

Work Health and Safety Plan for COVID-19



Our COVIDSafe Plan	
Business name:	Team Transport & Logistics
Site location:	All Depots SEQ
Contact person/s:	Bianca Skinner, Brett Seers, Kylie Wilkinson
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Date prepared:	1/8/2020

Workers must take reasonable care for their own health and safety and the health and safety of others in their workplace. They must co-operate with any reasonable policy or procedures that relate to health or safety in our workplace.

Action to mitigate the introduction and spread of COVID-19
Hygiene
Provide and promote hand sanitiser stations for use on entering/exiting depots, warehouses and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for workers and visitors.
In areas, workplaces or customer locations where/when it is required, ensure all workers wear a mask and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to workers and visitors that do not have their own.
Provide training and updated information to workers on the use and disposal of masks/sanitiser/PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).

Action to mitigate the introduction and spread of COVID-19
Cleaning
Cleaning and disinfecting in accordance with guidance from Safe Work Australia and Qld Health.
Ensure adequate supplies of cleaning products, including detergent and disinfectant. Alcohol based hand sanitiser is provided at all depots in all communal areas, work stations and entry/exit points.
Increased cleaning days by contracted cleaners at all depots, ensure high touch surfaces are cleaned and disinfected regularly by workers.
Frequently touched surfaces including counters, handrails, doors, phones, keyboards and EFTPOS facilities. Photocopiers, shredders etc are regularly cleaned. All equipment wiped clean with surface wipes after each use.
Posters on hand washing are prominent in depots and hand washing facilities are available.

Action to mitigate the introduction and spread of COVID-19

Physical distancing and limiting workplace attendance when required

Ensure that when and where possible workers that can and/or must work from home, do work from home.

Established a system that ensures workers are not working across multiple work sites where applicable. Update roster so staff are rostered with the same colleagues each shift to minimise exposure.

Established a wellness check system to screen workers and visitors before accessing the depots. Advised all workers not to work when unwell.

Configured work areas and publicly accessible spaces so that:

- there is no more than one worker per four square meters of enclosed workspace
- workers are spaced at least 1.5m apart
- there is no more than one member of the public per four square meters of publicly available space.
- Modify the alignment of workstations so that workers do not face one another.

Provide training to workers on physical distancing expectations while working and socialising (e.g. during lunchbreaks).

Review pick-up and delivery protocols to limit contact between delivery drivers, workers, customers and the public. Contact free deliveries; removing paperwork from delivery interactions and ensuring loaders/unloaders/drivers/customer have limited interaction and adequate social distancing is being adhered to.

Where relevant, ensure clear and visible signage in areas that are open to visitors, workers and the general public that specifies maximum occupancy of space, as determined by the 'four square metre' rule and social distancing practices.

Encourage postponing or cancelling non-essential face to face gatherings, meetings or training and re-organising work schedules and rosters, considering alternative work arrangements where possible for workers considered at increased risk.

Action to ensure effective record keeping and review of changes with COVID-19

Record keeping

Establish a process to record the attendance of workers (clock card), customers, clients, visitors (Visitor sign in/register), workplace inspectors, delivery drivers. This information will assist us to identify close contacts should the need arise.

Communicate, train and supervise workers on workplace measures to address COVID19. Provide guidance and updated policies and procedures to workers on the effective use of the workplace OHS reporting systems and correct procedures on how to report.

Weekly review of our processes and the current information reported to us by industry regulators. Information and/or process updates are reported where applicable to workers, customers and the general public via public forums, emails, newsletters, website updates etc

Review processes to ensure the measures in place are effective. Review existing critical risks and whether work practice changes will affect current risk management. Determine if there are any new critical risks introduced due to changes in worker numbers and/or work practices and establish new risk controls where required.

Meet with COVID19 risk team and ensure all reporting is up to date (minimum weekly).

Quarantine and flexible working arrangements when required

Self-Quarantine and working from home

Workers and others must self-quarantine for 14 days if they are feeling unwell and have:

- travelled overseas in the past 14 days
- arrived in Queensland from a COVID-19 hotspot
- moved to Queensland from interstate
- been in close contact with someone who is a confirmed case of COVID-19.

Workers who need to self-quarantine must notify Team Transport & Logistics and stay away from work. Please seek immediate medical attention if you become ill during the quarantine period. Call ahead of arriving and list your travel and/or contact history.

Team Transport & Logistics will make appropriate arrangements so that workers who need to self-quarantine stay away from work. Where possible, the worker may be provided with flexible work arrangements such as working from home.

Workplace psychological health considerations

Looking after our mental health

The COVID-19 pandemic may cause heightened anxiety and stress for workers. Team Transport & Logistics support our workers and work hard to ensure they have a psychologically healthy and safe work environment whether at home or in their regular workplace.

Implement the advice and recommendations from Queensland Health

Consult with workers on how work will be conducted differently to enable social distancing and staying safe and healthy.

Enable flexibility and communicate with our workers regularly about how our business is addressing COVID-19 and what control measures we are putting into place.

We aim to be open and transparent in all our interactions with workers and let them know they are not alone and that it is OK to not be OK. We encourage open discussions to enable workers to share or learn from others.

Promote our employee assistance program (EAP), **Assure Programs**; and encourage workers to use it.

Response to Suspected or Confirmed Covid-19 Case

Preparing your response to a suspected or confirmed COVID-19 case

If there is a confirmed or probable case of COVID-19 in our workplace, Queensland Health will be notified by the medical professional who confirms the diagnosis. One of our COVID-19 coordinators Bianca Skinner, Brett Seers or Kylie Wilkinson will notify Workplace Health and Safety Queensland (WHSQ) of a confirmed or probable case of COVID-19 as diagnosed by the medical practitioner or advised by the worker or visitor.

Prepare to identify close contacts and provide workers and visitor records to support contact tracing.
Prepare to assess whether any workplace/depot or parts of the workplace/depot must be closed.
Prepare to undertake deep cleaning and disinfection at the affected business premises.

Notify workers and site visitors (include identified close contacts where possible).

Re-open workplace/depots/areas once agreed by (WHSQ) and notify workers they can return to workplace/depot or specific areas.



I acknowledge and I understand my responsibilities and have implemented this COVIDSafe plan in our workplaces for Team Transport & Logistics.

Signed : *Kylie Wilkinson*

Name: **Kylie Wilkinson**

Date: **1/8/2020**