

COVID-19

resources and protocols for the
Tasmanian Transport Industry



TASMANIAN TRANSPORT ASSOCIATION

ACKNOWLEDGEMENTS

This booklet has been developed to support the Tasmanian Transport Industry to follow best practice safety and hygiene practices to operate safely through COVID-19.

The information and resources will help transport businesses of all sizes and modes to develop COVID-19 Safety Plans as a key requirement of the Tasmanian Government's plan to "Rebuild a Stronger Tasmania".

The booklet is an initiative of the Tasmanian Transport Association and has been developed with support from our Industry partners.

We acknowledge the excellent work of the Tasmanian Forest Industry, stakeholders and members of the TFPPN COVID-19 Communications Working Group and the publication **COVID-19 Recommended Practices for Tasmanian Forestry Industry Operations**, V1, 11 May 2020, which has been referenced as a model for this document.

Information in this document has been drawn from many sources including the Tasmanian Government and Safe Work Australia. Because the situation with coronavirus is changing, you are advised to always check the current information and guidance from authorities.



Established in 1960, the Tasmanian Transport Association is a professional member-based organisation for Tasmanian transport industry businesses.

We promote efficient, effective transport to, from and within Tasmania, and a safe, rewarding, sustainable and environmentally responsible transport industry.

We work for our members and Tasmanian transport operators across all sectors who together, keep Tasmania moving.

Contact TTA:

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vfinal 10 June 2020



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TOGETHER, LET'S KEEP TASMANIA MOVING

Transport is the backbone of the Tasmanian economy; facilitating growth in key sectors of construction, agriculture, aquaculture, and exports, and is essential to our every day Tasmanian way of life.

As an Island state, an efficient freight network within Tasmania, and connections with interstate ports and freight hubs, is critical to the continued economic prosperity of Tasmanian businesses and the living standards of all Tasmanians.

These freight connections are provided by more than 2000 transport businesses operating in Tasmania, across road, rail, shipping, logistics, ports and air.

We have worked throughout COVID-19, keeping supermarket shelves stocked, backing up the increased deliveries from online shopping and supporting other sectors to continue operating.

Transport and logistics will underpin and actively enable economic and social recovery initiatives. For the health and safety of our people, and for the security of Tasmanian supply chains, we must do all that we can to keep our workplaces COVID-19 safe.

TTA has provided this resource to assist Tasmanian Transport businesses with their ongoing COVID-19 safety efforts. We all need to work together to make sure that all Tasmanian transport businesses develop and implement COVID-19 Safety Plans.

Whether you are a member or not, you can contact TTA for support with COVID-19.

call 0427 366 742
web www.tta.org.au
email ed@tta.org.au

INTRODUCTION

The World Health Organisation has announced the COVID-19 is a pandemic. As a new disease, there is presently no immunity to COVID-19 in the community. As such, infection spreads very quickly and some groups of people are more vulnerable to the risks from COVID-19.

All workers, regardless of their occupation or how they are engaged, have the right to a healthy and safe working environment. The COVID-19 pandemic requires a uniquely focused approach to work health and safety (WHS) as it applies to businesses, workers and others in the workplace.

The Tasmanian Transport Industry provides essential services for Tasmania and Tasmanian businesses every day. Transport businesses have continued to provide these services safely and responsibly throughout COVID-19.

Because of the nature of the transport industry, many workers can not "work from home". Transport workers - especially delivery drivers - are regularly at the workplaces of other businesses. Our services are essential to Tasmanian businesses and to our Tasmanian way of life. Because of the essential service we provide and the interface we have with other industries and workplaces, transport businesses and workers must take the utmost care and follow all procedures to be COVID-19 Safe.

The Tasmanian Government requires all workplaces to have a COVID-19 Safety Plan in place.

Tasmanian Transport businesses must have a COVID-19 Safety Plan in place by 15 June 2020.

This document, which is guidance only, has been put together by the Tasmanian Transport Association to help Tasmanian Transport businesses, large and small, in consultation with their workers, to create a COVID-19 Safety Plan and procedures that fit their business.

Transport businesses need to look at their operations and identify what work can be done safely. If they cannot keep people COVID-19 safe, then the work should not be done. All businesses operate differently and should identify their own risks and mitigation measures, adhering to Government restrictions.



GENERAL INFORMATION ABOUT COVID-19

CORONAVIRUSES

Coronaviruses are a large family of viruses. Some cause illness in humans and others cause illness in animals, such as bats, camels and civets. Human coronaviruses generally cause mild illness, such as the common cold.

Severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) is a new strain of coronavirus that is causing disease in humans and is spreading person-to-person. The name of the disease is COVID-19.

WHAT DO WE KNOW ABOUT COVID-19?

As a new virus, the situation with COVID-19 is changing rapidly and we are still learning about how the virus spreads and the disease it causes.

We know:

- the virus causes respiratory disease that can spread from person to person
- most people experience mild flu-like symptoms, including fever, cough, sore throat and shortness of breath
- some people experience severe illness and, sadly, a small proportion die
- older people and people with underlying medical conditions seem to be more at risk of severe illness
- there is no treatment for COVID-19, but medical care can treat most of the symptoms – antibiotics do not work on viruses
- a vaccine is currently not available

HOW DOES IT SPREAD?

The virus most likely spreads through:

- close contact with an infectious person (including in the 24 hours before they start showing symptoms)
- contact with droplets from an infected person's cough or sneeze (if you are within 1.5 metres or two large steps of an infected person)
- touching objects or surfaces that have cough or sneeze droplets from an infected person and then touching your mouth, nose or eyes

WHAT ARE THE SYMPTOMS?

Symptoms of COVID-19 can range from mild illness to pneumonia. Some people will recover easily and others may get very sick very quickly.

People with coronavirus may experience:

- fever
- coughing
- a sore throat
- fatigue
- shortness of breath

WHO IS MOST AT RISK?

The following people are at higher risk of serious illness associated with coronavirus:

- Aboriginal and Torres Strait Islander people 50 years and older, with one or more chronic medical conditions
- people 65 years and older, with one or more chronic medical conditions
- people 70 years and older
- people with a weakened immune system

Chronic medical conditions include diabetes, lung disease, heart disease, cancer and kidney failure.

MORE INFO

CLICK THE LINK BELOW:
coronavirus.tas.gov.au

THE COVID-19 SAFE WORKPLACES FRAMEWORK

The Tasmanian Government has a plan to "Rebuild a Stronger Tasmania".

As part of this Plan, all Tasmanian workplaces must have a COVID-19 Safety Plan that meets minimum COVID-19 safety standards, to be able to re-open or continue to operate.

Tasmanian workplaces must have their COVID-19 Safety Plan in place by 15 June 2020.

The COVID-19 Safe Workplaces Framework supports businesses and workplaces in Tasmania to continue to operate, or reopen, while protecting Tasmania's health and safety during the COVID-19 pandemic.

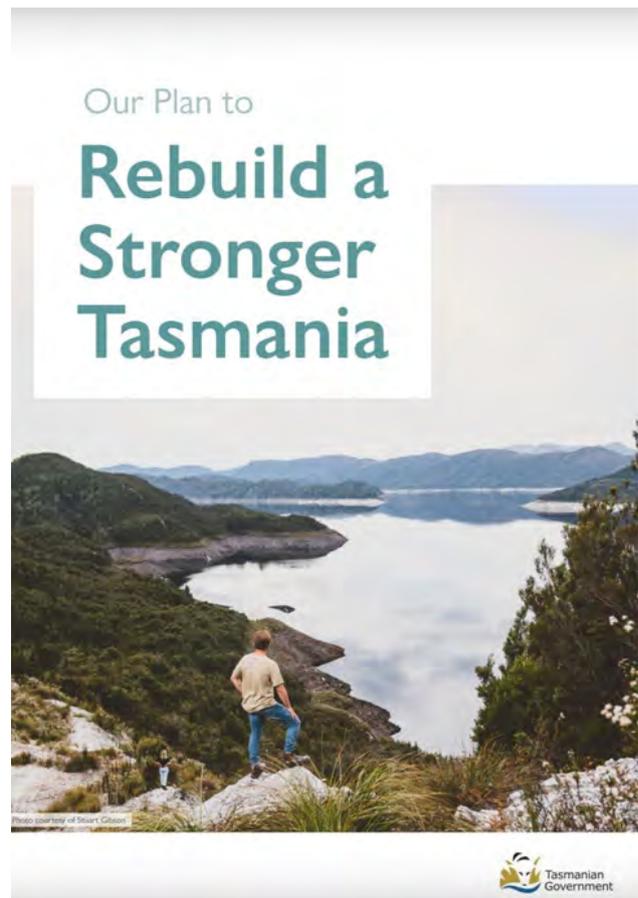
The Framework is made up of three key parts:

Minimum standards to manage the ongoing risk of COVID-19 in workplaces.

COVID-19 Safe Workplace Guidelines to provide more detail on how sectors and workplaces can meet the minimum standards.

COVID-19 Safety Plans to outline how each workplace complies with the minimum standards.

More information about each of these key parts is provided in this booklet.



Plan to Rebuild a Stronger Tasmania is available here:

[Plan to Rebuild a Stronger Tasmania](#)

Templates and support materials are available on the Tasmanian Government's web site [coronavirus.tas.gov.au](https://www.tas.gov.au/coronavirus)

More resources, templates and help to implement the COVID-19 Safe Workplaces Framework in your business is available from the Tasmanian Transport Association.

Phone: 0427 366 742

Web: www.tta.org.au

Email: ed@tta.org.au



MINIMUM STANDARDS

Minimum Standards for managing the risks of COVID-19 in all workplaces.

The Minimum Standards require all workplaces to:

- manage the risks of a person contracting or spreading COVID-19 in the workplace
- implement and maintain a cleaning schedule across the workplace
- have good hygiene procedures and practices (such as washing and/or sanitising of hands)
- ensure workers who have been instructed to quarantine or self-isolate don't come to the workplace
- make sure physical distancing requirements are met by workers, contractors and other people entering, leaving or moving around the workplace.
- provide information, training and supervision on how the risks of COVID-19 are to be managed and ensure all processes and procedures are applied by workers
- provide information and instruction to other people who attend the workplace about how they are to comply with your processes and procedures, and make sure they apply them

You must be able to show how you are complying with the Minimum Standards, if asked by a workplace inspector.

Developing and implementing a COVID-19 Safety Plan is the best way to show that your transport business complies with the Minimum Standards.

You will also need to be able to show any processes or procedures you have put in place to implement your COVID-19 Safety Plan.

The workplace inspector may check that your Plan and procedures are being applied in the workplace.

You do not need to submit your COVID-19 Safety Plan or Checklist to WorkSafe Tasmania; you are advised to keep them at your workplace.

COVID-19 SAFE WORKPLACE GUIDELINES

WorkSafe Tasmania has developed Guidelines for different sectors of Tasmanian industry, recognising that one size does not fit all.

The Guidelines for each industry have been developed through consultation with industry members and provide a practical guide about how your workplace can meet the Minimum Standards. The Tasmanian Transport Association was actively involved in this process for the Transport industry.

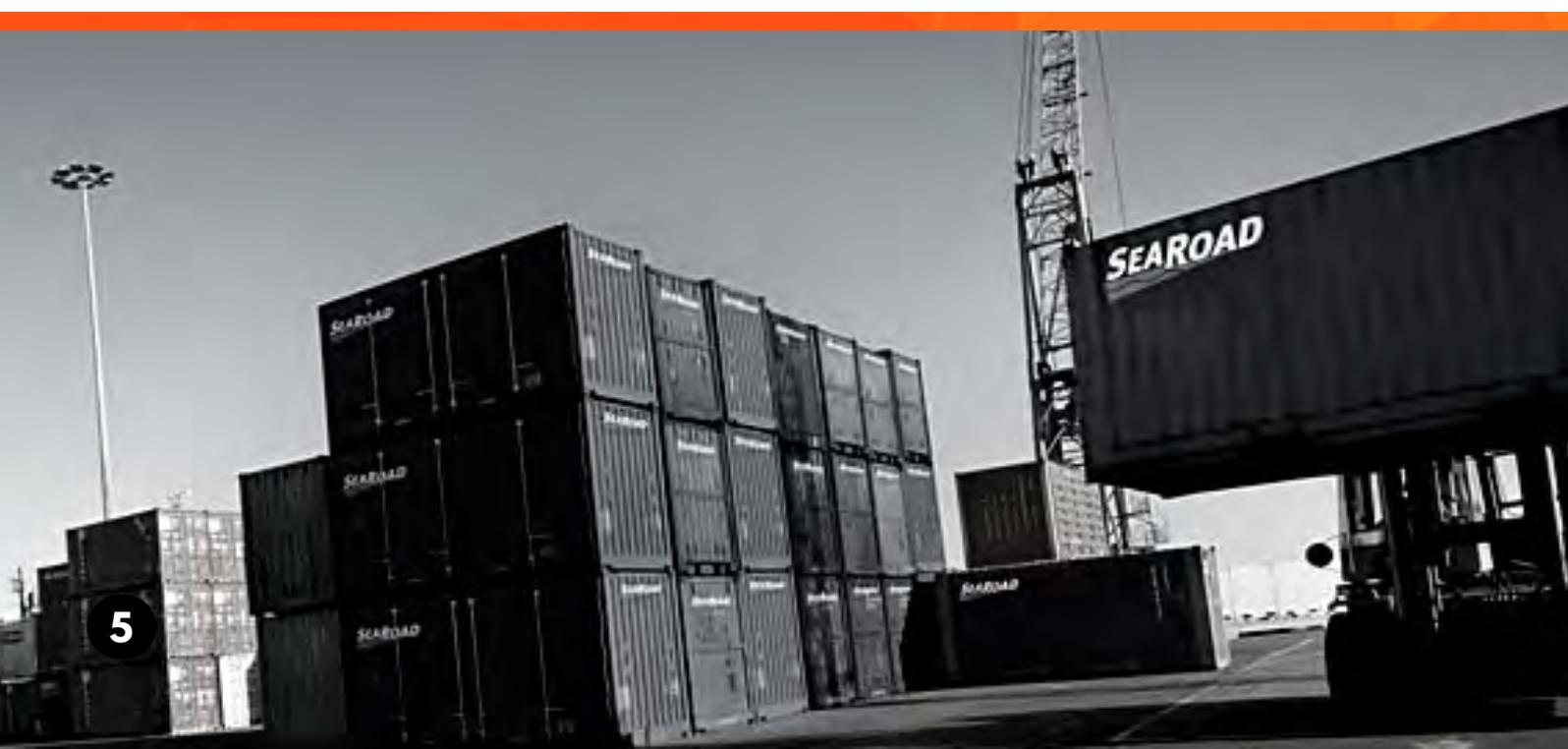
The COVID-19 Safe Workplace Guidelines set out what employers should do as they seek to resume normal business operations and work activities.

By following these guidelines, employers will be able to show they comply with the new regulations — and keep their workers and others safe from coronavirus. Workplaces or industries that do not demonstrate compliance with the new regulations may be subject to enforcement actions.

COVID-19 SAFETY PLANS

Developing and putting into practice a COVID-19 Safety Plan for your business is the best way to show that you are operating in a way that meets the Minimum Standards.

Your COVID-19 Safety Plan will depend on the size and nature of your workplace. The person controlling the workplace has the duty to manage the risks in the workplace. They should decide how best to develop a COVID-19 Safety Plan.



TEMPLATES AND RESOURCES

The Tasmanian Government has prepared resources to help businesses develop their COVID-19 Safety Plans.

A CHECKLIST

For all businesses - the checklist is based on how to keep your workers safe and limit the spread of COVID-19 and help you to start thinking about measures to include in your COVID-19 Safety Plan.



SAFE WORKPLACE GUIDELINES

For industry sectors - practical guides on how your businesses can meet the Minimum Standards.



COVID-19 SAFETY PLAN TEMPLATE FOR SMALL BUSINESS

Designed for small businesses this is a practical step-by-step guide to completing a COVID-19 Safety Plan.

COVID-19 SAFETY PLAN TEMPLATE FOR MEDIUM BUSINESSES

This template provides a broader framework for developing COVID-19 Safety Plans and can be used by any workplace that wants greater flexibility in the process of drafting the COVID-19 Safety-Plan.

Businesses that are already working to an industry standard for managing COVID-19 may find it easier to use the template for Medium-Sized Businesses.

Large enterprises may already have well developed COVID-19 Plans in place for a range of workplaces.

Existing plans need to be reviewed to ensure that they meet the Minimum Standards.



RECOMMENDED COVID-19 SAFE PRACTICES

The following pages include examples of COVID-19 Safe Practices that apply to everyone and every workplace, as well as some that apply to specific transport activities.

This part includes information about:

- Contact tracing - the COVID-19 App
- Conducting a risk assessment
- Workers who are unwell should not come to work
- Reduce the number of workers at your workplace
- Supporting workers to set up a safe working from home environment
- Mental health and wellbeing for all workers and those working from home
- Travel to and from work
- Restrictions on entry to the workplace
- Physical distancing
- Training, instruction and supervision
- Cleaning, schedules and checklists
- Hygiene
- At Customer sites
- At truck stops and rest areas on the road
- Engaging with NHVR Officers
- Interstate travel and border protocols
- Supporting vulnerable people
- Responding to an incident of COVID-19



MINIMUM STANDARDS

Managing risks to health and safety

Restrictions on Entry to the Workplace

Physical Distancing at the Workplace

Providing Instruction, Training and Supervision in respect to COVID-19

Cleaning and Hygiene

Responding to an incident of COVID-19 in the workplace

RECOMMENDED SAFE PRACTICES FOR COVID-19: THE COVID-SAFE APP

Help stop the spread of coronavirus throughout our communities.

The COVIDSafe App speeds up contacting people exposed to coronavirus (COVID-19). It is part of the Australian Government's work to slow the spread of COVID-19. Having confidence we can find and contain outbreaks quickly will mean governments can ease restrictions while still keeping Australians safe.

The COVIDSafe app is completely voluntary. Downloading the app is something you can do to protect you, your family and friends and save the lives of other Australians. The more Australians connect to the COVIDSafe app, the quicker we can find the virus.

WHAT YOU CAN DO

- Provide information to your workers about the COVIDSafe app
- Use the posters and videos on the COVIDSafe Website
- Encourage your workers to download the app

Know faster if you've come in contact with Coronavirus.

Download the COVIDSafe app today.

Visit [health.gov.au](https://www.health.gov.au)

Download the COVIDSafe app today to keep yourself and your community safe by helping our health workers to notify you quickly if you've come in contact with someone who has Coronavirus.

With your privacy protected by law, COVIDSafe keeps a secure note of other users you've been near if you have to go out. So, if they test positive for Coronavirus, you'll be notified. It'll help us stop the spread sooner, so we can all get back to the things we love.



[CLICK HERE FOR Info on the COVIDSafe App including FAQs and Resources](#)



RECOMMENDED SAFE PRACTICES FOR COVID-19: MANAGING RISKS TO HEALTH AND SAFETY

An employer must manage the risk of a person contracting or spreading COVID-19 disease:

- a. in the workplace; or
- b. in connection with the conduct of the business or undertaking.

The employer must identify and manage the risks that may contribute to a person contracting or spreading COVID-19.

The most effective way of managing risks to health and safety associated with COVID-19 is to conduct a risk assessment. Summarise the risks and how you manage these in a risk register.

WHAT YOU NEED TO DO

In consultation with workers and/or your workplace health and safety representatives, develop a COVID-19 risk assessment for your business.

The risk assessment will help you to:

- identify which workers are at risk of exposure
- determine what sources and processes are causing the risk
- identify what kind of control measures should be put in place
- check the effectiveness of existing control measures

You need to review your risk assessment regularly to make sure your control measures are still working, or if risk levels change.

Summarise your risk assessment and controls as a Risk Register. The Risk Register is a summary of the risks you have identified and what you have put in place to control the risks.

TTA has developed a sample Risk Register for transport businesses, or you can use the sample provided by Safe Work Australia.

This booklet gives examples of what you could do to control common risks associated with COVID-19.

What is reasonable and practical for you will also depend on the nature of your transport activities and the scale of your business.

MORE INFO

[CLICK HERE FOR
the Safe Work Australia
COVID-19 Risk Register
Template](#)

[CLICK HERE FOR
the TTA'S Transport
industry COVID-19 Risk
Register Resources](#)

RECOMMENDED SAFE PRACTICES FOR COVID-19: WORKERS WHO ARE UNWELL SHOULD NOT COME TO WORK

You should consider ways to reduce the risk of contracting COVID-19 in the workplace. This includes ways to make sure that workers who are unwell do not come to work.

Everyone must self-assess their health before attending work. **Anyone who feels unwell should not come to work and should seek advice.**

WHAT YOU CAN DO

Provide information to your workers about what they should do if they are unwell.

You could do this in a letter or notice to your workers that includes the following key points:

Anyone who feels unwell should not come to work.

If you are concerned you may have COVID-19:

- use the symptom checker
- contact the Tasmanian Coronavirus Public Health Hotline 1800 671 738. You can call this line for information on coronavirus. The line operates 24 hours a day, seven days a week.
- find a GP respiratory clinic
- find out how to get tested

Advise workers of their leave and pay entitlements if they are sick, or are required to self-quarantine. Make sure that you have this clearly set out for workers so that they know what is in place. Treat personal information about individual workers' health carefully in line with privacy laws.

Assess worker fitness before work starts each day

You could add to your current fitness to work checks and before work starts, ask workers:

- Are you feeling unwell, fatigued or not in a fit state to work?
- Have you been in contact with anyone who has COVID-19 or who is being tested for COVID-19?



[CLICK HERE FOR
information on
GP Respiratory Clinics](#)

[CLICK HERE FOR
the Symptom
Checker](#)

[CLICK HERE FOR
information on
Testing](#)

RECOMMENDED SAFE PRACTICES FOR COVID-19: REDUCE THE NUMBER OF WORKERS AT YOUR WORKPLACE

Only workers necessary to carry out work should be on site.

Visitors to site should be minimised to essential work only.

Stagger and stage return to work at the workplace, for workers who have been working from home, in line with your particular circumstances and risks.

WHAT YOU CAN DO

Identify workers who can work from home and talk with them about this option and what resources they would need. As restrictions ease, consider staggering and staging how workers return to the workplace.

Set up workforce teams and schedule rosters so that the same people on each team are at work together. Keep teams separate from each other.

Stagger shift start, changeover and finish times to minimise the number of people on site at any one time, such as in crib rooms.

Minimise mixing of people on site - set up defined walkways, separate entry and exit points and times. See the section on Physical Distancing for more examples.

Eliminate travel between depots or work sites, to ring-fence each work site, where possible.



RECOMMENDED SAFE PRACTICES FOR COVID-19: SUPPORT WORKERS TO SET UP A SAFE WORKING FROM HOME ENVIRONMENT

The work health and safety (WHS) laws still apply if workers work somewhere other than their usual workplace, for example, from home. You have duties to ensure the health and safety of your workers, even if they are working from home.

WHAT YOU CAN DO

Consult with workers about whether working from home is practical. This will depend on their job role, facilities available for them to work remotely and the ability of workers to do their job safely and effectively from home.

If working from home is a reasonable and practical solution:

- give your workers information and support to set up a safe home work environment. Use Safe Work Australia resources for workstation setup (for example), including the guide and checklist
- provide any resources that are needed, such as laptops or workstation equipment
- consider the security of IT systems and data when working from home

You should also identify and make any changes that are needed to your policies, procedures, work-flow, risk registers, and the worker's employment terms and conditions.

MORE INFO

**CLICK HERE FOR
Safe Work Australia
Guides to Working
from Home**

How do I set up a workstation at home?

When working from home, the model WHS laws still apply. Just as in the office, your workstation must be set up in a way that is safe, comfortable and easy to use. A workstation that is set up incorrectly can create poor posture leading to musculoskeletal injury and eye strain. The length of time that you sit in these postures also adds to the risk for injury and health problems associated with long periods of sitting.

What you need to do to set up a safe workstation depends on the work you do, your environment and your individual needs. You have a duty to take care for your own health and safety while working from home and must follow any reasonable policies or directions your employer gives you about setting up your home-based workstation. You should also refer to any relevant advice from the WHS regulator in your state or territory.

Correct Posture

Sitting

- Use an adjustable desk chair, where possible, to allow you to have your elbows level to the height of the work surface with your shoulders and forearms relaxed onto the work surface when working on the computer.
- If you cannot reach the toes, use a foot rest for support.
- Should provide back support including your lower back curve.

Standing

- Should be at a height that allows sufficient thigh clearance.

Your chair

- Use an adjustable desk chair, where possible, to allow you to have your elbows level to the height of the work surface with your shoulders and forearms relaxed onto the work surface when working on the computer.
- If you cannot reach the toes, use a foot rest for support.
- Should provide back support including your lower back curve.

The work surface

- Should be flat and large enough to fit all the items you require.
- Should be at a height that allows sufficient thigh clearance.

Your computer screen/s

- Should be placed in front of you or position yourself between them if you are working off two screens equally.
- The top of your screen should be at eye level or just below - you should not need to arch your neck or dip your chin while looking at the screen.
- Your screen should be approximately one arm length away from you.
- Where your screen is positioned will also be determined by your eye wear and the use of your screens.

Your keyboard and mouse

- If using a laptop, raise your laptop so that the top of the monitor is at eye level to ensure you are able to hold your head and shoulders in a comfortable position (you should not be slouched or looking down) and use a separate keyboard and mouse.

Lighting

- Have adequate lighting and position your screen sideways to windows to avoid eye strain and fatigue.
- Consider how the lighting changes throughout the day and any glare on your computer screen using blinds.

Access to your workstation

- Walkways to and from your workstation should be clear and free from trip hazards, such as spools and cords.

Electrical hazards

- You should ensure electrical equipment is safe to use. For example, check that cords and plugs are not damaged, and do not overload power points.

Equipment

- Keep equipment safe, well maintained and in good order.
- Consider in-home safety (e.g. maintaining electrical equipment and installing and maintaining smoke alarms).
- Report any faulty or broken furniture or equipment to your supervisor.

Coronavirus COVID-19

safe work australia

RECOMMENDED SAFE PRACTICES FOR COVID-19: MENTAL HEALTH AND WELLBEING

The COVID-19 pandemic is a stressful and uncertain time for all Australians. Working from home, particularly for the first time, can create additional risks to mental health. These might include feeling isolated from colleagues, changes to work flow, fatigue, and disruptions from others at home. Workers may feel that they have less of control over their work.

Mental health and wellbeing support is important and available for all workers.

WHAT YOU CAN DO

Appoint a person in your business to be a point of contact for workers, including those who are working from home, so that they have someone to talk with.

Set up a schedule for the contact person to check in regularly with workers who are working from home or away from the workplace. Communicate regularly with workers by phone or online, using applications like Skype, Zoom, Teams.

Provide Mental Health First Aid Training for supervisors or contact people at the workplace - available online through the not-for-profit Mental Health First Aid Australia program.

Provide information to all workers about support available to them, eg through an employee assistance program, the Coronavirus Mental Wellbeing Support Service, and immediate help options.

MORE INFO

[CLICK HERE FOR Safe Work Australia Mental Health Resources](#)

[CLICK HERE FOR Online Mental Health First Aid training](#)

[CLICK HERE FOR Coronavirus Mental Wellbeing Support Service](#)

[CLICK HERE FOR Lifeline Immediate Help Options](#)

Healthy Heads
Trucks & Sheds

Talk with TTA about the Healthy Heads in Trucks and Sheds Foundation



RECOMMENDED SAFE PRACTICES FOR COVID-19: RETURNING TO THE WORKPLACE

As restrictions ease, workers may return to the workplace.

Before workers who have been working from home return to their usual workplace, you need to make sure your proposed work arrangements are in line with the latest advice from public health authorities.

You will also need to consult with workers and assess and manage risks associated with workers (including vulnerable people) returning to the workplace.

WHAT YOU CAN DO

Check that the restrictions in Tasmania allow a return to work for your workers.

Review your risk assessment and make sure that you have identified risks associated with workers returning to work and that you have controls in place to manage the risks. Make sure that you consider any vulnerable workers in your risk assessment.

Provide support to your workers who are returning to work. Talk with them about any concerns they have.

Consider staging the return to work as a gradual process.



[CLICK HERE FOR
Safe Work Australia
Working From Home
information](#)



RECOMMENDED SAFE PRACTICES FOR COVID-19: TRAVEL TO AND FROM WORK

Restrictions on travel are currently easing, but there is still a chance that workers may be asked by authorities to explain why they are travelling.

WHAT YOU CAN DO

To support workers who need to travel to the workplace, or for work purposes in light vehicles, you could provide them with a letter that sets out why it is necessary that they travel.

Workers can show this to authorities if asked about their reasons for travel. Your letter should include details of a nominated person in your business who is available for authorities to contact, to confirm that the travel was necessary and work related.

TTA has a template available that you can use for this.



[CLICK HERE FOR
TTA Template Letter
for Workers travelling
for work](#)

RECOMMENDED SAFE PRACTICES FOR COVID-19: RESTRICTIONS ON ENTRY TO THE WORKPLACE

WORKPLACE ENTRY REQUIREMENTS

The COVID-19 Safe Workplace Framework requires the employer to take all reasonable steps to ensure that a worker does not enter or attend the workplace if the worker is required to isolate or quarantine.

A worker must not enter a workplace if they are required to isolate or quarantine other than:

1. to obtain medical treatment or testing in relation to COVID-19, and the workplace is the appropriate place to receive such treatment or testing, or
2. the worker is required or permitted, under a direction made in relation to COVID-19, to enter or be at the workplace, and does so in accordance with that direction, or
3. there is an emergency and the worker is entering or at the workplace to protect:
 - the safety of the worker, or
 - the safety of another person, or
 - the worker's property or the property of another person.

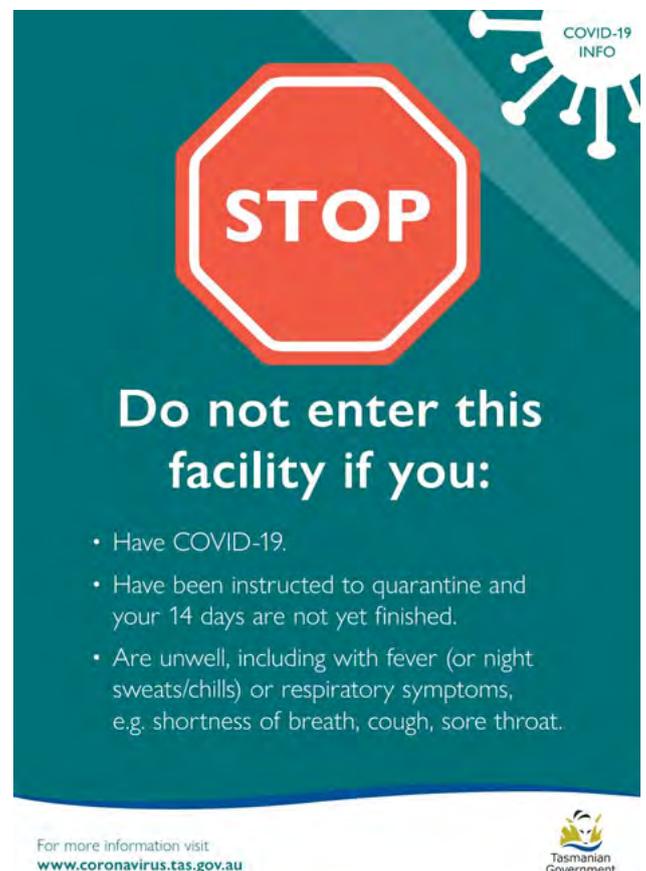
WHAT YOU CAN DO

- Display signs and posters about the symptoms of COVID-19 in the workplace.
- Display posters about who can enter your workplace.



MORE INFO

**CLICK HERE FOR
STOP - Do not enter
this facility if you...
Poster**



The poster features a large red octagonal stop sign with the word "STOP" in white. To the right of the sign is a white icon of a coronavirus particle with the text "COVID-19 INFO" above it. The background is a dark teal color with a wavy bottom edge. Below the sign, the text reads "Do not enter this facility if you:" followed by a bulleted list of conditions. At the bottom, there is a small logo for the Tasmanian Government and a website URL.

STOP

COVID-19
INFO

**Do not enter this
facility if you:**

- Have COVID-19.
- Have been instructed to quarantine and your 14 days are not yet finished.
- Are unwell, including with fever (or night sweats/chills) or respiratory symptoms, e.g. shortness of breath, cough, sore throat.

For more information visit
www.coronavirus.tas.gov.au

Tasmanian
Government

RECOMMENDED SAFE PRACTICES FOR COVID-19: RESTRICTIONS ON ENTRY TO THE WORKPLACE

WHAT YOU CAN DO

Develop clear information for workers about what they must do, their leave entitlements, and your workplace response for any of the following situations:

- they are displaying symptoms of COVID-19
- they have been in close contact with a person who has COVID-19
- they have been tested for COVID-19 and are waiting to get the test results
- a close contact or member of the same household has been tested for COVID-19 and they are waiting for the results
- a test confirms they have COVID-19
- they are required by a public health order or advice to self-isolate or quarantine

Advise workers to call the Coronavirus hotline if they are displaying symptoms of COVID-19.

Direct workers to stay home if they are sick.

Support working from home, if possible, for workers who are required to self-quarantine but are not displaying symptoms of COVID-19.

WHAT YOU CAN DO

Ask people to leave your premises if they display symptoms associated with COVID-19.

Update your site entry and 'sign-in' procedures to ensure contractors / suppliers / visitors confirm that they are well when attending your site.

Implement electronic sign in procedures to ensure you have a record of all people who are at your site to support contact tracing if needed.

