

COVID-19 RECOMMENDED PRACTICES FOR TASMANIAN FORESTRY INDUSTRY OPERATIONS



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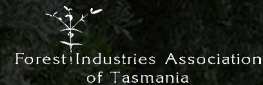
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ACKNOWLEDGEMENTS

This document has been created to assist the Tasmanian Forest Industry to follow best practice safety and hygiene practices to operate safely through COVID-19. The document is an initiative of Tasmanian Forest Industry stakeholders and members of the TFFPN COVID-19 Communications Working Group which is made up of the following:

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INTRODUCTION

The World Health Organization has announced that COVID-19 is a pandemic. As a new disease, there is presently no immunity to COVID-19 in the community. As such, infection spreads very quickly. Those most at risk include people who have compromised immune systems or chronic illnesses, the elderly, and the very young.

This guide is intended to be used by those working in the Tasmanian forestry industry, operating under the Australian COVID-19 Restrictions.

All businesses need a plan to manage the risks of COVID-19. This document, which is guidance only, may help businesses create that plan in conjunction with their workers. Businesses need to look at their operations and identify what work can be done safely. If they can't keep people COVID-19 safe, then the work should not be done. All businesses operate differently and should identify their own risks and mitigation measures, adhering to Government restrictions.

This Guide uses the Government guidelines, which describe general safety measures to control the spread of COVID-19:

- Stay at home if unwell.
- Wash hands.
- Sneeze / cough into tissue / elbow (tissues in bin).
- Maintain physical distancing.
- Use PPE (clothing, masks, gloves) as an optional measure appropriate to the circumstances.
- Form workplace teams to minimise mixing of teams.
- Visitors / other service providers to maintain safe practices and physical distancing.
- Implement an appropriate cleaning and disinfecting programme.
- All persons on site to sign a register to facilitate contact tracing.

INTRODUCTION

This advice was relevant as at 8 May 2020 but as this crisis changes on a very frequent basis this advice may have to be updated regularly and you are encouraged to confirm you are reviewing the most recent edition by visiting the Tasmanian Forests and Forest Products Network Website: <https://www.tffpn.com.au/covid-19/>

FRAMEWORK

These guidelines and protocols have been developed using the following framework:

- Before people get to work (i.e. planning, rostering, remote inductions).
- When people arrive at work (i.e. signing-in, health checks, washing facilities, work distancing, site maps).
- While people are at work (i.e. approach for deliveries, separation plans and barriers, bathroom management, break management, limited access points).
- When people are leaving work (i.e. sign-out, washing, transport protocols, home arrival hygiene).
- What happens in an emergency (i.e. emergency plans still work in line with hygiene and distancing, (e.g. assembly points); COVID-19 case plan).

Recommended practices have been developed for the following groups: Everyone, Forestry, Harvesting Operations, Log Haulage and Processing.

All workplaces are also subject to work within the National COVID-19 safe workplace principles found [here](#).



GENERAL INFORMATION ON COVID-19

INFECTION

According to the Department of Health, the virus is spread from 'person-to-person' contact through:

- close contact with an infectious person (including in the 24 hours before they start showing symptoms)
- contact with droplets from an infected person's cough or sneeze
- touching objects or surfaces that have cough or sneeze droplets from an infected person and then touching your mouth or face.

SYMPTOMS

Symptoms of COVID-19 can range from mild illness to pneumonia. Some people will recover easily, and others may get very sick very quickly.

People with coronavirus may experience:

- fever
- coughing
- a sore throat
- fatigue
- shortness of breath.

PEOPLE MOST AT RISK

People who are at greater risk of more serious illness if they are infected with COVID-19 include:

- people aged 70 years and over
- people aged 65 years and over with chronic medical conditions
- people with compromised immune systems
- Aboriginal and Torres Strait Islander people over the age of 50.





RECOMMENDED PRACTICES FOR COVID-19: **EVERYONE**

1. STAY AT HOME IF YOU ARE UNWELL

Everyone must self-assess their health prior to attending work. Anyone who feels unwell should not come to work and should seek advice. If you are concerned you may have COVID-19:

- Use the symptom checker [here](#).
- Contact the Tasmanian Coronavirus Helpline 1800 671 738. You can call this line if you are seeking information on coronavirus. The line operates 24 hours a day, seven days a week.
- Find [GP respiratory clinic](#) or how to get test by visiting [here](#).
- Anyone who has been in another country or has had close contact with a probable or confirmed case, should self-quarantine and not come to work for 14 days.
- Assess worker fitness before work starts each day by asking them:
 - Are you feeling unwell, fatigued or not in a fit state to work?
 - Have you been in contact with anyone who is unwell or who has COVID-19?
- For more information see Appendix 1: Personal Health Flowchart.

