



PST COVID SAFE PLAN

Business: Peter Sadler Transport Pty Ltd (47 005 653 387); PST Services Pty Ltd (93 619 680 607)

Site Location: 3 Cyanamid Street, Laverton North 3029

Contact Person: Melissa Drewitt- Safety & Compliance Co-Ordinator

Contact Person Phone: (03) 9316 1907

Date Updated: 15/07/2021

This plan has been updated in line with the Peter Sadler Transport COVID-19 Workplace Policy to protect our staff, visitors, and customers during Victoria's lockdowns, as well as prepare for a suspected or confirmed case of COVID19 in the workplace.

Peter Sadler Transport & PST Services operate authorized workers under DHHS guidelines as:

- freight services workers
- transport and logistics drivers and
- services related to property settlement (removalists)

Peter Sadler operates Road Transport (Freight) which is open for Onsite Work with this plan implemented. The business also operates under Restricted Operations with Warehouse and Cold Storage. A High Risk COVIDSafe plan has been developed independently for these specific operations.

Hygiene and PPE Controls:

Sanitising Stations are set up and available throughout Depot in areas including:

- Front Reception Area
- Employee Clock in Area
- Drivers Room
- Sales Area

All drivers working from vehicles are supplied with personal hand sanitiser and disposable gloves as required and must always carry in vehicles/on persons.

Bathroom areas in the depot are adequately supplied with soap dispensers, hot water and disposable Paper Towel.

Staff and Visitors are requested to sanitise as often as required using sanitiser pumps within high traffic areas, and most staff have personal sanitising bottles for use.

Drivers also have access to sanitiser should they require to refill bottles to ensure adequate supply while on the road.



Anyone entering the building is required to wear a mask or face covering. This includes visitors, contractors on site staff and on road staff. Disposable masks are provided if a person does not have one. Masks must remain on while moving around the depot, however onsite staff can remove masks if they are working at their workstation.

Drivers and Jockeys are required to wear a face covering while in the vehicles if they are travelling with another team member that is not related to them. Removalists are required to wear masks whenever possible in our customers' homes or moving furniture/goods from storage, but may remove them while carrying very heavy items or moving up and down flights of stairs.

All General Cartage Drivers must ensure that they have an adequate face covering if they are making deliveries, or on another site that requires close contact with a warehouse operator.

Cleaning:

Cleaners are contracted to sanitise and clean offices, bathrooms, and depot areas twice a week on a Wednesday and Saturday.

Peter Sadler Transport have implemented an internal cleaning schedule of high touch areas is completed twice daily (AM and PM) ensuring that areas are sanitised/disinfected and checked for adequate supply of sanitiser, masks, soap and paper towel.

On Road Staff are to disinfect and clean their work vehicle and equipment on a daily basis after their shift including high touch areas such as door handles, grab bars, gear stick, steering wheel, tailgate controls and equipment such as trolleys and dollies.

Adequate supplies of detergent and disinfectant are available for vehicles, and throughout the depot for additional cleaning. Surplus supplies are available for top up as required.

Physical Distancing:

Social distancing measures have been implemented in the depot areas to ensure that persons can remain 1.5 meters apart. Onsite staff workstations have been configured to ensure that there is adequate space between workers, and that there is adequate space to adhere to social distancing rules. Enclosed office spaces of 18 square metres accommodate two onsite workers, and an enclosed office space of 28 square metres accommodates four onsite workers. Enclosed office spaces of 4 square meters accommodate one onsite worker.

Driver workstations have been reconfigured to accommodate four on road workers completing paperwork, and there is adequate space in breakaway areas to accommodate return on road staff awaiting to complete their paperwork/shift. Depot maximum capacity based on approximate space is 80 people.

Floor markings have been provided to maintain 1.5 meters in high traffic areas such as in the driver's area and out the front of office areas. Workstations in open areas have been marked off to ensure physical distancing within the space of onsite workers.



Return on road staff are encouraged to use the side exits of the building, rather than the front entrance. Drivers are required to leave the depot once they have completed their paperwork and signed out. Return on road staff should not be in the building for any longer than 15 minutes.

On road staff start/finish times have been rostered to stagger in 15-minute intervals to ensure that there and no more than 50 employees in the depot at any one time.

Where on road staff cannot physically distance if travelling in a vehicle together, both staff are required to wear a face covering. Should PST require three staff on a move, it is common practice that one employee will either travel in another PST vehicle, or their own vehicle. PST do not allow three staff members to travel in a truck cab together.

Record Keeping and Screening

Visitors:

Peter Sadler Transport requires all visitors to sign in as part of Occupational Health and Safety measures for Emergency Management and Reporting.

