

## **WA FREIGHT, LOGISTICS and TRANSPORT INDUSTRY FRAMEWORK PLAN FOR COVID-19**

### **PURPOSE**

The freight, logistics and transport industry is critical to the State of Western Australia, and the national economy. The industry is a significant employer, purchaser and taxpayer.

The availability and mobility of the industry's workforce will be critical to ensuring continuity of essential services, production and imports/exports to the State.

Worker health and safety is the industry's top priority, with the sector having protocols in place to ensure the health of its workforce. Industry continues to respond proactively and swiftly to developing risks posed by the Novel Coronavirus (COVID-19).

This Framework applies to all activities within Western Australia in the freight and logistics industry in WA and mandates a range of key requirements to enable the freight and logistics industry to meet the necessary workforce requirements to continue to provide an essential service to the State during the Novel Coronavirus (COVID-19) crisis, while ensuring the health and safety of its workforce and supporting community safety.

Individual companies and operators within the industry may choose to have in place additional requirements that are specific to their business that are over and above the key requirements set out in this framework. In the event of any inconsistency however, the requirements in this document will prevail.

### **OBJECTIVE**

The overarching objective of this Framework is to:

1. support the safety and health of the freight, logistics and transport industry workforce
2. ensure that the industry does not unavoidably adversely impact the regions and communities it services and operates in, and does not undermine public health efforts, and
3. maintain operations and production wherever possible for the benefit of the industry, workers, communities and suppliers that the industry supports.

The Framework has been developed by the Freight and Logistics Council of Western Australia and key representatives from the industry to ensure a consistent and proactive approach in the freight, logistics and transport sector in the State.

The Framework is intended to reinforce and operate concurrently with the public health arrangements as they are put in place from time to time by the Government to manage and address the impacts of COVID-19. For the avoidance of doubt, this includes restrictions on Federal or State borders, or the movement of people.

## **KEY REQUIREMENTS**

The Framework establishes the key requirements that the freight and logistics sectors will have in place in consultation with the Government.

The freight and logistics sectors commit to have in place detailed policies and procedures to deliver on the intent and objectives of the Framework.

To reiterate, the Framework operates in the context of any public health restrictions and the industry supports the broader implementation of those arrangements for the community.

Workers health and safety is paramount, and the industry will ensure workers are protected from undue exposure to COVID-19 and have in place the health protocols and services to be able to respond if a worker is infected.

The Framework specifies key requirements to be included in the freight and logistics sectors approach in order to operate while any restrictions are in place.

These include:

### *Supporting the industry's workers*

- a. **(Information for workers)** Freight and logistics companies will provide regular and consistent updates to workers on the spread of COVID-19 in their communities, strategies to avoid contracting it both in and outside the workplace (eg social distancing/sanitation etc), ways to support colleagues and their families, and the requirements contained within this Framework.

- b. **(Mental Health)** Freight and logistics companies and industry representatives acknowledge that this is a difficult and stressful time for the industry's workforce. The sector is already proactive in addressing mental health and wellbeing and therefore well placed to support workers at this time. Companies continue to ramp-up the wide variety of supports in place to support the mental health and wellbeing of their employees.
- c. **(Equipment)** Freight and logistics companies will ensure so far as is possible that workers have access to all the necessary health and safety equipment to prevent the spread of the disease (e.g. sanitisers, soap etc.) and protect themselves from contracting it.
- d. **(Point of contact)**. Each freight and logistics company will nominate a key contact for their workers to get more information about the respective company's efforts under the Framework.