2. MINIMISE NUMBERS ON SITE

- Only workers necessary to carry out work should be on site. Any worker who can work from home should.
- Visitors to site should be minimised to essential work only.

3. GENERAL HYGIENE

Practice good hygiene at ALL TIMES including:

- Cover your coughs and sneezes with your elbow or a tissue.
- Put used tissues straight into the bin.
- Wash your hands often with soap and water, including before and after eating and after going to the toilet.
- Use hand-sanitiser (at least 60% alcohol).
- Avoid touching your eyes, nose and mouth.
- Clean and disinfect frequently used hard surfaces at regular intervals.
- Clean and disinfect frequently used objects such as mobile phones, keys, wallets and work passes.
- Use PPE options as appropriate to the circumstances, which should include providing instruction on correct use.
- Form workplace teams and minimise mixing e.g. staggered breaks, defined walkways, separate entry and exit times.

4. HAVE HYGIENE AND CLEANING PRODUCTS AVAILABLE ON SITE

All works sites must have the following available:

- Soap and water.
- Hand-sanitiser.
- Cleaning products for wiping down areas.
- Disposable paper towels to wipe down surfaces.
- Tissues.
- Gloves.
- Bins / bags / waste areas to dispose of used cleaning items.

5. PHYSICAL DISTANCING

The basic rule is that you should always maintain 1.5 metres (approximately two arms-lengths) from anyone else. This applies at all times, including at work and while traveling to the extent it is reasonably practicable.

Separation can be assisted through staggering start / finish / and meal break times. As far as is possible, people should remain in their work teams.

General safety provisions need to be in place at all times and it is important that all businesses adapt safety measures to their specific circumstances.

Of course, it may not always be 'reasonably practicable' to maintain 1.5 metres, so other arrangements may have to be considered.

For example, providing and requiring workers who are in close proximity to each other to use physical barriers (e.g. perspex screens) and personal protective equipment (PPE) such as gloves and masks. And ensure PPE, where this is required, is used properly; e.g. masks fully cover the face and nose and disposed of in a bin at the end of the shift.

The following requirements for distancing should be discussed and agreed with teams:

- Stagger breaks so that there are no communal lunches, rest breaks or other gatherings.
- Maintain the required minimum distancing.
- Handheld two-ways are to be used to reduce close contact between crew and visitors.
- Breaking staff into teams.
- Adjusting rosters to minimise the numbers of staff at the site, and staggering shifts and break times to reduce overlap between teams.
- Adjusting the physical layout of the workspace and any common areas; e.g. divide the workspace into zones; remove chairs from lunchrooms.
- Streamlining processes to reduce cross-contact; e.g. ensuring materials used on the packline are handled within the team.
- Making sure the workplace is very well ventilated.

6. SITE REGISTER

Ensure you have a register for all workers, including those travelling in work vehicles, visitors and service providers with contact details recorded to ensure contact tracing can be done if there is a COVID-19 case at your workplace.

7. CASE MANAGEMENT

- Every workplace must maintain and implement processes for managing a positive COVID-19 detection in the workplace.
- If there is a suspected or confirmed case of COVID-19 at work or at home contact the National Coronavirus Helpline on 1800 020 080.

8. TRAVEL TO AND FROM WORK SITE

- Wherever possible employees are to travel individually to and from a work site.
- Where this is not possible, observe social distancing practices.

9. SHARED VEHICLE (SPLIT SHIFTS, DIFFERENT USERS ON DIFFERENT DAYS ETC)

Where a vehicle or machine is shared between different drivers / operators, each user must wipe down at the beginning and end of each use:

- Interior (including high touch areas such as steering wheel, gear shift, seat belt and buckle, radio, window controls etc).
- Any handheld devices left in the vehicle (where possible individuals to retain their own handheld devices).
- Two-way radio.
- Exterior high touch areas including door handles.
- Keys and or remote sensor.