WHAT YOU CAN DO

Advise workers of their leave entitlements if they are sick, or are required to self-quarantine. Document this and provide to workers as part of your plan.

Treat personal information about individual workers' health carefully in line with privacy laws.



[CLICK HERE FOR
Fair Work Australia
COVID-19 Guidelines](#)

RECOMMENDED SAFE PRACTICES FOR COVID-19:

PHYSICAL DISTANCING

COVID-19 is most likely to spread through close contact with a person who has a confirmed infection. Physical distancing means keeping people apart.

Employers must take all reasonable steps to ensure, as far as is reasonably practicable in the circumstances, that:

- the total number of people in a single space at any one time is not more than 1 person per 4 square metres and
- each person at, entering, or leaving the workplace, maintains a distance of at least 1.5 metres from each other.

Where these measures are not possible, you will need to implement other control measures to manage risk.

WHAT YOU CAN DO

- Display posters around the workplace on keeping at least 1.5 metres distance between people
- Display signs at the entrances to crib rooms / lunch rooms, lifts and meeting rooms to advise the maximum safe capacity (1 person every 4 square metres)
- Move workstations, desks and tables in staff rooms further apart to comply with social distancing
- Hold meetings by phone or online instead of in person. If not possible, meet in a large space and keep meetings short
- Regularly review deliveries and request contactless delivery. Implement systems for e-invoicing
- Provide social distancing markers on the floor
- Stagger shift start, changeover and break times
- Nominate a person in the work area to be responsible for reminding everyone to keep the required 1.5 metre distance apart
- Install perspex shields or screens in areas where visitors, contractors or workers need to pick up or drop off paperwork

MORE INFO

CLICK HERE FOR
Keeping Your Distance
Poster
(A3 Poster size)



RECOMMENDED SAFE PRACTICES FOR COVID-19: TRAINING, INSTRUCTION & SUPERVISION

The employer must provide each worker at the workplace (including contractors and volunteers) with information, training and instruction on:

- the risks in relation to COVID-19, and
- the control measures implemented in the workplace to mitigate those risks, in relation to COVID-19.

The employer must provide adequate supervision to ensure control measures are implemented in the workplace in relation to COVID-19.

The employer must also ensure that information and instruction is provided to other people in the workplace about the control measures in place to mitigate the risks of COVID-19 and the requirements of those people to apply the control measures. The information and instructions are to be in a format that is reasonable to the circumstances.

A worker or other person, at the workplace or entering or leaving the workplace, must comply, so far as they are reasonably able, with any reasonable instruction that is given by the employer to allow the employer to manage the risks to health and safety within the workplace.

WHAT YOU CAN DO

Train all workers and contractors in COVID-19 awareness and safe practices. This is an important activity for all transport workplaces.

Use the training program designed specifically for road transport workers by the Queensland Trucking Association in partnership with the Queensland Health Department and DRVR Training.

This free, online training program is designed for transport workers

The course was made for drivers and workers on the front line delivering essential goods and supplies into the community during COVID-19.

It uses easy to read text, images, and has an audio option. Driver can complete the course anytime of the day or night, in around 30 - 45 minutes.

All participants who complete the course receive a certificate - keep a copy in your training records (TTA has a **template for your training records**), show your customers, and add to driver safety information packs.

FREE ONLINE TRANSPORT INDUSTRY COVID-19 Training Program developed through the Queensland Trucking Association



MORE INFO

CLICK HERE FOR COVID-19 Hygiene Awareness training program for truck and delivery drivers



RECOMMENDED SAFE PRACTICES FOR COVID-19: CLEANING

The employer must prepare, implement and maintain a schedule for cleaning, and where appropriate disinfecting, that ensures the workplace is routinely cleaned. This must include furniture, equipment and other items.

The cleaning schedule should be in writing so all workers are aware of the requirements. The schedule should take into account the level of risk of exposure to, contracting or spreading COVID-19 within the workplace. This schedule is to set out both the frequency and method that cleaning and disinfecting is to be done.

The employer must provide all the supplies and equipment necessary to ensure that the cleaning schedule implemented for the workplace can be complied with.

WHAT YOU CAN DO

- You might need to develop schedules for each different work area, such as warehouse, trucks, office, workshop, cribroom
- Work areas that are used frequently by workers or others such as visitors may need to be cleaned at least daily. This includes frequently touched surfaces such as EFTPOS equipment, elevator buttons, handrails, tables, counter-tops, door knobs, sinks, keyboards, phones, scanners, tablet devices
- Different schedules will need to be developed for equipment or machinery that is used such as trucks, forklifts, trolleys
- Make sure you have appropriate cleaning products and materials including sanitiser, soap, and disposable paper towel available in the workplace
- Make sure you have the current and correct Safety Data Sheets and required PPE available to workers
- Provide training for workers to make sure they are aware of the cleaning schedule, safe practices, PPE, and their responsibilities
- Instruct workers to wear gloves when cleaning, and wash their hands thoroughly with soap or use an alcohol-based sanitiser before and after wearing gloves
- Instruct workers to clean personal property that they bring to work (such as sunglasses, mobile phones and iPads, keys) with disinfectant, such as disinfectant wipes

RECOMMENDED SAFE PRACTICES FOR COVID-19: **CLEANING**

CLEANING SCHEDULES

To develop a cleaning schedule for your business, you need to work out:

- what needs to be cleaned or sanitised
- how often the item needs cleaning or sanitising
- what materials and PPE is needed
- who will do it

Some areas or items of equipment will need sanitising as well as cleaning. The way you clean or sanitise will depend on the type of surface.

A good way to start is to look at the Cleaning Guidelines from Safe Work Australia. These provide details about what to clean, and sanitise, how often and what to use.

The guidelines are divided into two sections:

1. for regular cleaning
2. for cleaning if there is a real or suspected outbreak of COVID-19 in your workplace.

From the guidelines, you can develop a cleaning schedule that is specific to your workplace and your transport activities.

CLEANING CHECKLISTS

Businesses need to develop checklists or some way of confirming that cleaning is done according to the schedule.

TTA can provide support to develop your cleaning schedules and checklists.



MORE INFO

CLICK HERE FOR
cleaning guidelines
from Safe Work
Australia



RECOMMENDED SAFE PRACTICES FOR COVID-19: CLEANING

POSTERS

Posters are a useful way of describing how cleaning is to be done in your workplace. The Queensland Trucking Association has developed a Cabin Cleaning poster setting out key points for cleaning and hygiene practices relating to truck cabins.

SUPPLIES AND PPE

The Tasmanian Government has established a supply of PPE and cleaning / sanitising resources for Tasmanian businesses.

QTA CABIN CLEANING POSTER

Available as part of the QTA Driver Training program or ask TTA for a copy.



The poster is titled "CABIN CLEANING" and features a 3x3 grid of instructions, each with an icon and text. At the bottom, it includes "COVID-19 SAFETY PRACTICES" and the QTA logo.

Wash hands or sanitise prior to entering the vehicle.	Disinfect vehicle's outside door handle prior to entering, then inner door handle.	Spray or wipe all touchpoints e.g. steering wheel, screens, seat belt, hand brake, gears, dials.
Allow disinfectant to sit for up to 10 minutes and air out the vehicle.	Use rubber gloves if no disinfectant or hand sanitiser available.	Remove used gloves from the wrist, dispose of immediately. Wash hands with soap & water.
Do not touch your face at any time while disinfecting the cabin.	Cover your coughs and sneezes with your elbow or tissue.	Seek medical assistance if you display any symptoms.

COVID-19 SAFETY PRACTICES
www.qta.com.au
QTA
Queensland Trucking Association
Trusted to Deliver. Driven by Service.



CONTACT ST JOHNS
AMBULANCE TASMANIA
FOR PPE SUPPLIES
Ph: 6271 0333

RECOMMENDED SAFE PRACTICES FOR COVID-19: HYGIENE

HYGIENE REQUIREMENTS

The employer is to put a hygiene procedure in place to ensure all persons at the workplace are observing appropriate hygiene measures to minimise the risk of exposure to, contracting or spreading COVID-19 within the workplace.

This procedure is to address the hand cleaning by workers and other people in the workplace using soap and water or the use of hand sanitiser, as appropriate for the circumstances.

The employer must provide all the supplies and equipment necessary to ensure that the hygiene procedure implemented for the workplace can be complied with.

