


OPERATIONAL PROCEDURE	Department:	Area:	Task:	Site Reference	COVID-19	Document owner – site level:	
	Translift	Stock Yards & Customer Sites	Stock delivery to customer sites	Version	2020.01		
				Revision	Rev.1	Jim Parker	

TASK INSTRUCTIONS

Reporting for work:

YOU MUST NOT REPORT FOR WORK IF YOU, OR ANYONE IN YOUR HOUSEHOLD, HAVE SYMPTOMS RELATING TO COVID-19

- Immediately, on arrival at work, wash / sanitise your hands
- Only one person allowed in the drivers lobby at any time

Preparing your vehicle:

- Whilst carrying out the daily checks of your vehicle, clean down / sanitise all contact surfaces prior to touching them (crane and hand-holds, door handles, steering wheel, gear shift, handbrake, tacho unit, etc)

Loading stock onto your vehicle:


- The load tickets will be pre-prepared for you and loads scheduled (persons handling the load tickets will be wearing disposable gloves)
- From your cab, communicate with the loader in regard to which load is required then follow the loader to the loading point
- You are allowed out of your vehicle to make any necessary preparations for stock being loaded
- Once your vehicle is prepared for loading you must return to your vehicle and remain in it until loading is completed
- When loading is completed you will be allowed to leave your vehicle to make it safe for driving it to the tinning/strapping area
- You must then drive to the tinning/strapping area to secure your load

These are standard loading procedures with the additional requirements of social distancing.

- Where you are self-loading, follow standard procedures for this including not allowing any person in the area whilst self-loading

Leaving site:

- Your load configuration and securing method must be such that the load can be safely transported to the customer

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Breaks:

- The legal requirements for driver breaks remain unchanged and you must adhere to these rules
- Due to limited facilities / service at service stations, you should bring your own food and drink for your shift
- Take breaks / food breaks in your cab where possible
- Use good hygiene practices when using public toilets, including washing hands thoroughly before returning to your vehicle

Delivery at customer site:

- Remain in your vehicle and await instructions from site personnel (if you receive COVID-19 safety precautions from the site personnel you must adhere to such instructions)
- Verbally confirm where the delivery is to be unloaded
- At the unloading area ensure all other persons are clear of the area so you can unload in isolation
- Once unloaded, obtain a receipt signature for the delivery by;
 - having the person receiving the goods sign the delivery (social distancing applies)
 - ensure the person signing uses their own pen or provide a disposable pens to them (do not take back the disposable pen if you provide one)
 - wearing disposable gloves, place the signed delivery note in the plastic wallet provided
- Make your vehicle / crane safe before leaving the site
- Return all signed delivery notes to sales office

AT ALL TIMES ON OWN / CUSTOMER SITES YOU MUST ADHERE TO SOCIAL DISTANCING OF AT LEAST TWO METRES