10. RETURNING HOME

- Clean your hands: Avoid touching anything until you wash or sanitise your hands thoroughly.
- Remove shoes. Don't walk through the house with your shoes on. Take them off at the door.
- Wash clothes: Put your clothes and bags into a separate container from your family's clothes and wash them in a hot washing machine cycle (over 60 degrees).
- Shower: Have a shower and make sure to wash your hands, wrists, neck and anywhere else that has been exposed.

11. FUEL PURCHASES

Use hand-sanitiser or wash hands with soap and water both before and after refueling vehicles.

12. 'AT-RISK' EMPLOYEES

Employees who are most at risk should discuss options with their employer. Where appropriate, an employer may recommend such employees are relocated or assigned alternate duties for added protection.

13. ALL MEETINGS TO BE CONDUCTED REMOTELY OR TO USE PHYSICAL DISTANCING

- All meetings should be conducted using either phone conference, video conference or other technologies which can be set up to be accessed by laptop, tablet or smartphone.
- All communications for onsite meetings such as tailgate meetings should now take place in a way that maintains physical distancing or via phone or radio with participants.

14. TRAINING

Any non-essential face to face training should be suspended. If training must be provided, then COVID-19 protocols must be met.

15. WORK FROM HOME WHERE POSSIBLE

While this will not be an option for many employees, businesses must identify work from home options.

16. WORKER ENGAGEMENT

Ensure your workers are involved in implementing these protocols and have a way to provide feedback on how things are working and when / if things need to change.

17. WORKING ALONE PROCEDURES

Review your working alone procedures and ensure they are fit for working in these circumstances.

18. REVIEW AND MONITORING

Ensure you have processes in place to review and monitor the protocols you have implemented.

19. EMERGENCIES

In an emergency the usual procedures apply but take extra diligence to minimise your risk to COVID-19.



KEEP YOURSELF AND OTHERS **SAFE**

Always maintain 1.5 metres
(approximately two arms-lengths)
from anyone else. This applies at all times
to the extent it is reasonably practicable.

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.



RECOMMENDED PRACTICES: FORESTRY

These recommendations relate to forestry functions and includes all activities from the establishment phase through to pre-harvest conducted within the Tasmanian forest industry to provide a safe work environment during the COVID-19 Pandemic.

It encompasses all activities which centre around growth of the forest crop and maintenance of the asset for the majority of the rotation including:

- Tree nurseries.
- Mechanical site preparation.
- Aerial spraying.
- Planting.
- Manual spot spraying.
- Silviculture (pruning & thinning).
- Inventory.
- Pest control (animal & plant).
- Fencing & security gate work.
- Other forest maintenance.

The following recommendations should be read in conjunction with the section of these protocols that apply to all employees.

FORESTRY – INDIVIDUAL TASK ANALYSIS AND CONTROLS

Nursery – Seasonal workers

TASK	MULTIPLE CONTACT ENGAGEMENTS	EXPOSURE MANAGEMENT CONTROLS
Get to work.	One Team	If not travelling individually by private vehicle (in which case no multiple contacts), team or crew per vehicle / trip (dependent on vehicle seat numbers), clean interior surfaces of vehicle between trips to nursery.
Prepare for work including PPE options.	One Team	Teams to be assigned time at shed to prepare. Physical distancing to be enforced. Sanitisation practices between teams to be implemented.
Toolbox meeting.	One Team	Physical distancing in open area, outside shed.
Movement around nursery by foot.	One Team	All movements to maintain physical distancing.
Cutting and Setting.	One Team	<ul style="list-style-type: none"> • Within field / shed maintain physical distancing, one cutter per hedge line, miss a hedgeline so individuals are walking their own alley way. • Common surfaces such as boxes and trailers; QC and Boxy to wear protective gloves, Cutters not required. • Only touch individual's box with cutting material. • Shears / clippers cleaned and sanitised for storage.