WHAT YOU CAN DO

- Set up hand sanitiser stations at entry and exit points and around the workplace
- Make sure bathrooms are well stocked with soap and paper towel.
- Provide hygiene training for workers - use the online free training course for truck and delivery drivers (link in the Training section)
- Display posters with instructions on how to correctly wash hands or use sanitiser
- Instruct workers on other ways to limit the spread of germs, including by not touching their face, sneezing into their elbow, and staying home if feeling sick
- Set up automatic alerts on computer systems to remind workers about washing hands and not touching eyes, nose and mouth
- Instruct workers to limit contact with others; no shaking hands
- Instruct workers to not touch objects unless necessary
- Where possible, accept only cashless transactions
- Increase the number of closed bins in your workplace eg foot operated or hand wave operated



RECOMMENDED SAFE PRACTICES FOR COVID-19: HYGIENE

Encourage all workers to practice good hygiene at all times. Provide information and advice about how to do this, including:

- cover your coughs and sneezes with your elbow or a tissue
- put used tissues straight into the bin
- wash your hands often with soap and water, including before and after eating and after going to the toilet
- use hand-sanitiser (at least 60% alcohol)
- avoid touching your eyes, nose and mouth
- clean and disinfect frequently used hard surfaces at regular intervals
- clean and disinfect frequently used objects such as mobile phones, keys, wallets and work passes
- use PPE options as appropriate to the circumstances- ensure you have had instruction on correct use



CLICK HERE FOR
Keep that Cough Under
Cover Poster
(A3 Poster size)

CLICK HERE FOR
Simple Steps to Help
Stop the Spread Poster
(A3 Poster size)



RECOMMENDED SAFE PRACTICES FOR COVID-19: AT CUSTOMER SITES

Truck drivers, postal, courier, pickup and delivery drivers, provide essential services which generally involve attending warehouses, depots, ports and customer work sites. For livestock transporters, this may also include farms, saleyards and abattoirs.

Customer sites will have implemented their own COVID-19 Safety Plans. It is important that drivers attending these worksites take all measures to maintain safe practices including physical distancing, cleaning and hygiene, and support the safety plans of the sites they are entering.

Sites may have induction requirements or re-induction requirements that normally involve face to face training and site walk-arounds.

Pick up and delivery services may also involve attending private residences.



WHAT YOU CAN DO

- Talk with your customers about their COVID-19 Safe Workplace plans and find out what procedures are in place for pick ups and deliveries. Find out who the contact person is for the site
- Talk with customers about your COVID-19 Safety Plan and your procedures for pick up and deliveries
- Implement electronic systems such as electronic signatures for pick up and delivery documents, contactless delivery options
- Ask drivers to phone the site at the time of delivery and/or take a photo of goods left for collection at the door as proof of delivery
- If an electronic signature for goods delivered is required, use an alcohol-based hand sanitiser before and after the delivery and wipe down all equipment, for example, with disinfectant wipes, including the pen and the electronic device used to obtain the signature
- Where possible, move to electronic recording of visitor sign in and sign out processes at customer sites. Consider electronic options for site inductions, or extend the expiry date of site inductions
- Ask customers to maintain physical distancing during pick up and delivery activities. Remind drivers not to shake hands with customers and maintain physical distancing
- Provide information to drivers about access requirements for sites and arrangements for electronic or contactless deliveries
- Ask drivers to remain in trucks wherever possible and safe to do so, during loading or unloading

RECOMMENDED SAFE PRACTICES FOR COVID-19: AT TRUCK STOPS AND SHOPS

Facilities which provide services to heavy vehicle drivers in need of food, showers, restrooms and a place to take a break from driving to manage fatigue are important and have been allowed to continue to operate during COVID-19 restrictions.

The National Heavy Vehicle Regulator has developed an online tool that maps service centres, truck stops and roadhouses that are open for heavy vehicle drivers. This information has been provided to the NHVR by retailers and heavy vehicle operators and may not be comprehensive.

These facilities have guidelines they must meet including implementing protocols to provide appropriate social distancing and hygiene arrangements. There are also requirements specific to heavy vehicle drivers using these facilities.

WHAT YOU CAN DO

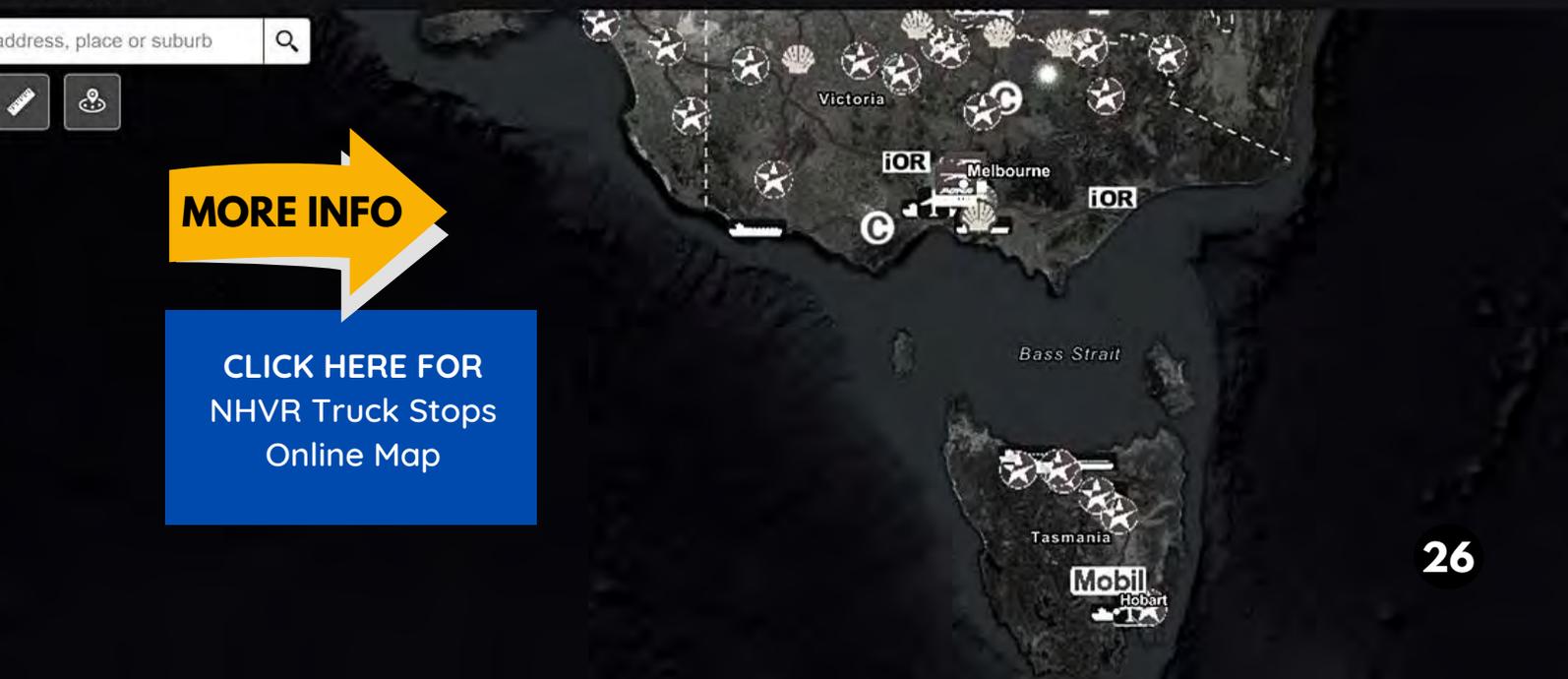
Provide information to heavy vehicle drivers about sites that are open what they must do when using truck stops or shops.

Truck Drivers must:

- wash or sanitise hands at all appropriate times, but especially before sitting, before eating, and before leaving
- maintain appropriate social distancing while in the truck driver lounge
- not stay in the truck driver lounge/facilities for more than one hour and this includes showering and using the toilet facilities
- if using the shower facilities, advise a truck driver lounge employee after showering to allow time for cleaning
- follow all COVID-19 related instructions from employees in the truck driver lounge
- if drivers have any symptoms of illness such as a fever, cough or sore throat, they are advised to not enter the truck driver lounge and instead seek medical assistance

Provide drivers with the link to the NHVR online map of truck stops, service centres and roadhouses.

COVID-19 Support an initiative of The National Heavy Vehicle Regulator



RECOMMENDED SAFE PRACTICES FOR COVID-19: ON ROAD COMPLIANCE & ENFORCEMENT

The National Heavy Vehicle Regulator continues to provide compliance and enforcement services and is maintaining their full service levels including on-road services.

The NHVR on-road team has been given disposable rubber gloves and hand sanitiser to use when conducting road-side activities to reduce any contact or spread of the virus.

WHAT YOU CAN DO

Talk with drivers about how to stay safe when engaging with NHVR Officers or other authorities.

