

# COVID-19 Safety Plan

## 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.

BUSINESS DETAILS
Business name: Land Transport, Freightrite Transport and LSD
Plan completed by: Katrina Hockey
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### > REQUIREMENTS FOR BUSINESS

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

GUIDELINES	ACTIONS
<b>Wellbeing of staff, customers and approved site visitors</b>	
Exclude staff who are unwell from conducting transport freight and logistic operations.	Any staff member who is feeling unwell or showing flu like symptoms, is immediately isolated and required to have a temperature check, which is recorded, internally. They are then required to have a COVID-19 test and remain self isolated until the results are available. Any drivers feeling unwell are required to remain in their truck until arrangements are made to be COVID-19 tested, they are then required to remain self isolated until the results are available. Any staff member or driver must return a negative test result, with a copy sent to Head Office Toowoomba, before returning to work.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Health Alerts are sent via e-mail, text messages and displayed on notice boards on a regular basis. Any new information is relayed to all staff immediately. Toolbox talks are also conducted regularly, outlining COVID-19 protocol.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	If any staff member becomes ill, they will be paid any sick leave entitlements accrued. If they have to self isolate, they will be paid any Annual Leave entitlements accrued or they be required to take Leave Without Pay.
Have a protocol in place for when a staff member becomes unwell whilst working.	If a staff member becomes ill whilst working/driving, they are immediately isolated, temperature checked and requested to have a COVID-19 test. The work place/truck is then given a thorough COVID-19 clean and disinfected.
Have a protocol in place for when an approved site visitor becomes unwell whilst on site.	All approved site visitors will be temperature checked on arrival to site, this will be recorded and documented. After being given clear access to site, if an approved site visitor becomes unwell or shows flu like symptoms, they will be immediately isolated and temperature checked again. They will then be required to have a COVID-19 test and self isolate until test results are available. Any approved site visitor must return a negative test result, with a copy sent to Head Office Toowoomba and the appropriate site, before returning to any Land Transport, Freightrite or LSD site.



Physical distancing	
Freight operators are not permitted to carry passengers, other than alternate drivers, returning crew and/or staff.	All drivers have been made aware via Health Alerts, e-mail, text messages, memo and verbally, that under no circumstance are they to carry passengers during the COVID-19 Pandemic.
Reduce contact with other people wherever possible while working. Implement contactless pick-up and delivery wherever possible.	Our customers are aware that paperwork is not required to be signed if that is their company policy. COVID-19 specific questions are asked at the time of booking a pick up and at the point of pick up or delivery. All drivers have been trained in contactless pickups and deliveries (where possible) and are aware of Social Distancing requirements. All staff members have been instructed to carry and use their own pen.
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.	Once again all drivers are constantly updated and reminded of Social Distancing protocol. This is done through our Health Alerts and updates. All depots have been instructed that common lunchrooms are to have a maximum of 4 people at any one time and that chairs are to be taken out of lunchrooms, leaving a maximum of 4 only.
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).	All drivers have been requested to stay in their trucks and self isolate as much as practicable whilst undertaking their work duties.
REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices. Ensure drivers and crew have hand sanitiser available.	All Land Transport depots have foot pump hand sanitizer stations installed at the front entrance. There are also hand sanitizer stations throughout all offices and common areas eg: lunch rooms. All drivers have been issued with hand sanitizer, gloves and face masks, which are replenished as needed.
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	All Land Transport depots cleaning regime has been increased to nightly and drivers have been issued with disinfectant spray bottles to use in trucks and any other surfaces that may need disinfecting eg: showers. Drivers have been issued with disinfectant wipes to wipe down surfaces etc in their trucks. All depots are issued with a weekly checklist for cleaning/sanitising supplies. If supplies are required, these are sent out immediately.



<p>Maintain disinfectant solutions at an appropriate strength and used in accordance with the manufacturers' instructions.</p>	<p>All Land Transport depots have been issued with disinfectant spray bottles and Glen 20 aerosol cans, these are replenished as needed.</p>
<div style="background-color: #0070C0; color: white; padding: 5px;"> <span style="float: left; padding-right: 20px;">REQUIREMENTS</span> <span>ACTIONS</span> </div>	
<b>Record Keeping</b>	
<p>Keep a record or log of all stops, including work or rest stops, for at least 28 days.</p>	<p>All drivers are required, by law to fill in a Work Diary daily. This outlines all rest stops and any other stops they may have made. All other staff travelling for work purposes have been issued with a Close Contact Record that is required to be filled out.</p>
<p>Make your staff aware of the COVID Safe app and its benefits to support contact tracing if required.</p>	<p>All staff have been made aware of the COVID Safe app and have been given instruction on how to use it upon request.</p>
<p>Cooperate with Health Officials if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork.</p>	<p>Land Transport will cooperate fully with all Health Officials if contacted.</p>
<p>Directions from any Authorities</p>	<p>All staff are to adhere to any/all written directives from any/all Governing Bodies.  This includes, but not limited to, any mandatory wearing of facial covering of the nose and mouth.  As directed by SA Government, the Adelaide depot now has a COVID-19 marshal.</p>

<p><b>QR Check in codes</b></p>	<p>All depots, with the exception of Adelaide*, now have the QR check in codes displayed at all entrances and staff amenities.</p> <p>*There is no industry specific QR code for the Transport industry in South Australia at the present time.</p>
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