*Prevent and protect workplaces from infection*

- e. **(Symptoms testing)** Freight and logistics companies will incorporate a symptoms identification process to identify early warnings and presentations (eg: temperature testing/self-reporting etc).
- f. **(Government rules)** Industry will take best steps to enforce the government's rules amongst their workforces (e.g. that any worker who has been overseas or been in contact with someone with COVID-19 will be in self-isolation for 14 days)
- g. **(Sanitation)** High sanitation is practised at freight and logistics locations however additional cleaning protocols will be put in place for all common areas and equipment. At any point, the Government can query, inspect premises and make recommendations with respect to sanitation at a site.
- h. **(Distancing)** Operators will implement procedures and processes to ensure physical and social distancing is practised through individual or group segregation, consistent with Government advice. Workers will be provided with information on how to implement physical or social distancing.
- i. **(Group events)** Group events like meals and start-ups are being cancelled or staggered and held outdoors/larger facilities to significantly reduce people numbers in one place and comply with social distancing requirements.

- j. **(Health professional support)** Each operator will have a procedure in place to manage the initial stages of situations where a suspected COVID-19 case presents.

*Responding to positive tests and evacuation*

- k. **(Quarantine)** Where a positive test is returned, or a case is suspected, the individual will be documented on a register and sent home to self-isolate.
- l. **(COVID-19 Action Plan)** Every freight and logistics company will have a specific action plan in place for response to COVID-19 cases (eg: standing down/isolation of workers, cleaning of workplaces etc).
- m. **(Effective communication)** - Freight and logistics companies will communicate with other parties in relation to any suspected COVID-19 cases where there is a possibility of contact across companies.
- n. **(Risk assessment and mitigation)**. Freight and logistics companies will compile a list of workers that fit into highest risk categories as identified by the Chief Health Officer or their delegate (eg: older workers and those with underlying health issues) and ensure there are appropriate mechanisms in place to prevent and respond to an infection.
- o. **(Evacuation – mild or medium)** Freight and logistics operators will have in place as part of their COVID-19 Action Plan for mild or medium presentations. These could include, for example, evacuation of a driver with symptoms presenting during a trip and the segregation and stand-down of exposed crews.

*Public health and managing community interactions*

- p. **(Minimise impact on communities)** To reflect the freight and logistics company's commitment to minimise their impact on the regional and remote communities where they operate, companies will seek to put in place arrangements to minimise all interaction between their activities and communities.

### *Monitoring and Reporting*

- q. **(Reporting)** Through the industry representative, the industry is committed to provide daily reports to the Government of any new COVID-19 cases, evacuations, recoveries and current caseload.
- r. **(Government validation)** The Framework is submitted to the Government for their input and advice and ultimately validation. The Framework can be refined as needed by the Government (and specifically the Chief Health Officer or their delegate).
- s. **(Contact person)** The industry nominates the Freight & Logistics Council of WA as their representative to act as the central point of contact for this Framework with the Government.

### *Travel & work protocols*

- t. **(Transit protocols)** Subject to government requirements the freight and logistics sector operators will be allowed to continue operations & production inclusive of intrastate and interstate movements (based on strict guidelines and protocols).
- All such workers will be restricted to operational critical personnel only
  - All such personnel from interstate must go through stringent pre-start checks before commencing work.
  - Industry representatives will work with freight and logistics companies to undertake a 'needs analysis' and, if necessary, to adjust shift rosters to ensure minimum number such personnel are moving around or entering the state.
- u. **(Temporary relocation)** Freight and logistics companies may offer interstate/intrastate critical personnel the option of being based in WA or specific region during this period.

## MODAL SPECIFIC REQUIREMENTS

In addition to the general requirements stipulated in this Framework for the entire industry, the below modal specific requirements will also be enforced.

### *Ports and Shipping*

- a. **(Distancing)** Operators will implement procedures and processes to ensure physical and social distancing is practised with all vessel crew at all times. Workers will be provided with information on how to implement physical or social distancing.
- b. **(Quarantine)** Where a confirmed or suspected case of COVID-19 is present on a vessel it will not be permitted to load/unload.
- c. **(Port Authority Measures)**. Operators will comply with all requirements stipulated by the Australian Border Force and relevant Port Authorities.