Names and contact details are recorded to the cloud-based system VisitUs and email and SMS notifications are sent to the person visiting. Details are easily exported for adequate record of visitors, along with time in and out from the depot.

Visitors are required to declare that they have not been in close contact with a positive COVID person, and not displaying flu like symptoms. If the visitor fails the declaration, they are asked to leave the premises and contact their contact person.

Onsite Staff:

Onsite staff are required to clock in and out via the clock in system which adequately tracks employees time in the building. Staff details are recorded with Human Resources and Safety and Compliance, along with emergency contacts.

On road Staff:

On road Staff are required to clock in and out via the clock in system which adequately tracks employees time on shift. Operations Rosters record a driver's registration/vehicle which they are working from. Run Sheets are recorded to where a driver is to deliver daily, and GPS system ensures that management can track the movements of drivers in their vehicles. Staff details are recorded with Human Resources and Safety and Compliance, along with emergency contacts.



COVID Declarations:

All on road workers are to declare in their morning prestart that they do not present with flu like symptoms and have not been in close contact with a confirmed positive case of COVID19. All workers understand that if they do feel ill, they are to contact Human Resources or Operations immediately and precautionary measures are actioned.

Training and Awareness

All Workers have completed Safety Alerts on the symptoms and hygiene measures including social distancing and hand washing/sanitizing.

Signs throughout the depot and the floor markers are reminders that the measures are in place. Signage includes wearing a mask, sanitizing hands, hygiene measures (washing hands, covering coughs and sneezes) and using alternative entrances and exits.

On Road workers have a summary of the COVID Safe Plan in their vehicles which reminds them of wearing face coverings, gloves and carrying sanitizer, as well as contacting Operations if they feel ill on the road, and to get tested and stay home if they present ill at home.

COVID Response Process:

PST have developed a COVID Response Process to assist managers to ensure that the risk is controlled should a worker or visitor be exposed as a close contact, or should a worker detect as a positive case. Below is PST current COVID Response Process, Reporting and Flowchart to assist with complying with Government directions on the following page:



PST COVID RESPONSE PROCESS

- If any Employee Identifies that they have been **in contact** with a POSITIVE COVID Case (**by a Government Authority**) they must immediately advise their Manager/Supervisor and Immediately stop work, get tested for COVID and Self Quarantine

or

- If any Employee displays any symptoms or are feeling unwell, they **MUST** immediately stop work, get tested for COVID and Self Quarantine

Employee to provide a copy of notice to quarantine from Government Authority or a medical certificate advising that they have had a COVID test TO HUMAN RESOURCES IMMEDIATELY

Employee is to report to their manager (via Telephone) any locations worked or potential close contacts since their known contact exposure, or 48 hours prior to feeling unwell.

- Manager to complete **COVID Contact Form** with the advice and assistance of the Employee
- Manager to contact and advise those on the contact form that they have been in contact with someone who is in **SELF QUARANTINE**- Refer to the PST COVID Response Reporting Form.
- Employee should be tested immediately, prior to returning home, or going anywhere else.
 - **IF THE RESULT IS NEGATIVE**- they can return to work. Copy of Text Message to be provided to Human Resources as evidence of negative result **BEFORE** issuing any work
 - **IF THE RESULT IS POSITIVE**- The COVID CONTACT FORM and report will be sent to Government Authorities (DHHS and WorkSafe) to assist with potential exposure and as evidence of actions.

POSITIVE RESULTS REQUIRE A CLEARANCE FROM DHHS PRIOR TO RETURNING TO WORK AND EVIDENCE MUST BE PROVIDED TO HUMAN RESOURCES BEFORE ISSUING ANY WORK

IF AN EMPLOYEE TESTS POSITIVE

- Contact Government Authority (DHHS)
- Contact WorkSafe to notify of positive case
- Act on all advice from Government Bodies
- Complete Incident Report and/or COVID Contact form
- Identify Areas that may have been exposed in the workplace
- Identify Staff that may have been exposed
- Identify Vehicles used by Infected Employee
- Isolate for Workplace Deep Clean
- Isolate Vehicles potentially exposed for deep clean
- All employees identified as close contacts to self-quarantine for testing
- Keep evidence of all testing messages, reports, and cleaning receipts for filing



PST COVID RESPONSE REPORTING

Date:

Name of Employee:

Close Contact with a reported Positive Case of COVID 19
As advised by a Government Authority or representative of DHHS- Please attach Evidence

Displaying Flu Like Symptoms (potential Positive Case)

Since last contact with the Positive Case, or 48 Hours prior to displaying symptoms, below are the Locations and Close Contacts which may be exposed if employee is infected:

(Exposure is defined by anyone that has had face to face contact for 15 minutes or more, or shared a closed space for 2 hours or more.)