Nursery – Seasonal workers

TASK	MULTIPLE CONTACT ENGAGEMENTS	EXPOSURE MANAGEMENT CONTROLS
Lift and Pack.	One Team	<ul style="list-style-type: none"> • Within field / shed maintain physical spacing. • Common surfaces such as boxes and packing teams / crates; QC and Boxy to wear protective gloves, Lifters not required. • Only touch individual's box for packing. • Shears / clippers / guillotines cleaned and sanitised for storage.
Despatch.	Two people	<ul style="list-style-type: none"> • One person nominated as Despatch operator. Multiple transport operators. • Despatcher to record onsite transport operators daily. • Common surfaces such as forklifts to be sanitised between operators. Transport operator to load consignment. • Maintain physical distancing at all times. • Transport operator to wear gloves at consignment signoff.
Rest / Meal breaks.	One Team	<ul style="list-style-type: none"> • Team sizes to be set to allow work programme to be efficiently completed while maintaining physical distancing. • If more than one team within the nursery, stagger rest / meal breaks at common shed. • Sanitisation practices implemented between teams. Clean common areas daily.

Nursery – Crop growing

TASK	MULTIPLE CONTACT ENGAGEMENTS	EXPOSURE MANAGEMENT CONTROLS
Get to work.	None	One person per car.
Prepare for work including PPE options.	Two people	<ul style="list-style-type: none"> • Permanent staff gear location assigned. • Physical distancing to be enforced. • Sanitisation practices between permanent staff and teams (if operating) to be implemented.
Toolbox meeting.	One Team	<ul style="list-style-type: none"> • Physical distancing in office. • Individuals to take physical notes on work programme.
Tractor driving.	None	One person driving common tractor. At completion of operation sanitise tractor cab (steering wheel, gear levers, controls).
Crop conditioning.	Two people	One person driving tractor, second person on implement maintain physical distancing. Sanitise tractor and implement common surfaces at completion.
Maintenance.	One person	One nominated person to run workshop, complete maintenance requirements.

Mechanical site preparation

TASK	MULTIPLE CONTACT ENGAGEMENTS	EXPOSURE MANAGEMENT CONTROLS
Work prescription, hazard ID and shape file data files are prepared by forest company.	None	Forest company emails pdf and uploads shape files directly to contractors' GPS device.
Contractor prints out documentation, signs it and scans / emails back to forest company.	None	Contractor completes task at base prior to field work.
Contractor and forest manager discuss the prescribed job over the phone.	None	Discuss on phone.
Contractor transports machine to site.	None	<p>Contractor drives light vehicle to site transport company. Have one person driving truck to site with excavator.</p> <ul style="list-style-type: none"> • Radio is used to communicate when at site • Truck driver unhooks excavator and then retreats to cab • Contractor drives excavator off truck • Truck driver then leaves site • No contact between two parties.
Forest gate opening and closing.	None	Contractor to open and close gates. Wash or sanitise hands as soon as possible.
Sign in and out of property if appropriate.	None	Contractor uses online app if available otherwise use gloves to sign in and out of book.

Mechanical site preparation

TASK	MULTIPLE CONTACT ENGAGEMENTS	EXPOSURE MANAGEMENT CONTROLS
Carry out spot cultivation.	None	One person working on site at all times.
Forest company representative onsite supervision and compliance.	Two people	One forest representative and one machine operator can communicate via radio or to maintain physical distancing.

Aerial spraying

TASK	MULTIPLE CONTACT ENGAGEMENTS	EXPOSURE MANAGEMENT CONTROLS
Work prescriptions and aerial shape file data files are prepared by forest company.	None	Forest company emails pdf and uploads shape files directly to contractors' GPS device.
Aerial contractor prints out documentation and uploads GPS shape files into helicopter.	None	Contractor completes task at base prior to field application.
Chemical is collected from storage facility and handled.	Two people	<p>One person on loader and one driver securing vehicle load for transportation.</p> <ul style="list-style-type: none"> • Nominated person open / close facility. • Manhandling containers – two people as required one metre distancing minimum and wearing gloves. • Driver only secures load. • All other movements maintain physical distancing.

Aerial spraying

TASK	MULTIPLE CONTACT ENGAGEMENTS	EXPOSURE MANAGEMENT CONTROLS
Forest owner representative drives to application site.	None	One person in own vehicle.
Chemical transported to field for application by ground crew.	None	One person in own vehicle.
Water cart transported to field for chemical mixing (optional if no pond source).	None	One person in own vehicle.
Forest gate opening and closing.	None	One nominated person to open and close gates. Wash hands or sanitise as soon as possible.
Onsite setup and mixing of chemicals.	None	One person operation. If second person maintain physical distancing.
Water tanker filling at aerial ground crew.	Two people	Tanker driver controls the fill operation. Aerial ground crew maintain physical distancing.
Ground crew loading helicopter chemical and fuel.	Two people	One ground crew working alone, the pilot is isolated in the helicopter.
Forest company representative onsite supervision and compliance.	Two people	One forest representative and one ground crew or one pilot can communicate via independent radio or maintain physical distancing.