### *Rail*

- a. **(Sanitation)** Additional cleaning protocols will be implemented by rail operators to ensure locomotives and associated devices are cleaned with increased frequency.
- b. **(Essential Services)** Operators will focus on maintaining essential goods and power supply.

### *Road*

- a. **(Distancing)** Operators will implement procedures and processes to ensure physical and social distancing is practised at all delivery and pick-up locations. Workers will be provided with information on how to implement physical or social distancing.

## GOVERNANCE & IMPLEMENTATION

The Framework is intended to guide the actions of freight and logistics companies. This Framework can be reviewed, escalated or strengthened based on advice by the Government and specifically the Chief Health Officer or their delegate.

With reasonable notice, the freight and logistics sector are committed to cooperating with and implementing the Government's guidance.

For the avoidance of doubt, this Framework seeks to apply a risk-based approach based on scientific evidence currently available and follow applicable local and international health authority guidance to enable the continued operation and production of a state and nationally significant industry.

## **ADDENDUM**

### **National Protocol for Domestic Border Controls – Freight Movements**

#### **Key components for the freight industry**

##### *Managing risks to the health and wellbeing of freight workers*

- COVID-19 tests should be available at no cost to heavy vehicle drivers and rail crew whether or not symptoms are present if required by this protocol. • Heavy vehicle drivers and rail crew should continue to observe their requirements under relevant heavy vehicle or rail regulations respectively, in particular fatigue requirements.
- The National Cabinet decision in relation to rest stops, will continue to apply and can be accessed at: [www.infrastructure.gov.au/vehicles/vehicle\\_regulation/files/non-essentialservices-exemption-rest-stop-facilities.pdf](http://www.infrastructure.gov.au/vehicles/vehicle_regulation/files/non-essentialservices-exemption-rest-stop-facilities.pdf)
  - Assistance on how to locate a heavy vehicle rest place can be found at: [www.nhvr.gov.au/road-access/route-planner](http://www.nhvr.gov.au/road-access/route-planner)
- Arrangements should be made to allow heavy vehicle drivers to change over at, or close to, a state border to enable drivers to stay within a state where practical. This should be facilitated by utilising rest stop facilities where possible.

##### *Managing risks of community transmissions from workers moving across state borders*

- Any heavy vehicle driver or rail crew with any COVID-19 symptom present, should seek immediate COVID-19 testing and medical advice.
- Routine COVID-19 testing of heavy vehicle drivers or rail crew should be required for drivers that are planning on entering or leaving hot spots, or if directed by medical or health agency advice.
- To assist with contact tracing, heavy vehicle drivers and rail crew who cross borders and/or enter or leave hotspots, should be required to keep a record of all close contacts. A close contact is a face-to-face contact for 15 minutes or more, or a person sharing an enclosed space for over 2 hours.
  - o A common national form for records will be developed, to be lodged with work diary records.
- Heavy vehicle drivers and rail crew should be required to have minimal or no close person to person contact at any border check locations, truck rest stops and roadhouses, and any accommodation facilities used on a journey, where practical.



**In addition to the COVIDSafe workplans that freight companies have in place, the following protocols will also apply to reduce the risk of COVID-19 transmission.**

Heavy vehicle drivers, support workers and rail crew must observe the following:

- No passengers will be allowed to travel in trucks or trains unless they are freight workers, for example authorised two up teams.
- Only exit the vehicle to access rest stop facilities, refuelling, accommodation, activities directly related to the delivery or loading of freight or to meet required regulated activities, e.g. work health and safety or fatigue management.
- Follow all COVID-19 related instructions from employees at any premises accessed.
- Employ or introduce non-contact receipt and collection processes for freight when possible.
- Wash or sanitise hands at all appropriate times, but especially at entry to a premises, and prior to leaving.
- Maintain appropriate social distancing while in any premises.
- During freight journeys, drivers should avoid large venues/restaurants and use roadhouse facilities wherever possible.
- Overnight stays at accommodation should occur only when necessary to fulfil fatigue requirements. Accommodation providers must apply COVIDSafe protocols and cleaning procedures to minimise risk. Truck drivers are not permitted to use common areas in accommodation premises and will adhere to physical distancing and limit contacts.
- PPE (such as gloves, eye protection and face masks) should be used whenever physical distancing is not possible, where directed by state or territory government, the Department of Health or Safe Work Australia, or when indicated by COVIDSafe workplans.
- If displaying symptoms of illness such as a fever, cough or sore throat do not enter a premise, advise your employer, seek medical assistance, self-isolate until you seek medical assistance and do not continue your journey.

