift Team Management
- ▲ Visitors to Site
- ▲ Breaks / Lunchroom use
- ▲ Lockers / Bathroom use
- ▲ General Office Use
- ▲ Warehouse Operations
- ▲ Transport Deliveries
- ▲ Logistics and Despatch
- ▲ Sales Calls
- ▲ Meetings

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# H&S- COVID-19 Office General

April 2020

## Personal Action Key Points

ALWAYS	NEVER
<ul style="list-style-type: none"> <li>▲ Work from home if you can.</li> <li>▲ Practice Hygiene and Distancing procedures while on site.</li> <li>▲ Warehouse staff to stay out of office, and office staff out of warehouse whenever possible.</li> </ul>	<ul style="list-style-type: none"> <li>▲ Never use another person's computer or phone.</li> </ul>

To minimise the risk of spread for people required to be onsite the following protocols and procedures should be implemented during a level 3 lockdown.

### Procedures:

- ▲ Office, and warehouse areas are physically separate. Ensure personnel movement between areas is limited only to what is strictly necessary.
- ▲ Staff who can work effectively from home should work from home when practical.
- ▲ Shift teams should stagger site attendance where practical
- ▲ Use a tray for paperwork movement rather than passing paperwork between people.
- ▲ Surfaces wiped down before and after shift, in particular
  - ▶ Desks and Benches
  - ▶ Machines consoles and remotes
  - ▶ Keyboard
  - ▶ Printer
  - ▶ Door handles

### Area Setup:

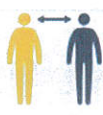
- ▲ Ensure desk areas are minimum 2 meters apart
- ▲ Leave doors open where possible to increase ventilation.
- ▲ Sanitiser available at:
  - ▶ Front desk
  - ▶ Outside bathroom
  - ▶ Outside kitchen
  - ▶ Central areas like printers and paper movement tray

Office work teams should do best endeavours to implement the **Shift Team Management**.

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# H&S- COVID-19 Sales Rep Calls

April 2020

*During Level 3 sales visits are not allowed other than for specific scenarios, if visiting the following procedure applies.*

## Personal Action Key Points

ALWAYS	NEVER
<ul style="list-style-type: none"> <li>▲ Call prior to a visit with the customer</li> <li>▲ Ensure you understand the customers COVID-19 procedures before arrival</li> <li>▲ Sanitise before and after visit</li> <li>▲ Practice distancing procedures while on site.</li> <li>▲ Keep a contact log of who and when you came in contact with.</li> </ul>	<ul style="list-style-type: none"> <li>▲ Enter a customer site without knowledge of their COVID-19 procedures</li> </ul>

## Procedures:

- ▲ Call the customer and agree the visit, and understand their onsite COVID-19 procedures prior to your visit.
- ▲ Sanitise your hands before and after your visit
- ▲ Practice Distancing procedures while on site.
- ▲ Keep a contact log of who you encountered and when.
- ▲ Perform customer calls via teleconferencing where practical.

## Area Setup:

- ▲ Ensure sanitiser is in the rep's car.

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