

## Before work

### Stay home if you are unwell

Everyone must self-assess their health prior to heading to work. If in doubt, phone Healthline on 0800 358 5453, or your own doctor, to get advice.

### General hygiene

Practise good hygiene at ALL TIMES including:

- Cover your coughs and sneezes with your elbow or a tissue
- Put used tissues straight into a covered bin
- Wash your hands often with soap and water, including before and after eating and after going to the toilet
- Use alcohol-based hand sanitisers
- Avoid touching your eyes, nose and mouth
- Clean and disinfect frequently used hard surfaces
- Clean and disinfect frequently used objects such as mobile phones, keys, wallets and work passes

### Getting to and from work

Wherever possible employees are to travel individually, as a single occupant, with no passengers, to and from a work site. Avoid sharing vehicles wherever possible. Ensure you can apply appropriate physical distancing.

## Health and safety

### Hygiene at work

In addition to practising good hygiene as set out left, all work sites should have available:

- Alcohol-based hand sanitisers
- Alcohol-based cleaning products for wipe down areas
- Anti-bacterial soap and water
- Paper towels to wipe down surfaces and be disposed of
- Tissues
- Gloves
- Bins / bags / waste areas to dispose of used cleaning items

If sanitisers cannot be sourced then frequently wash hands with soap and water, which must be provided.

Make the hygiene rules clear by putting up posters from the Ministry of Health, which can be found on their website.

### Traceability – site register

Have a register for all employees, visitors and service providers to ensure contact tracing can be done by the Ministry of Health (MoH) if there is a Covid-19 case at your workplace.

Ensure up-to-date logs are kept of all trucks on the road, who is driving them, and who each driver interacts with on each and every journey. These should be released to the MoH if there is a Covid-19 case at your workplace.

### Health assurances from visitors and customers

You can ask any visitors and customers to inform you if they:

- Are required to self-isolate due to being diagnosed with Covid-19
- Are showing symptoms of Covid-19
- Have been in contact with a suspected or confirmed case of Covid-19
- Have returned from overseas in the last 14 days
- Have been in contact with anyone meeting any of the above criteria and/or been instructed to self-quarantine by authorities

### Physical distancing

Maintain physical distancing – best practice is 2 metres of separation between people. Separation can also be achieved through staggering start / finish / and meal break times.

Where businesses cannot achieve the preferred physical distance of 2 metres between workers, they should ensure a minimum of 1 metre separation and should put in place additional mitigation measures (e.g. personal protection equipment). It is important that all businesses adapt the principles of disease control for their specific circumstances.

They must ensure, as much as possible, that people are able to remain within their designated ‘bubble’ and do not spread the virus.

The following protocols should be discussed and agreed with teams:

- Stagger breaks so that there are no communal lunches, smoko or other gatherings
- Maintain a minimum distance of 2 metres from others
- Where they are available, handheld two-ways could be used to reduce close contact between crew and visitors

## Working safe

### Paper-based vs electronic

Where possible replace paper-based documents that have to be handled by numerous people with electronic documents that can be sighted at distance on a mobile phone, or emailed. If this is not possible, you must ensure appropriate hygiene measures around handling of paper documents by multiple parties, e.g. Put them in plastic that can be wiped down with an alcohol-based disinfectant, and/or handle with gloves.

### Shared vehicles

(split shifts, different users on different days, etc)

Where a vehicle or machine is shared between different drivers/operators, each user must wipe down at the beginning and end of each use:

- Interior (including high touch areas such as steering wheel, gear shift, seat belt and buckle, radio, window controls etc)
- Any handheld devices left in the vehicle (where possible individuals to retain their own handheld devices)
- Communications devices, fixed and mobile
- Exterior high touch areas including door handles
- Keys and/or remote sensor

General guidelines issued by the Centres for Disease Control and Prevention for cleaning a truck cab during an influenza pandemic to avoid spread of disease, can be found on the CDC website [www.cdc.gov](http://www.cdc.gov)

### Fuel purchases

Use hand sanitiser or wash hands with soap and water both before and after refuelling vehicles.

## Our people

### Communication and employee welfare

While face-to-face communication should be limited, these are stressful times and it is important to keep up communication with and between employees.

Make time to check-in on employees to assess how they are coping with a different work environment. Look for signs of stress, depression, or other mental health concerns and have steps in place to manage this via normal human resources processes.

It is expected that all workers will be involved in identifying and managing risks in the workplace.

### At risk employees

Employees who are most at risk of being infected with Covid-19 due to other health conditions, as defined by MoH, should discuss options with their employer. Where appropriate, an employer may recommend such employees are relocated, or assigned alternate duties for added protection.

### Meetings

Meetings should be conducted using phones or internet-based technologies that can operate on a range of devices.

Where meetings must take place on-site, the 2 metre distancing should be observed.

### Training

No face-to-face training should be provided either onsite or offsite until further notice.

### Working from home

While working from home is not an option for many road freight transport employees, businesses must identify work from home options for those employees for whom this is an option. Businesses should provide their employees with the tools to work from home.

### Random drug testing

Random drug testing is a regular practice in road freight transport. Discuss with your drug testing provider how this can be done under Alert Level 3.