## **SPECIFIC ADDITIONAL REQUIREMENTS FOR TRAVELLING THROUGH HOTSPOTS**

**The following applies to heavy vehicle drivers, support workers and rail crew**

- Adhere to strict physical distancing and undertake additional precautions when operating in areas experiencing increased COVID-19 cases.
- Restrict stops to dedicated rest stops and roadhouse facilities.
- Transit through hotspots without stopping overnight unless required to meet required regulated activities, e.g. work health and safety or fatigue management.
- In the 14 days following entering or transiting a hotspot or until their next shift, limit activities to restrict interactions with the public and broader family and friends, preferably by staying at their place of residence or appropriate venue where possible. However, this restriction will not apply if the vehicle has not stopped during transit through a hotspot.
- Should wear appropriate PPE when providing services in hotspot locations. Face masks should be used in accordance with advice provided by the relevant jurisdiction, the Department of Health and Safe Work Australia.

Advice from the Department of Health on avoiding infection, including guidance on hand hygiene, cough etiquette and social distancing is available here:

[www.health.gov.au/news/health-alerts/novelcoronavirus-2019-ncov-health-alert/what-you-need-to-know-about-coronavirus-covid-19#protectyourself-and-others](http://www.health.gov.au/news/health-alerts/novelcoronavirus-2019-ncov-health-alert/what-you-need-to-know-about-coronavirus-covid-19#protectyourself-and-others)

For general information concerning the Novel Coronavirus (COVID-19) please refer to the Department of Health website: [www.health.gov.au/health-topics/novel-coronavirus-2019-ncov](http://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov))

For information on work health and safety requirements please refer to the Save Work Australia website: [www.safeworkaustralia.gov.au/covid-19-information-workplaces](http://www.safeworkaustralia.gov.au/covid-19-information-workplaces)

## **New directions for transport and logistics workers**

These new requirements override all previous directions for transport and logistics workers.

Freight workers:

- At the border you will be checked for proof of testing within the previous 7 days - you will need to provide a slip from a testing facility that shows your name and date you attended. (you do not need to provide results).
- If you cross the border and you don't have proof of a test, then you will need to be tested within 48 hours, you **do not** need to isolate whilst waiting for the results.
- If you do receive a positive test result you must call the number listed in the direction and talk to a health officer, they will assist in finding a quarantine facility and identifying appropriate arrangements for your vehicle and freight load.
- If you receive a positive result and are travelling with a co-driver they must also call the number listed in the direction and talk to a health officer who will be able to assist.
- Whilst on route you must follow all the regular protocols (eg sanitising, physical distancing etc)
- To assist with contact tracing, drivers must complete a record of all close contacts which must be available on request. A close contact is a face-to-face contact for 15 minutes or more, or a person sharing an enclosed space for over 2 hours.
- Passengers – you can only travel with other exempt workers (eg two-up)
- In order to determine the 7-day period - **day one starts at midnight on the day you have the test.**

Freight companies:

- must have in place appropriate protocols and procedures to assist workers.
- need to have plans in place to assist drivers including procedures to arrange for cleaning the cab, replacement driver and assisting in the coordination of quarantine requirements.
- are responsible for ensuring that the test results of their workers remain negative throughout the testing period.