

COVID-19 Protocols
for NZ Forestry Industry Operations under Level 3

Recommended Practices for COVID-19: Log Cartage

This guidance would also apply if any forestry-related operation was given permission to operate at Level 4.

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Recommended Practices for COVID-19: **Everyone**

1. **Stay at home if you are unwell**

- Everyone must self-assess their health prior to attending work. Anyone who feels unwell should not come to work and should phone Healthline on 0800 358 5453 to seek advice.
- Anyone who has been in another country or has had close contact with a probable or confirmed case, should self-quarantine and not come to work for 14 days.
- Assess worker fitness before work starts each day by asking them:
 - ▶ Are you feeling unwell, fatigued or not in a fit state to work?
 - ▶ Have you been in contact with anyone who is unwell or who has COVID-19?
- For more information see Appendix 3: Assessing wellness.

2. **Minimise numbers on site**

- Only workers necessary to carry out work should be on site. Any worker who can work from home should.
- Visitors to site should be minimised to essential work only.

3. **General hygiene**

Practise good hygiene at **ALL TIMES** including:

- Cover your coughs and sneezes with your elbow or a tissue
- Put used tissues straight into the bin
- Wash your hands often with soap and water, including before and after eating and after going to the toilet
- Use hand-sanitiser
- 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, which should include providing instruction on correct use
- Form workplace teams (bubbles) and minimise mixing e.g. staggered breaks, defined walkways, separate entry and exit times.

4. Have hygiene and cleaning products available on site

All works sites must have the following available:

- Soap and water
- Hand-sanitiser
- Cleaning products for wiping down areas
- Disposable paper towels to wipe down surfaces
- Tissues
- Gloves
- Bins / bags / waste areas to dispose of used cleaning items.

5. Physical distancing

Maintain physical distancing between people:

- **Level 3:** 1 metre in a controlled work environment, 2 metres outside home or on public transport
- **Level 4:** 2 metres, unless 1 to 2 metres unavoidable e.g. in processing

Separation can be assisted through staggering start / finish / and meal break times. As far as is possible, people should remain in their work 'bubble'.

General safety provisions need to be in place at all times and it is important that all businesses adapt safety measures to their specific circumstances.

Workers are only allowed to work with physical distancing of less than 1 metre in extraordinary operational circumstances. Additional safety measures such as screens must be applied, and these are described in guidance from Ministry for Primary Industries¹.

The following requirements for distancing should be discussed and agreed with teams:

- Stagger breaks so that there are no communal lunches, smoko or other gatherings
- Maintain the required minimum distancing
- Handheld two-ways are to be used to reduce close contact between crew and visitors.

6. Site register

Ensure you have a register for all workers, including those travelling in work vehicles, visitors and service providers with contact details recorded to ensure contact tracing can be done by Ministry of Health if there is a COVID-19 case at your workplace.

7. Case management

Every workplace must maintain and implement processes for managing a positive COVID-19 detection in the workplace. See Appendix 4 for details.

If there is a suspected or confirmed case of COVID-19 at work or at home contact Healthline on 0800 358 5453.

¹ Note that requests for evaluation of options other than screens that provide an equivalent level of protection can be put to NZ Food Safety.

8. Travel to and from work site

- Wherever possible employees are to travel individually to and from a work site. Where this is not possible please see Appendix 5 for further details.
- At home maintain good hygiene and follow the latest Ministry of Health guidance on physical distancing, including what social and recreational activities are allowed.

9. Shared vehicle (split shifts, different users on different days etc)

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

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

10. Returning home

- Clean your hands: Avoid touching anything until you wash or sanitise your hands thoroughly
- Remove shoes. Don't walk through the house with your shoes on. Take them off at the door
- Wash clothes: Put your clothes and bags into a separate container from your family's clothes and wash them in a hot washing machine cycle (over 60 degrees)
- Shower: Have a shower and make sure to wash your hands, wrists, neck and anywhere else that has been exposed.

11. Fuel purchases

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

12. 'At-Risk' employees

- Employees who are most at risk (see Appendix 2) should discuss options with their employer. Where appropriate, an employer may recommend such employees are relocated or assigned alternate duties for added protection.

13. All meetings to be conducted remotely or to use physical distancing

- All meetings should be conducted using either phone conference, video conference or other technologies which can be set up to be accessed by laptop, tablet or smartphone

- All communications for onsite meetings such as tailgate meetings should now take place in a way that maintains physical distancing or via phone or radio with participants.

14. Training

- Any non-essential face to face training should be suspended. If training must be provided, then COVID-19 protocols must be met.

15. Work from home where possible

- While this will not be an option for many employees, businesses must identify work from home options.

16. Worker engagement

- Ensure your workers are involved in implementing these protocols and have a way to provide feedback on how things are working and when / if things need to change.