This includes steps they can take to maintain social distancing and hygiene measures such as:

- where possible, stay in the cab, in the driver's seat
- if you get out of the cab, maintain physical distancing
- wash your hands with soap and water / sanitiser before re-entering the cab
- stay professional, follow instructions and assist them in their job safely

NHVR Officers will also be following COVID-19 guidelines including wearing disposable gloves when handling any documents they need to inspect such as a National Driver Work Diary.



RECOMMENDED SAFE PRACTICES FOR COVID-19: CROSSING STATE BORDERS

Many states and territories put border controls in place to restrict people entering. Northern Territory, Queensland, South Australia, Tasmania and Western Australia have border restrictions in place with specific forms and quarantine requirements. Exemptions and special arrangements are in place to support transport, including for truck drivers crossing state borders to transport freight.

WHAT YOU CAN DO

- Identify the states / territories that your drivers will be entering in the course of the transport task
- Check the border control arrangements in each state or territory
- Check the forms and documents that are needed for each state or territory
- Brief drivers on what is needed and what to expect at each border

RECOMMENDED SAFE PRACTICES FOR COVID-19: ENTERING TASMANIA

The Tasmanian Government has declared a State of Emergency. All non-essential travellers arriving in Tasmania must enter quarantine for 14 days. Exemptions from the 14 day quarantine requirements are available to Essential Travellers, including eligible workers travelling for freight purposes and eligible maritime crew.

WHAT YOU CAN DO

- Check the conditions and criteria for Essential Travellers at the Tasmanian Government coronavirus web page.
- Brief drivers on the border requirements and what to expect.
- Provide drivers with a letter confirming that they are responsible for a freight task, with details of the task, states / territories they have moved through in the course of the freight task, and details of a person who can be contacted to verify the information. TTA can provide you with a template to use - contact TTA 0427 366 742 or email: ed@tta.org.au

MORE INFO

CLICK HERE FOR
Info on Entering
Tasmania including
Essential Travellers

CLICK HERE FOR
Info on State &
Territory Border
Restrictions



RECOMMENDED SAFE PRACTICES FOR COVID-19: SUPPORTING VULNERABLE WORKERS

Some workers are more vulnerable to greater risk of more serious illness with COVID-19. These are:

- Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions
- people 65 years and older with one or more chronic medical conditions
- people 70 years and older, and
- people with compromised immune systems.

Many transport workers are older workers and have underlying health conditions.

WHAT YOU CAN DO

Identify vulnerable people in your workforce and implement the advice of the **Australian Health Protection Principal Committee**.

Where vulnerable workers undertake essential work, conduct a risk assessment, and:

- take steps to manage the risk taking into account the characteristics of the worker, the workplace and the work
- redeploy vulnerable people to non-customer based roles or support them to work from home where possible
- where risk cannot be appropriately mitigated, consider and consult with the worker about alternate arrangements which may include taking leave from the workplace
- keep all information about a worker's medical conditions confidential
- make sure you follow all relevant requirements under the relevant enterprise agreement, award, contract of employment and any workplace policies

MORE INFO

CLICK HERE FOR
Safe Work Australia
Information on
Vulnerable Workers





Standing behind people in transport

People working in transport are affected in different ways by COVID-19. Some segments have been stopped altogether - impacting businesses, their people and their families, while others are experiencing high amounts of pressure from increased demand.

We are grateful of all people in transport at this difficult time as they deal with many pressures and are literally keeping Tasmania and the wider nation moving.

You can rest assured that TWUSUPER is here to help.

Your Industry Super Fund for the people who keep Australia moving is in a strong position to ride out this time with you and we will do whatever we can to assist you and your family. The TWUSUPER Contact Centre is operating at capacity, helping members and answering questions, but there may be delays.

You can still login to your account.

If you need more information, the TWUSUPER website will be continually updated with items including market updates and details about COVID-19 related topics.

Talk with Claude Savino,
TWUSUPER's Account Manager for Tasmania,
about TWUSUPER COVID-19 Support Measures.

Ph: 0400 502 583

Web: [twusuper.com.au](https://www.twusuper.com.au)



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RECOMMENDED SAFE PRACTICES FOR COVID-19: RESPONDING TO COVID-19 INCIDENTS

Employers must ensure that an emergency plan is prepared for the workplace that provides for COVID-19 emergency procedures, testing of the procedures, and the provision of information, training and instruction to relevant workers in implementing the emergency procedures.

You must be prepared to respond to an incident of COVID-19 at the workplace. Your Emergency Plan is a document that sets out instructions for workers and others in the case of an emergency. It will detail:

- how your business will respond in the event of contamination by a worker or a customer
- who has responsibilities for what in this event.



WHAT YOU NEED TO DO

Document the key steps to identify and respond to an incident.

Incidents might include:

- a worker coming to work when they are unwell and you suspect they have COVID-19
- a worker who is a close contact of a confirmed case of COVID-19 coming to work
- a confirmed case of COVID-19 in your workplace by a customer or a worker

Immediately notify Public Health by phoning 1800 671 738 and follow their advice to:

- help the affected person receive medical treatment
- identify who has been in close contact with the ill person
- isolate the affected areas: keep staff and customers away. You may need to close the business until advised it is safe to reopen

Organise cleaning of the area as directed by Public Health.

For cleaning:

- review the Safe Work Australia guidance on cleaning and disinfecting workplaces
- wear PPE: face mask, protective eyewear and gloves
- remove soiled or contaminated items and dispose of them in a safe way
- clean and disinfect all surfaces or items that may have been in contact with the ill person

RECOMMENDED SAFE PRACTICES FOR COVID-19: RESPONDING TO COVID-19 INCIDENTS

In some cases, you may need to notify WorkSafe Tasmania of a COVID-19 incident in your workplace. For information on the specific circumstances and how to notify WorkSafe Tasmania, see the link her on the [worksafe.tas.gov.au](https://www.worksafe.tas.gov.au) website



MORE INFO

**CLICK HERE FOR
WorkSafe Tasmania
COVID-19 Information
for Industry**

WHAT TO INCLUDE IN YOUR PLAN

- Contact details for people who have specific roles or responsibilities under the emergency plan. For example, managers, security, cleaners, or first aid officers, and what their responsibilities are
- Contact details for COVID-19 notification to Public Health
- A description of the method to alert people to an emergency or possible emergency - this may be affected by remote working
- Any changes to evacuation procedures or assembly points
- The post-incident follow-up process, including who must be notified. (This may include the process for notifying the business if a worker experiences an emergency while working from home)
- If you share facilities, include a process for advising other businesses about a diagnosis of COVID-19
- Procedures to notify customers or other pick up and delivery sites where the ill person may have been
- Procedures for testing the emergency plan, including the frequency of testing must be included

Train workers to make sure they are aware of and understand the plan and their responsibilities.



MORE INFO

**CLICK HERE TO
download the Safe Work Australia
infographic steps to respond to
COVID-19 at the workplace**

COVID-19 at the workplace

You are not expected, and should not try, to diagnose people. However, you have a work health and safety duty to minimise the risk of workers and others in the workplace being exposed to COVID-19, so far as reasonably practicable.

If you reasonably suspect someone could have the virus, or has been exposed, this creates a health risk at your workplace, and you will need to follow the steps below.

The person you are concerned about is at the workplace



1. ISOLATE

Prevent the spread. Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.



2. SEEK ADVICE

Call your state or territory helpline. Follow advice of public health officials.



3. TRANSPORT

Ensure the person has transport to their home or to a medical facility.



4. CLEAN

Clean and disinfect the areas where the person and close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.



5. IDENTIFY & INFORM

Consider who the person has had close contact with. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.



6. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

The person you are concerned about was recently at the workplace



1. SEEK ADVICE

Call your state or territory helpline. Follow advice of public health officials.



2. IDENTIFY & INFORM

Identify who at the workplace had close contact with the affected person. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.



3. CLEAN

Clean and disinfect the areas where the person and their close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.



4. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

If anything is unclear, see detailed guidance on the Safe Work Australia Website

Remember:

- > There is not an automatic WHS requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.
- > Workers assisting a potentially infectious person should have appropriate PPE and follow hand hygiene procedures.
- > Consult with workers and allow them to raise concerns.
- > Do you need to notify your [WHS regulator](#)? See our [Incident Notification fact sheet](#).
- > Comply with privacy obligations. See [guidance from the OAIC](#).
- > Follow the advice of health officials at all times.

