

> HELPING BUSINESS GET BACK TO WORK



30 July 2020

COVID-19 Safety Plan

Effective 31 July 2020

Transport freight and logistic operations

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.

Complete this plan in consultation with your workers, then share it with them. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS
Business name:
Plan completed by:
Approved by:

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your customers and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and customers	
Exclude staff who are unwell from conducting transport freight and logistic operations. Employers and contractors should implement a process for conducting a daily symptom screen for all staff, including those working remotely such as drivers.	
Any staff who have been in Victoria in the previous 14 days are encouraged to have a COVID-19 test every 7 days even if they show no symptoms. They are not required to isolate while awaiting test results.	
Any staff with symptoms should have a COVID-19 test and isolate immediately.	
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	

Wellbeing of staff and customers
Have a protocol in place for when a staff member becomes unwell whilst working.

REQUIREMENTS	ACTIONS
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Physical distancing
Freight operators are not permitted to carry passengers, other than alternate drivers, returning crew and/or staff.
Reduce contact with other people wherever possible while working. Implement contactless pick-up and delivery wherever possible.
Take steps to ensure drivers maintain physical distancing from other workers at pick-up or delivery sites where practical, including at meal breaks, and that they do not share cigarettes, lighters or vapes.
Instruct drivers that they should only leave their vehicle while in NSW or Victoria for fuel or other essential goods (including food), in an emergency, at the direction of a law enforcement officer, or for a fatigue break (including overnight rest stop and for meals where required). Avoid large venues including pubs and clubs.

REQUIREMENTS	ACTIONS
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Hygiene and cleaning
Adopt good hand hygiene practices. Ensure drivers and crew have hand sanitiser available.
Employ extra cleaning practices at the end of each shift, as part of good hygiene practice, including using a detergent/disinfectant solution to clean down any hard surfaces including seats, door handles and window controls, seatbelts and buckles.
Maintain disinfectant solutions at an appropriate strength and used in accordance with the manufacturers' instructions.

REQUIREMENTS	ACTIONS
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Record keeping
Keep a record or log of all stops, including work or rest stops, and close contacts (name and mobile number or email) for at least 28 days. Ensure these records have a date and time.

Record keeping

Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.