## Pre delivery

### Before work

- Ensure you are well rested the night before, ready for the day ahead
- Driver to self-declare that they are Covid-19 symptom free (using an app or day sheet) – you may want to consider temperature testing
- 1 driver inside the drivers' room or toilet at any time
- Maintain 2 metres distance between yourself and workmates
- Complete your pre-start checks
- If it is a shared truck, then follow protocols and wipe down cab with sanitiser
- Check you have an extra water bottle filled ready to wash hands on the road. Wash your hands prior to departing the yard with sanitiser or soap and water
- Carry soap and hand sanitiser with you on the road
- Ensure you have a way of storing and disposing of tissues and other rubbish used while on the road

### Loading

- Discuss any loading process remotely if possible, either by communications devices or pre-arranged agreement
- If discussing with loader in open air environment maintain 2 metres between yourself and loader, always avoid this process where possible – use communications devices as often as possible
- If you have exited the cab, wash your hands with sanitiser or soap and water prior to returning to cab
- Use electronic documents and maintain the 2 metre rule when showing/ viewing documents on another person's phone/electronic device
- If documents are paper-based, observe appropriate hygiene measures around handling and storing of paper documents by multiple parties – maintain the 2 metre rule during handling of documents
- Where appropriate use gloves and any other PPE gear determined appropriate by your employer/MoH guidelines
- Wipe down any surfaces you have touched during loading
- Wash your hands with sanitiser or soap and water prior to returning to cab

## On the Road

### Pit stops

- Not all food outlets or public toilets are open, so ensure you have adequate food and drink for your journey, or know where you can stop in advance of starting your journey
- Stay in touch with your dispatcher and report any human interactions in case tracing has to occur
- RTF is maintaining lists of public toilets open in the North and South Islands – these are updated regularly. Check the RTF Covid-19 page on the website [www.rtfnz.co.nz](http://www.rtfnz.co.nz)
- If you leave the cab, wash your hands with sanitiser or soap and water prior to returning to cab

### Arriving at pick-up/delivery point

- Discuss any loading/unloading process with loader operator remotely
- Remain in your cab at all times where possible
- If you need to speak with somebody in person, maintain 2 metres distance between yourselves
- Ensure the public do not make contact with your vehicle. If contact is made, ensure the area is cleaned prior to departure while wearing gloves and using a sanitiser wipe/spray
- Transfer documents electronically – or by sighting on a phone/device at 2 metres distance
- Wash your hands with sanitiser or soap and water prior to returning to cab after loading/unloading

### Refuelling

- Enter your fuel pin etc at the machine
- If you are using a public service station, observe the 2 metre distance rule
- Wash your hands with sanitiser or soap and water
- Wearing your gloves, start refuelling process
- Once complete, hang bowser back
- Remove your gloves and wash your hands with sanitiser or soap and water prior to returning to cab

### Punctures/blow-outs on the road

- Contact office or supplier and notify of issue, which tyre, tyre size, your location
- Upon arrival of tyre repairer, remain in your cab and avoid any unnecessary contact with repairer – if you need to speak with repairer, do so in an open air environment and maintain 2 metres of distance. Do not assist with changing the tyre
- Wash your hands with sanitiser or soap and water prior to returning to cab

### Tyre changes [designated supplier]

- Call ahead via office and notify of issue, which tyre and tyre size
- Park vehicle in designated area at supplier
- Avoid contact with supplier staff
- Remain in cab or outside of supplier building while repairs are completed
- Once complete, wash your hands with sanitiser or soap and water prior to returning to cab

### Weighbridge

- Avoid contact with other people
- Wash your hands with sanitiser or soap and water prior to entering the weighbridge kiosk. Do not enter unless unavoidable
- Weigh loads as instructed making sure distancing advice is observed
- Wash your hands with sanitiser or soap and water on leaving the weighbridge kiosk (Weighbridge owners to provide sanitiser on site)
- Wear your gloves when operating gantry controls
- Wash your hands with sanitiser or soap and water prior to returning to cab

### CVST, NZ Police, other enforcement officers

If stopped on your journey:

- Remain in your cab and advise officer you would always prefer to keep 2 metres from them, suggest they speak to you from the passenger side with door open and engine off
- If an officer needs to look at your logbook, request they use their sanitiser
- If you exit the vehicle for any reason, maintain 2 metres distance
- Wash your hands with sanitiser or soap and water prior to returning to cab
- Follow instructions and assist them in their job safely
- Advise your dispatcher so this can be recorded in the event of contact tracing being required

## Back at the depot

### After deliveries

Where a vehicle is shared between different drivers, each user must wipe down at the beginning and end of each use:

- Interior (including high touch areas such as steering wheel, gear shift, seat belt and buckle, radio, window controls etc)
- Any handheld devices left in the vehicle (where possible individuals to retain their own handheld devices)
- Two-way radio
- Exterior high touch areas including door handles
- Keys and or remote sensor

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- Check drivers' room and if/once empty, go inside – 1 person at any time
- Hand over completed dockets and day sheets electronically. If these are paper-based have a contactless hand over system in place
- Wash your hands with sanitiser or soap and water

### Workshop

- Call ahead via office and notify of issue requiring repair on vehicle
- Complete vehicle fault sheet electronically, if paper-based, leave inside cab
- Park vehicle outside workshop
- Wipe down cab with sanitiser spray
- Do not enter workshop
- Wash your hands with sanitiser or soap and water prior to returning to the cab

### Talking with workmates

- If you need to talk to workmates then do so either by phone or if possible, have a conversation outside in an open-air environment maintaining 2 metres of distance for less than 10 minutes

