



Recommended Practices for COVID–19: Harvesting / Engineering Operations

1. Re-induction of everyone on site

- Each worker to be re-inducted on the new practices for COVID–19 for the work site
- Each individual to possess individual PPE that includes a bottle of sanitiser, soap and paper towels, individual water bottles and toilet paper. These are not to be shared
- Subcontractors and service agents must also be fully re-inducted.

2. Wipe down, disinfect and disposal

- Frequently wipe down and disinfect frequently used and communal surfaces
- Each work site must have a disposal procedure for used paper towels.

3. Wash hands

- Wash hands with soap or sanitise regularly and thoroughly
- For example; after every sneeze or cough; before and after eating, using the toilet, refuelling vehicles, opening or closing a forest gate, touching something 'communal', upon entering a machine / vehicle and after any contact with another person or pet.

4. Travel

- Workers are to travel to work individually as a single occupant where possible. Leave home / work and return directly to your bubble. Do not sightsee or make unnecessary stops to / from work.
- If a driver is required to collect a passenger, then both occupants must maximise their separation distance while in the vehicle. Both workers must thoroughly wash or sanitise their hands on entering and exiting the vehicle.

5. Physical distancing

- **Maintaining physical distancing is a critical health practice.** Individuals must maintain physical distancing for any activity that requires interaction between 2 or more people (e.g. toolbox meetings, maintenance) Your physical distancing plans must take into account the likelihood of wet weather.

6. Meetings

- If wet, use radio communication (either handheld or in machines / vehicles) to communicate
- At the end of each toolbox meeting and once all plans have been discussed, Foreman are to ask all workers individually by name for an affirmation that they understand the work plan, and then sign off the Daily Toolbox Book on their behalf
- Each person should be asked at each toolbox meeting if they are “feeling right and not exhibiting any COVID–19 symptoms”.

7. Work bubble – Machine operation

- Sanitise machine prior to starting work at the beginning of the day; wipe down all switches, door / window handles, seatbelts, controls, radio, seat, roof and all surfaces
- Once cleaning is completed, hands must be washed for 20 seconds with soap and dried thoroughly OR sanitised
- If an operator needs to switch machines for operation or maintenance during the day, then they need to sanitise the machine prior to use as above
- If they are the only user of both machines, then a daily high touch area wipe-down is all that is required to maintain a healthy work bubble.

8. Work bubble – Other activities

- Stay isolated for rest breaks. There are to be no communal lunches. Do not share any food or water. Maintain physical distancing. Wash hands before and after eating
- First Aid kits on site and in vehicles to be allocated to each person as the ‘holder’ of that kit. It will be that person’s responsibility to ensure that used items are replenished.

9. Work bubble – Visitors

- Any visitors to site should notify the crew in advance of their visit. No surprise visits
- The visitor will be informed of the check-in procedure prior to arriving on site and must have an RT radio
- Visitors will not enter the crew container unless instructed to do so
- Sign in will be via verbal affirmation with the crew foreman
- Maintaining a physical distancing with any person on site is paramount
- All visitors must have their own hand-sanitiser as part of their compulsory PPE to enter the site
- Any sub-contractor or service agent visiting the site to undertake work must provide their own business’s COVID–19 health and safety procedures
- Any rubbish brought on site by a visitor must be removed by that visitor

- A register must be kept that includes each individual who was on site that day and when (arrival to leaving) for contact tracing purposes if a COVID-19 case occurs
- In an emergency the usual procedures apply but take extra diligence to minimise your risk to COVID-19.

KEEP YOURSELF AND OTHERS SAFE

- **Stay home if you're are sick**
- **Get tested if you have symptoms; call Healthline 0800 358 5453 for advice on testing and isolating**
- **Wear face coverings when in close proximity to others**
- **Have QR codes in workplaces. Everyone must scan in or manually register**
- **Maintain physical distancing**
- **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.**