

COVID-19 - Protecting employees and the community during transport activities

Purpose

The purpose of this Safety Bulletin is to highlight the actions that transport operators and other members of the supply chain can take, to protect employees, customers and the community whilst conducting transport activities and using shared facilities.

Issue

Incidences of workplace and community transmission of COVID-19 have occurred in locations and businesses where transport activities are undertaken.

There are steps that can be taken by all parties in the supply chain to reduce the risk of transmission within the workplace, handling of freight, and in interactions with other parties.

Ongoing communication about the risks and the actions that can be taken is important, and the NHVR has provided tools and guidance materials that can be used in these discussions.

Action required

Safety briefings or toolbox talks are one of the easiest and most effective ways to communicate with your employees and to keep them informed of important safety and operational matters. These meetings are also an opportunity to hear the views of your employees and encourages them to share responsibility for their own safety and those they interact with.

The NHVR has developed a toolbox talk template for you to use to communicate specifically about actions that can be taken in your business to reduce the spread of coronavirus. It covers:

1. Quick Guide – Coronavirus Overview
2. Quick Guide – Keeping your Workspace Clean
3. Quick Guide – Cleaning Hands and Wearing Disposable Gloves
4. Quick Guide – Using a Face Mask
5. Coronavirus Vehicle Hygiene Checklist (as a guide)
6. Additional topics about reporting safety incidents and employee responsibilities

This template is easily modified to include your own company logo, to add additional topics that are specific to your business, and to talk about any recent safety incidents and lessons learned.

Additional information may be available from industry associations that may be specific to your transport activities. It is recommended that this information is included where applicable.

The toolbox talk template can also be used as a record of the meeting, by including the list of attendees.

The template, quick guides and checklist can be obtained www.nhvr.gov.au/sms-toolbox-covid-19



IMPORTANT: Regular communication with employees is essential, as government health warnings are updated, when the NHVR issues additional advice, or as more industry specific guidance becomes available.

Further information

Further information relevant to this safety bulletin can be obtained by contacting 1300 MYNHVR (1300 696 487) or email info@nhvr.gov.au

Specific legislation

The NHVR is currently providing regular updates related to the heavy vehicle operations on the website at www.nhvr.gov.au/covid

This includes updates on how the Heavy Vehicle National Law (HVNL) is being applied at this time to assist transport activities, as well as links to national, state and territory advice on legislation and travel restrictions.

Related information

For guidance on how to run a toolbox talk read the [How to Run a Safety Briefing or Toolbox Meeting - Quick Guide \(PDF, 42KB\)](#)

The NHVR encourages transport operators to develop and implement a Safety Management System (SMS). The website provides core guidance materials and templates to help you implement an SMS in your business.

For further information about implementing an effective SMS, visit www.nhvr.gov.au/sms

This will assist you in:

- developing safety policies and documentation;
- safety risk management;
- safety assurance; and
- safety promotion and training.

For more information

Visit: www.nhvr.gov.au

Email: info@nhvr.gov.au

Telephone: 1300 MYNHVR* (1300 696 487)

*Standard 1300 call charges apply. Please check with your phone provider.

Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing. However, because of advances in knowledge, users are reminded of the need to ensure that information on which they rely is up to date and to check the currency of the information with the appropriate NHVR officer.