Locations/Vehicles:

People/Employees:

Manager to advise all contacts and locations on this list:

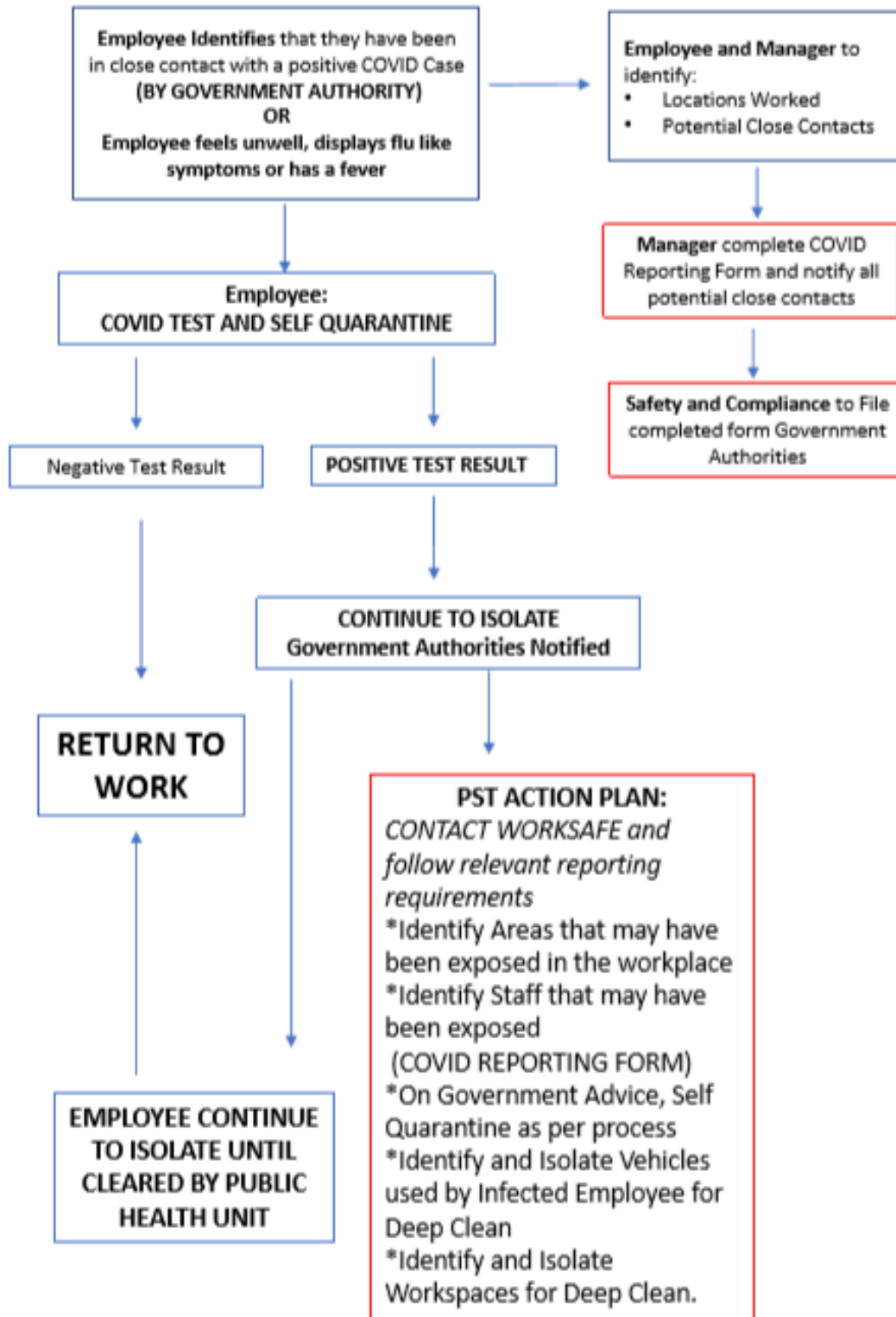
*That they have been in contact with someone who is in **SELF QUARANTINE** after being exposed to a positive COVID Case or displaying symptoms. The contacts on this form are not required to self-quarantine or require testing unless they have displayed symptoms, or until the person in Self Quarantine receives a **POSITIVE COVID** result after being tested. Close contacts will be notified should our employee test positive by Government Authorities.*

I, _____ have contacted those identified regarding our employee’s exposure to COVID
manager name

I understand that this document can be used as a guide for Authorities should the employee test positive for COVID and the contacts on this form can assist to identify potential cases.

