COVID-19

> HELPING BUSINESS GET BACK TO WORK

NSW GOVERNMENT

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.

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:	McColl's
Plan completed by:	Marcus Tyrrell
Approved by:	Simon Thornton

> REQUIREMENTS FOR BUSINESS

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

GUIDELINES	ACTIONS
Wellbeing of staff and customers	
Exclude staff who are unwell from conducting transport freight and logistic operations.	As per McColl's COVID-19 infection response protocol, McColl's has a comprehensive plan for addressing the many challenges created by Covid-19. This includes a protocol to deal with the likelihood that an employee will either receive a Covid-19 diagnosis while at work, or McColl's will be advised that an employee who is absent has the virus.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	McColl's has issued a supplementary HR guidelines handbook to its managers and staff. This handbook should be read in conjunction with McColl's broader set of HR policies. The purpose of the handbook is to provide policy and guidance on a wide range of HR policies which have been directly impacted by covid-19. The HR Guidelines takes into account changing government regulations.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	McColl's has issued a supplementary HR guidelines handbook to its managers and staff. This handbook should be read in conjunction with McColl's broader set of HR policies. Within this guideline are employee scenarios and corresponding policies that guide staff on handling work from home, sick leave entitlements and response requirements.
Have a protocol in place for when a staff member becomes unwell whilst working.	As per McColl's COVID-19 infection response protocol, McColl's has a comprehensive plan for addressing the many challenges created by Covid-19. This includes a protocol to deal with the likelihood that an employee will either receive a Covid-19 diagnosis while at work, or McColl's will be advised that an employee who is absent has the virus.

REQUIREMENTS	ACTIONS
Physical distancing	
Freight operators are not permitted to carry passengers, other than alternate drivers, returning crew and/or staff.	The McColl's Driver Daily Coronavirus SOP stipulates no passengers.
Reduce contact with other people wherever possible while working. Implement contactless pick-up and delivery wherever possible.	The McColl's Driver Daily Coronavirus SOP stipulates no passengers.
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.	The McColl's Driver Daily Coronavirus SOP contains distancing and hygiene rules for drivers to follow during delivery processes and as general rules.
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).	The McColl's Driver Daily Coronavirus SOP contains instructions on activities when travelling interstate including reason for leaving vehicle.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices. Ensure drivers and crew have hand sanitiser available.	McColl's has provided driver with cleaning and hand sanitizer as noted in the Driver Daily Coronavirus SOP.
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.	The McColl's Driver Daily Coronavirus SOP contains Sterilising instructions for drivers vehicles before starting work. This includes, but isn't limited to door handles, steering wheel, controls, seatbelt, flow meter touch pad, outlet caps, hose & controls, bonnet latch, radio, phone etc.
Maintain disinfectant solutions at an appropriate strength and used in accordance with the manufacturers' instructions.	McColl's has provided mixed sanitizer solution at depots for staff and drivers to access. This is noted in the McColl's Driver Daily Coronavirus SOP.

REQUIREMENTS	ACTIONS
Record keeping	
Keep a record or log of all stops, including work or rest stops, for at least 28 days.	McColl's drivers complete runsheets and work diaries for the purposed of fatigue management and load management. This are retained for greater than 28 days.
Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	McColl's has communicated with all staff on using the COVIDSafe app. Regular communication via mobile message and link to McColl's website are used to ensure all staff receive communications.
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.	Communication with Government services has been included in the COVID-19 infection response protocol.