

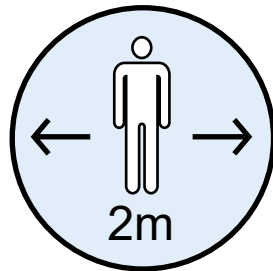
COVID-19 NATIONAL SAFETY PLAN

TRANSPORT, FREIGHT AND LOGISTICS OPERATIONS

You should aim to complete this plan in consultation with your workers and 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 about ongoing coronavirus changes in the heavy vehicle industry go to: www.nhvr.gov.au/coronavirus



Declare your freight type	✓
Document your travel plans	✓
Provide staff training/education	✓
Maintain physical distancing	✓
Practice good hygiene and cleaning	✓
Keep detailed contact records	✓

Turn the page to complete your COVID-19 safety plan actions

REQUIREMENTS FOR BUSINESS	ACTION TAKEN
<h3>Essential freight declaration</h3>	
<p>Provide details of the goods you are carrying or the service you intend to provide and why it is “essential, critical or urgent”.</p>	
<h3>Hygiene & cleaning</h3>	
<p>What hand hygiene processes have you put in place?</p>	
<p>Have you provided each driver with a sufficient amount of the required PPE (sanitiser/appropriate mask/gloves)</p>	
<p>What additional cleaning of work spaces have you put in place?</p>	
<p>Have you provided your drivers with information and materials for cleaning their cabins, including surfaces like seats, door handles, window controls and seatbelts?</p>	
<h3>Staff wellbeing & education</h3>	
<p>How will you exclude unwell staff from conducting transport freight and logistic operations?</p>	
<p>Outline the processes you have in place to manage yourself or staff who show symptoms of COVID-19.</p>	
<p>How will you manage testing for staff who have been in known COVID-19 hotspots, in accordance with the protocol? Highlight how any staff with symptoms should have a COVID-19 test and isolate themselves immediately.</p>	
<p>How will you provide staff with information and training on COVID-19 risk controls and regulations, including when to get tested, physical distancing and cleaning, and how to appropriately wear masks and use PPE? Make sure to keep records of any additional education and training your organisation has provided.</p>	
<p>Have you made staff aware of their leave entitlements if they become sick or unwell?</p>	
<p>Staff are required to have a COVID-19 test or produce evidence of a COVID-19 test or a negative test result as a requirement to enter some states. Highlight how you notify and encourage all staff to get tested regularly.</p>	

REQUIREMENTS FOR BUSINESS	ACTION TAKEN
<h3>Physical distancing</h3>	
<p>Have you informed your staff that freight operators are not permitted to carry passengers, other than alternate drivers, returning crew and/or staff?</p>	
<p>Document how you will ensure staff won't infringe the social distancing requirements of remaining 1.5 mtrs apart whilst working and in public.</p>	
<p>What procedures are in place to reduce contact with other people wherever possible while working like implementing contactless pick-up and delivery wherever possible?</p>	
<p>What steps have you taken to ensure drivers maintain physical distancing from other workers at pick-up or delivery sites where practical?</p>	
<p>How have you instructed your drivers that they should only leave their vehicle 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)?</p>	
<p>How have you notified your drivers to avoid large public venues like pubs and clubs?</p>	
<h3>Travel & accommodation</h3>	
<p>Explain how you (or your company) will travel from the border crossing to and from your intended work place and/or accommodation. For example will you sleep in your truck cabin when not at work? Where will you be staying to sleep/rest? Multiple entries can be inserted here to cover multiple states/territories.</p>	
<h3>Record keeping</h3>	
<p>Are you keeping a record or log of all stops, including work and rest stops and close contacts for at least 28 days?</p>	
<p>Have you made your staff aware of the COVIDSafe app?</p>	



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To complete the COVID-19 safety plan, please complete the details below and keep this with you when crossing borders.

For more information about ongoing coronavirus changes in the heavy vehicle industry go to: www.nhvr.gov.au/coronavirus

Business name:	
Date	
Phone:	
Email:	
Plan approved by:	
Plan completed by:	

Compliance Declaration

I am aware that in addition to the legal obligations arising from the Protocol for Domestic Border Controls – Freight Movements I must also continue to comply with all relevant existing legislation and directions, including WorkSafe legislation.

Signed:

Date: