



Recommended Practices for COVID–19: Log Cartage

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. 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.

3. Loading

- Wear a face covering when outside the cab.
- 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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 docket and day sheets inside the letterbox inside the driver's room
- Wash your hands with sanitiser or soap and water.

9. 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.

10. 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.

11. 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.**

12. 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.**

13. 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.

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.