

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Transport freight and logistics operations

Business details

Business name	Transitions Removals & Logistics
Business location (town, suburb or postcode)	Mobile business
Completed by	Louise Davis
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Effective date	2 August 2021
Date completed	14 August 2021

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

Staff are to stay home if unwell and get tested if they have any cold or flu symptoms however mild.

Any staff with symptoms should have a COVID-19 test and isolate immediately until they receive a negative result

+ Staff are not to return to work until symptom free and a negative test can be shown.

+ Weekly surveillance testing to be conducted for all staff (isolation not required for surveillance tests).

+ If one staff member is found to be a close contact, all other staff who have been in contact with that person are to also test and self isolate until a negative result is received.

Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning

Staff referred to NSW Health for most up to date information and advice.

Weekly surveillance testing required - these are checked and staff are reminded to get them when due.

Management monitoring wait times and various testing locations and recommending local + fast venues.

Staff and clients required to maintain distance from each other on jobs.

Make staff aware of their leave entitlements if they are sick or required to self-isolate

Full time and part time staff will be provided sick leave if unwell or required to self isolate. Casual staff and subcontractors can take unpaid leave if unwell or required to self isolate.

Have a protocol in place for when a staff member becomes unwell whilst working

If a staff member becomes unwell during a work day they will be required to stay in the truck / away from other staff until they are able to safely get home with minimal additional contact.

Encourage staff to access COVID-19 vaccination.

Staff will be given time off for vaccination.

Physical distancing

Freight operators should not carry passengers, other than alternate drivers, returning crew and/or staff

Clients are not to travel in the truck with crew.

It is extremely important to minimise contact with others, maintain good hygiene practises and physically distance wherever possible. Implement contactless pick-up and delivery wherever possible

- + Box deliveries to be contactless
- + Furniture deliveries to be contactless where possible
- + Quotes to be conducted via video call where possible
- + One client contact to conduct walk through at the beginning of the move
- + Clients requested to stay in a separate area of the house during the move where possible
- + No additional people to be in the house

Take steps to encourage drivers to maintain 1.5 metres 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

as above

Limit sharing offsidiers from other companies/locations. Our crews travel together and work together wherever possible.

Drivers and other workers should maintain 1.5 metres physical distancing where reasonably practical. This includes drivers and removalists loading and unloading trucks at a home or workplace. It is extremely important to minimise contact with others, maintain good hygiene practises and physically distance wherever possible

as above

- + masks to be worn at all times
- + clients asked to provide soap and water
- + hand sanitiser available in the truck
- + masks only to be removed when in/by the truck to eat/drink (i.e. not in clients home)

Instruct drivers that they should avoid large venues including pubs and clubs where possible.

Staff are to follow stay at home orders at all times in all areas of NSW as per public health orders

Hygiene and cleaning

Adopt good hand hygiene practices. Ensure drivers and crew have hand sanitiser available

- + Hand sanitiser available in all vehicles - crew to advise when this needs replacing.
- + Clients requested to have soap and water available for staff use

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

Wipe down surfaces of truck each day. Inside cab of truck + trolleys

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions

Disinfectant wipes/spray provided

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Clients requested to open up doors and windows in home / run air conditioning during work day.

Record keeping

Keep a record or log with date and time of all stops, including work or rest stops, and close contacts (name and mobile number or email) for at least 28 days. Transportation associated with industrial premises must use the NSW Government QR code system at the premises.

Note: Industrial premises are defined in the Public Health (COVID-19 Gathering Restrictions) Order (No 2) 2021.

- + Clients details are recorded for all jobs.

- + Staff carry QR code so any other people can connect if appropriate - i.e. cleaner, security etc
- + Staff to QR check in at all times as required
- + Staff travelling regionally from greater sydney to use company credit cards for all purchases to assist with tracking.

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

Full cooperation will be provided at all times.
Our contact is 0435 421 571 or 0435 421 570

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes