

Appendix 1 Checklist

Check		✓ ✘
1.	Is the trip essential?	
2.	Written trip plan, minimising stops at higher risk locations?	
3.	<p>Driver provided with information and training on hazards and safe systems of work? Consider the following topics (more information at the Department of Health website);</p> <ul style="list-style-type: none"> • hazards of COVID-19, including all ages can be affected and can carry the virus • stay at home if unwell with any symptoms • stay at home if had close contact with person diagnosed with COVID-19 or have otherwise been required to self-isolate • cough/sneeze into elbow • regular handwashing and/or sanitising • handwashing for 20 seconds before meals or consuming food • how to maintain social distancing at work • cleaning the vehicle • taking food and drink to minimise stopping at food service facilities • managing risks at stops; e.g. roadhouses • carrying no other person unless essential • communication with clients on workplace systems/controls 	
4.	Single driver where practicable?	
5.	If more than one person is in the vehicle, they are seated to ensure maximum distance between individuals?	
6.	Fitness for work policy communicated?	
7.	All persons travelling are well and at low risk of having been infected with COVID-19?	
8.	Vehicle thoroughly cleaned pre-trip and between driver changes, with attention to frequently touched surfaces?	
9.	Cleaning supplies on board for regular cleaning?	
10.	Handwashing and sanitising supplies on board?	
11.	Vehicle has sufficient bin bags?	
12.	Food and drinks on board to minimise need to use takeaway facilities?	
13.	Fuel card or credit card to reduce cash handling?	
14.	Driver has cleaned personal items (e.g. keys, phone etc.)?	
15.	Social distancing systems in place? (e.g. workers not to enter venues where social distance cannot be maintained)	
16.	Personal protective equipment (PPE) provided where required to protect against identified hazards?	
17.	Employees trained in correct use of PPE?	
18.	All other applicable regulations are being complied with? e.g. <i>Regulation 3.133 Driver fatigue management plan, requirement for;</i> and <i>Regulation 3.20 Sanitary etc. facilities, duties of employer etc. as to.</i>	