

Subject:	Deliveries to and from The Company. Including Loading and Unloading of Trucks- <i>Sensitive to Coronavirus Disease (COVID19)</i>
Policy & Procedure No.	
Company Name/s:	<i>Refer to Entities as “The Company”</i> Red Rust Contracting Red Dirt Agriculture Red Range Stock Supplements
Effective:	24.03.2020
Received:	24.03.2020
Signature/s:	

1. PURPOSE

To prevent workplace exposures to Coronavirus Disease (COVID-19), in non-healthcare settings. The Company has implemented a policy and procedure for delivery of products and items to best manage self- isolation to minimise contact between staff and general public; this being a pro-active approach for health safety where there are more widespread, community outbreaks of Coronavirus Disease (COVID-19).

2. POLICY

The Company is committed to providing best practice work processes for all staff and clients to maintain health and safety within the workplace. It is the responsibility of all staff to understand and follow these procedures, utilising the guidelines and considerations listed below to ensure health and safety of themselves and others during this time. Staff are to understand personal responsibilities regarding the procedure ‘Deliveries To and From The Company Site. Including Loading and Unloading of Trucks- *Sensitive to Coronavirus Disease (COVID19)*’.

3. APPLICABILITY

- All Visitors
- The Company Staff

4. DEFINITIONS/ LINKS/ USEFUL RESOURCES/ RELATED DOCUMENTS/ RELATED POLICIES & PROCEDURES

“The Company”- Refers to all entities (Red Rust Contracting/ Red Range Stock Supplements/ Red Dirt Agriculture)

COVID19- Coronavirus Disease is an infectious disease caused by a newly discovered coronavirus

NOTE: The situation is changing rapidly. Stay up to date with the latest information about the spread of COVID-19 and the steps being taken to slow the spread.

Read the latest announcements about COVID-19 and up-to-date advice for your situation:

Western Australia

- <https://www.wa.gov.au/>

Northern Territory

- [What the restrictions mean](#)
- [What will happen when you arrive](#)
- [Who is exempt](#)
- [Moving through the Territory](#)
- [Travelling to a remote community](#)
- [Rules for freight coming into the Northern Territory](#)

5. PROCEDURES

Note: Symptoms

Fever, coughing, sore throat, fatigue, and shortness of breath. If you have **serious symptoms** such as difficulty breathing, **call 000** for urgent medical help.

The Company- Loading & Unloading Stock Supplement Trucks- Coronavirus Disease (COVID19)

The Company Staff Loading Truck at Kununurra

The truck will be loaded with Supplement in WA. The Company has implemented a staff self-isolation policy to minimise any contact between staff and the general public:

- ***Note: During this procedure under NO CIRCUMSTANCES will staff shake hands or be within 1.5 meters of persons delivering any item***
- The Company driver will wipe down the inside of the truck with a sanitiser prior to departure
- The truck will be loaded in Kununurra by The Company staff
- The Company driver will be self-sufficient with food, fuel and water
- All communication will be via mobile phone or UHF radio

The Company Staff Unloading Truck at Destination X

- ***Note: During this procedure under NO CIRCUMSTANCES will staff shake hands or be within 1.5 meters of persons delivering any item***
- The Company driver will wear gloves to open gates
- The Company driver will use hand sanitiser as required on a regular basis after touching potential affected areas
- The Company driver will take enough food and water on the trip
- The Company driver will sleepover in truck as required
- The Company driver will take necessary precautions if required to use public facilities
- At destination X The Company driver will remove straps and expose load, then get back into truck (Alternative Option: a cooler designated isolated position if temperature is high, driver to use discretion)
- The Company driver will wait for the load to be removed by destination X staff
- Destination X staff will use a loader to remove the product independent of The Company truck driver
- The Company driver will roll up ropes using gloves and set the truck for departure independently
- The Company driver will leave paperwork on the back of the truck to be signed by destination X staff (who will use their own pen)

- The Company driver will retrieve the paperwork and return to office (following paperwork exchange driver to repeat hand sanitise)

The Company Administration Staff- Receiving & Delivering Goods- Coronavirus Disease (COVID19)

The Company Administration Staff Receiving Deliveries at Head Office

Delivery person will approach The Company staff; The Company will:

- ***Note: During this procedure under NO CIRCUMSTANCES will staff shake hands or be within 1.5 meters of persons delivering any item***
- Acknowledge delivery person
- The Company staff will ask delivery person to leave parcel in suitable position
- Where appropriate delivery person will NOT ask for signature but rather inform The Company staff it has been signed for on their behalf

The Company Administration Staff Delivering Goods to Businesses in Public

The Company staff will approach receiving staff; The Company will:

- ***Note: During this procedure under NO CIRCUMSTANCES will staff shake hands or be within 1.5 meters of persons when delivering goods***
- Acknowledge receiver
- The Company staff will verbally communicate to receiving person that the item is now their responsibility leaving the item in a suitable position at change over
- The Company will use their own pen to sign signatures during this time (if required)
- The Company staff will wash hands before and after all deliveries

How to protect yourself and others

Practising good hand and sneeze/cough hygiene is the best defence against most viruses. You should:

- wash your hands frequently with soap and water, before and after eating, and after going to the toilet
- cover your mouth and nose when you cough and sneeze, dispose of tissues, and use alcohol-based hand rub, and
- if unwell, avoid contact with others (touching, kissing, hugging, and other intimate contact).

6. LIMITATIONS/ APPROVALS/ RESPONSIBILITIES

- Refer to Authorised Persons Policy and Procedure
- All staff responsible to take extra caution in times of COVID19
- ***If you display any of the symptoms below inform your supervisor immediately***
Symptoms- (COVID19):
 - Runny nose
 - Sore throat
 - Cough
 - Fever
 - Pneumonia
 - Difficulty breathing (severe cases)

Version Control and Change History

Version Control:	0.03
Date Effective:	24 March 2020
Contact Person:	Director- Russell Cooke
Amendment:	24 March 2020- Policy and Procedure created
	31 March 2020- Modify Wording