State and territory health department helplines:

New South Wales
1300 066 055

Queensland
13 432 584

Victoria
1800 675 398

South Australia
1300 232 272

Western Australia
(08) 6373 2222

Tasmania
1800 671 738

Australian Capital Territory
(02) 5124 9213

Northern Territory
(08) 8922 8044



KEEPING AUSTRALIA MOVING TOWARD A SAFER AND MORE SUSTAINABLE FUTURE

As Australia's leading specialist in transport and logistics insurance, NTI is continually focused on our Purpose Statement: To keep Australian industry moving towards a safer and more sustainable future.

As we see the effects that the ongoing uncertainty from coronavirus (COVID-19) is having on businesses and families, this Purpose Statement is more important to us than ever.

We are particularly appreciative of transport and logistics operators who are working tirelessly to ensure medical supplies, groceries and more are reaching their destinations across the country.

As the trusted, reliable and experienced specialist, NTI is here to support you in the way we know best - through action, flexibility and empathy.

That's why we've put a range of initiatives into immediate effect. We're committed to offering these initiatives until 1st July 2020, but will look to extend beyond this date if appropriate.

Talk with NTI's Tasmanian State Development Specialist Shane Fairhall, about any support you need.

ph: 0409 491 915
www.nti.com.au



**Proud to be part
of the industry.**



IMMEDIATE SUPPORT MEASURES FROM NTI

We're making it easier for customers to adapt to these difficult times.

If your vehicles have to deviate routes or work outside of usual radius limits, let us know if you can, but we will provide cover.

As always, Laid Up Cover is available to support customers with vehicles or equipment that aren't currently operating.

You can trust in the strength of our manufacturer relationships and the internal expertise of our Parts Specialists. We're in constant contact with vehicle and equipment manufacturers and dealerships to ensure we maintain our market-leading access to replacement parts from the original manufacturers.

Our in-house team of Repair Managers are fully equipped and experienced in conducting virtual assessments using smartphones, tablets and more. It's full steam ahead to ensure there are minimal impacts to assessments and repairs!

Our NTI Accident Assist service will continue to operate 24/7 365 days to support you and your business with claims management, as well as trauma counselling and support.

BUSINESS ASSISTANCE MEASURES

COMMONWEALTH

The Australian Government has announced a range of support measures for business. The websites below provides the most up to date financial support and information for businesses of all sizes.

<https://www.australia.gov.au/>

<https://treasury.gov.au/coronavirus/businesses>

See below a summary of some support measures - current as at 4 June 2020.

JOBKEEPER PAYMENT

Check your eligibility and access information for employers, employees and sole traders.

COVIDSAFE RESOURCES

Resources to help promote a COVIDSafe environment.

COMMUNITY, INDUSTRY, REGION

Flexible and timely support for those disproportionately affected.

WHS AND COVID-19

Information from Safe Work Australia on managing the risk of exposure.

HELPING BUSINESSES BECOME COVIDSAFE

Online planning tool to develop a COVIDSafe business plan to reopen and be COVIDSafe.

WORKPLACE ENTITLEMENTS & OBLIGATIONS

Rights and obligations of employers and employees affected by coronavirus.

BOOSTING CASH FLOW

For employers - eligibility criteria and what you need to know.

ATO MEASURES & TAILORED SUPPORT

Measures and tailored support during COVID-19.

EMPLOYING APPRENTICES & TRAINEES

50% subsidy for wages paid to apprentices & trainees.

BUSINESS ASSISTANCE MEASURES

TASMANIA

The Tasmanian Government has announced a range of support measures for business. The websites below provides the most up to date financial support and information for businesses of all sizes.

<https://www.coronavirus.tas.gov.au/business-and-employees/business-support>

<https://www.business.tas.gov.au/home>

See below a summary of some support measures - current as at 4 June 2020.

BUSINESS VEHICLE REGISTRATION RELIEF

Business vehicle registration savings and deferrals are now available.

FREE BUSINESS ADVICE

Advice from Enterprise Centres Tasmania, a statewide network of business advisors and mentors.

FREE DIGITAL COACHING

Help to get started or build digital skills through the Digital Ready Program.

PPE SUPPLY REGISTER

Access supplies of personal protective equipment through St John's Ambulance.

WAIVING PAYROLL TAX

Payroll tax for a range of purposes is available, including JobKeeper payments, grouped wages up to \$5m, and hospitality, tourism & seafood industries.

LAND TAX WAIVER

For businesses affected by COVID-19, land tax on commercial property business owners for 2020-21 FY.

REMOTE DRIVER LICENCE RENEWALS

Renew your driver licence online, without needing to visit a Service Tas shop.

TRAINING AND LEARNING OPPORTUNITIES

Fully subsidised training through RTOS available through the Train Now fund.

TTA BUSINESS SUPPORT

Support for transport businesses of all sizes is available from the TTA.

LINKS TO RESOURCES

Tasmanian Government Coronavirus site – this is the source of the most current information relating to Tasmania.

www.coronavirus.tas.gov.au

Contains information for business and employees, including the Tasmanian COVID-19 Safe Workplaces Framework, COVID-19 Safety Plan templates and checklists, Guidelines for the Transport Industry, Essential Traveller information and applications, posters, updates and current restrictions.

Because the situation with COVID-19 changes, the response measures change – this is the main site you should go to, to be up to date with the situation and your requirements, in Tasmania.

Tasmanian Transport Association
tta.org.au

TTA is regularly adding information and resources for industry to our website.

Tasmanian Government – Our Plan to Rebuild a Stronger Tasmania
www.premier.tas.gov.au

WorkSafe Tasmania COVID-19 Safe Workplaces Framework and Guidelines

www.worksafe.tas.gov.au

worksafe.tas.gov.au/topics/Health-and-Safety/safety-alerts/coronavirus/covid-safe-workplaces-framework

Includes the Checklist, Guidelines and Safety Plan Templates (also available from the coronavirus.tas.gov.au website)

Safe Work Australia – Template and Example COVID-19 Risk Register

www.safeworkaustralia.gov.au/doc/template-and-example-covid-19-risk-register

CovidSafe App – Australian Government Department of Health

www.health.gov.au/resources/apps-and-tools/covidsafe-app

Australian Government Department of Health online COVID-19 Symptom Checker

www.health.gov.au/resources/apps-and-tools/healthdirect-coronavirus-covid-19-symptom-checker

Tasmanian Government information on Testing for COVID-19

www.coronavirus.tas.gov.au/keeping-yourself-safe/testing-for-covid19

GP Respiratory Clinics

www.health.gov.au/initiatives-and-programs/coronavirus-covid-19-gp-respiratory-clinics

Coronavirus Mental Wellbeing Support Service – beyond blue

coronavirus.beyondblue.org.au

SafeWork Australia – COVID-19 Mental Health Information

www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/mental-health

Mental Health First Aid Australia Online Course

mhfa.com.au

LINKS TO RESOURCES

Free Transport Industry COVID-19 Awareness and Hygiene Training for Truck and Delivery Drivers
www.drivrtraining.com/courses/QTA-hygiene-awareness-truck-drivers?th__ug=760503f7

Safe Work Australia Work Station Set Up Checklist
www.safeworkaustralia.gov.au/doc/working-home-workstation-setup-guide-covid-19

POSTER: Stop – do not enter this facility if you ...
coronavirus.tas.gov.au/__data/assets/pdf_file/0031/87475/A3-Poster_Stop-Do-Not-Enter-This-Facility.pdf

POSTER: Keeping Your Distance
www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-keeping-your-distance.pdf

POSTER: Keep that cough under cover
www.health.gov.au/resources/publications/coronavirus-covid-19-keep-that-cough-under-cover

POSTER: Simple steps to help stop the spread
www.health.gov.au/resources/publications/coronavirus-covid-19-print-ads-simple-steps-to-stop-the-spread

Safe Work Australia Cleaning Guidelines
<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/cleaning>

NHVR route planner – truck stops
www.nhvr.gov.au/road-access/route-planner

Tasmanian Government Essential Travellers information
www.coronavirus.tas.gov.au/travellers-and-visitors/essential-travellers

Crossing state and territory borders – border restrictions information
www.nhvr.gov.au/about-us/coronavirus-response#border-restrictions

Safe Work Australia – Vulnerable Workers
www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/delivery-drivers/vulnerable-workers

Incident Notification COVID-19 to WorkSafe Tasmania
worksafe.tas.gov.au/topics/Health-and-Safety/safety-alerts/coronavirus/incident-notification-for-covid-19

Safe Work Australia – infographic / poster COVID-19 at the workplace
www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Infographic-Suspected-or-Confirmed-Cases-a3.pdf

Assistance Measures – Commonwealth -
www.australia.gov.au
treasury.gov.au/coronavirus/businesses

Assistance Measures – Tasmania -
www.coronavirus.tas.gov.au/business-and-employees/business-support
www.business.tas.gov.au/home

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