17. Working alone procedures

- Review your working alone procedures and ensure they are fit for working in these circumstances.

18. Review and monitoring

- Ensure you have processes in place to review and monitor the protocols you have implemented.

19. Emergencies

- In an emergency the usual procedures apply but take extra diligence to minimise your risk to COVID-19.

KEEP YOURSELF AND OTHERS SAFE

- **Maintain physical distancing: LEVEL 3: Stay 1–2 metres apart; LEVEL 4: 2 metres apart**
- **Wash hands for 20 seconds regularly with soap and dry thoroughly, or use sanitiser**
- **Clean and disinfect common contact surfaces frequently and keep other surfaces clean.**



Recommended Practices for COVID-19: **Log Cartage**

1. **Arriving at work**

- Ensure you are well rested the night before, ready for the day ahead
- Driver to self-declare that they are COVID-19 symptom free (using an app or day sheet)
- 1 driver inside the driver's room or toilet at any time
- Maintain physical distancing between yourself and workmates
- Complete your pre-start checks
- If it is a shared truck, then follow protocols and wipe down cab with sanitiser.
- Check your water bottle is filled ready to wash hands on the road. Wash your hands prior to departing the yard with sanitiser or soap and water.

2. **Loading**

- Discuss any loading process with loader operator via radio
- If radio is congested by skids operating close by, discuss with loader in open air environment maintaining physical distancing between yourself and loader, always avoid this process where possible – USE YOUR RADIO AS OFTEN AS YOU CAN
- If you have exited the cab, wash your hands with sanitiser or soap and water prior to returning to cab
- Loader driver to present completed docket to truck driver on a “pogo” stick or other mechanism to allow for maintaining physical distancing
- Once loaded, wearing your gloves take the docket from the loader driver and store inside the zip lock bag, wash your hands with sanitiser or soap and water
- Move to chain area; wearing your gloves, chain download, avoid helping others to reduce cross contamination by multiple people touching surfaces
- Wash your hands with sanitiser or soap and water prior to returning to cab.

3. **On the road**

- Wearing your gloves, complete your chain checks as per normal. Do this on your own
- Remove your gloves and take photos of your load using the Bush Docket app and send these to your delivery point (ISO or C3)
- Wash your hands with sanitiser or soap and water prior to returning to the cab.

4. **Arriving at delivery point**

- Discuss any loading process with loader operator via radio
- Remain in your cab at all times where possible

- If you need to speak with somebody in person, maintain physical distancing between yourselves
- Wearing your gloves, take docket from the zip lock bag and place in customer dropbox. Return your copies to the zip lock bag
- Wash your hands with sanitiser or soap and water prior to returning to cab.

5. Weighbridge

- Avoid contact with other people
- Wash your hands with sanitiser or soap and water prior to entering the weighbridge kiosk
- Weigh loads as per normal process
- Wash your hands with sanitiser or soap and water on leaving the weighbridge kiosk. (Weighbridge owners to provide sanitiser on site)
- Lift trailer as per normal process
- Where gantry operators are provided, maintain physical distancing
- Wear your gloves when operating gantry controls
- Wash your hands with sanitiser or soap and water prior to returning to the cab.

6. Refuelling

- Enter your fuel pin etc at the machine
- Wash your hands with sanitiser or soap and water
- Wearing your gloves, start refuelling process
- Once complete, hang bowser back
- Remove your gloves and wash your hands with sanitiser or soap and water prior to returning to cab.

7. Back at the yard – End of day

- Wipe down your cab with sanitiser spray and a rag
- Dampen rag with sanitiser spray and wipe down your tablet and zip lock bag – wipe inside and out of zip lock bag
- Refill water bottle ready for hand washing the following day
- Check drivers' room and if / once empty, go inside – 1 person at any time
- Place your completed dockets and day sheets inside the letterbox inside the driver's room
- Wash your hands with sanitiser or soap and water.

8. Punctures / blow-outs on the road

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

9. Tyre changes [designated supplier]

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

10. Workshop

- Call ahead via office and notify them of the issue requiring repair on vehicle
- Complete vehicle fault sheet and leave inside the cab
- Park vehicle outside the workshop
- Wipe down cab with sanitiser spray
- **DO NOT ENTER WORKSHOP FOR ANY REASON.**

11. CVST – NZ Police

- Remain in your cab and advise the officer you would always prefer to maintain physical distancing from them. Suggest they speak to you from the passenger side with door open and engine off
- If an officer needs to look at your logbook, request they use their sanitiser
- If you exit the vehicle for any reason, maintain physical distancing
- Wash your hands with sanitiser or soap and water prior to returning to the cab
- **STAY PROFESSIONAL, FOLLOW INSTRUCTIONS AND ASSIST THEM IN THEIR JOB SAFELY.**

12. Talking with workmates

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

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