Signed: _____ Date: _____

PST COVID RESPONSE FLOW CHART



Copy of On Road Worker COVID Safe Plan, as kept in each vehicle:

PST- ON ROAD WORKER COVID SAFE PLAN

ON ROAD STAFF MUST FOLLOW THE COVIDSAFE PLAN IN VEHICLES:

PPE AND HYGEINE

- **ALWAYS** have access to Hand Sanitiser, gloves and a Face Covering on shift
- If travelling with another worker, both must wear face covering in vehicle.
- Removalists and Jockeys must wear masks at homes unless performing heavy lift tasks or moving up and down stairs
- General Cartage Drivers must wear a face covering while making and receiving deliveries, and while onsite at another location outside of PST depot
- **DO NOT SHARE EQUIPMENT**- including Pens, Trolleys or Dollies

CLEANING

- Vehicles **MUST** be disinfected **AFTER EACH SHIFT**
 - High Touch Areas
 - Door Handles and Grab Bars
 - Tail Gate Controls
 - Steering Wheel, Control Arms and Gear Stick
 - GPS units
 - Curtain Buckles
- Trolleys and Dollies **MUST** be disinfected after each shift

PHYSICAL DISTANCING

- ALWAYS remain 1.5 meters distance from others, and wear a face covering when you can
- Vehicles are to only have a maximum of 2 persons in the cab, and both must be wearing face coverings
- Adhere to distance markers while in the depot
- On road workers should not be in the depot for any more than 15 minutes at the beginning of a shift, and 15 minutes at the end of the shift

DECLARATION

- **ENSURE YOU HAVE A VALID WORKERS PERMIT WITH YOU AT ALL TIMES**
- Complete a Driver/Labourer Declaration **DAILY** you must disclose if you have flu like symptoms or if you have been in contact with a close case.

IF YOU ARE ILL, FEEL ILL, OR IDENTIFIED AS A CLOSE CONTACT, YOU MUST NOTIFY HUMAN RESOURCES AND OPERATIONS IMMEDIATELY.

CALL 0423 893 302 AND ADVISE THAT YOU ARE UNWELL

DO NOT COME TO WORK IF YOU ARE SICK- GO AND GET TESTED AND STAY HOME!

Removals Advice for Customers:



A note for our customers

COVID-19

Peter Sadler Removals and Logistics is committed to the Safety and Wellbeing of all our customers, team members, contractors, and their families, and continues our business practices to prevent the spread of COVID-19.

We have been navigating these business practices since the beginning of Victorian Lockdowns, and we are committed to ensuring that we continue to align those with Governments requirements. We ask that you assist us with ensuring that our removalists can safely complete their jobs. Below are a few points that we request from you, and what our removalists are committed to:

Customers, please note the below:

- When our Move Team arrives, please maintain a social distance.
- Once you have advised our Move Team what needs to be done, please remove yourself and others from any area that the team are required to work in.

Our Moves Team are committed to:

Social Distancing:

- Will maintain social distancing as much as possible and practicable.
- Will not have any more than two people in the Truck Cab at any one time.
- Will ensure that there are only two people in the rear (box) of the truck at one time (this does not apply to three man lifts for heavy furniture)
- Will ensure that there are only two people in a room at once (this does not apply to three-man lifts required for heavy furniture)

Hygiene Practices:

- Are equipped with Sanitiser, Gloves and PPE as required
- Are required to wear masks, unless performing strenuous activity (heavy lifting or moving heavy items up/downstairs)
- Will wash hands (if available) or use instant hand sanitiser at regular intervals.
- Will sanitise the truck cab and box after every move, ensuring the highest hygienic practices.

WAREHOUSE RESTRICTIONS DURING STAGE 4

Limiting Access

- No one should be in the warehouse unless it is your direct place of work.
- No tours of the warehouse
- No outside contractors to be engaged to work in the warehouse.
- Client visits by arrangement.
- Outside Couriers and truck drivers to remain with their truck, and to be signed in subject to conditions of entry

Conditions of Entry

(VIA LOADING/UNLOADING AREA)

OUTSIDE COURIERS MUST PROVIDE DETAILS VIA QR CODE:

- Name of Driver
- Contact Phone Number
- Business they work for
- Vehicle Registration

OUTSIDE COURIERS MUST DECLARE THAT THEY:

- Have not been in contact with someone with COVID-19 symptoms.
- Do not present with COVID-19 symptoms.

Any outside courier who answers yes to any of the above, will not be permitted to stay on site.

Records of Outside Couriers delivering will be managed by the Warehouse Operations Team