Planting

TASK	MULTIPLE CONTACT ENGAGEMENTS	EXPOSURE MANAGEMENT CONTROLS
Work prescriptions and maps are prepared by forest company.	None	Forest company emails prescriptions and maps to the contractor.
Contractor prints out documentation or loads onto field device.	None	Contractor completes task at base.
Crews are allocated to vehicles and limited to only have direct contact with their assigned crew.	Limit to as few as possible	<ul style="list-style-type: none"> • Driver / crew leader. • Variable crew size depending on scale of operation. • Crews depart from allocated pick up point, do not come to central point or depot. • All personal belongings removed from vehicle every night at drop off. • Driver cleans and disinfects the vehicle every night.
Contractor / supervisor manages field operations.	None	One person in own vehicle maintains physical distancing on site, communicates via radio wherever possible or maintain physical distancing.
Forest gate opening and closing.	None	One nominated person to open and close gates. Wash hands or sanitise as soon as possible.
Each crew allocated a separate work area or block.	Limit to as few as possible	Clearly marked or mapped area allocated to each crew, may be part of a block adjacent to other crews providing physical distancing is maintained.

Planting

TASK	MULTIPLE CONTACT ENGAGEMENTS	EXPOSURE MANAGEMENT CONTROLS
Quality control.	None	One person in own vehicle. Maintain physical distancing. Data delivered electronically.
Trees delivered from nursery, chemical or fertiliser delivered.	None	Trees, chemical, fertiliser delivered without contact with crew.
Collect boxes from teams or trailers, fertiliser or chemical.	Limit to as few as possible	Each crew allocated individual teams / storage on site, separated to allow physical distancing.
Return empty boxes to Teams / storage.	Limit to as few as possible	As above.
Accommodation (if provided).	Limit to as few as possible	Maintain separate crew.

Silviculture (manual spot spraying, pruning, thinning)

TASK	MULTIPLE CONTACT ENGAGEMENTS	EXPOSURE MANAGEMENT CONTROLS
Work prescriptions and maps are prepared by forest company.	None	Forest company emails prescriptions and maps to the contractor.
Contractor prints out documentation or loads onto field device.	None	Contractor completes task at base.

Silviculture (manual spot spraying, pruning, thinning)

TASK	MULTIPLE CONTACT ENGAGEMENTS	EXPOSURE MANAGEMENT CONTROLS
Crews are allocated to vehicles and limited to only have direct contact with their assigned crew	Limit to as few as possible	<ul style="list-style-type: none"> • Driver / crew leader. • Variable crew size depending on scale of operation. • Crews depart from allocated pick up point, do not come to central point or depot. • All personal belongings removed from vehicle every night at drop off. • Driver cleans and disinfects the vehicle every night.
Forest gate opening and closing	None	One nominated person to open and close gates. Wash hands or sanitise as soon as possible.
Contractor / supervisor manages field operations	None	One person in own vehicle maintains physical distancing on site, communicates via radio wherever possible or maintain physical distancing.
Each crew allocated a separate work area or block	Limit to as few as possible	Clearly marked or mapped area allocated to the crew, may be part of a block adjacent to other crews providing physical distancing is managed.
Quality control	None	One person in own vehicle. Maintain physical distancing. Data delivered electronically.
Accommodation (if provided)	Limit to as few as possible	Maintain separate crew.

Inventory

TASK	MULTIPLE CONTACT ENGAGEMENTS	EXPOSURE MANAGEMENT CONTROLS
Manager preparation – Work prescriptions, mapping, hazard ID, plot locations, permits and security keys.	None	<ul style="list-style-type: none"> Forest company emails pdfs and plot data and ensures systems are set up electronically. Disinfect keys. Maintain physical distancing.
Task preparation – Inventory supervisor / contractor prints out paper maps if required or uses electronic systems such as Avenza maps.	None	Supervisor or contractor completes task at base prior to field application and assembles all necessary equipment.
Driving – Inventory Contractor or forest supervisor/s drives to site. Depending on inventory task this can be one or two people.	Limit to as few as possible	Limit team size by vehicle occupant numbers.
Equipment and devices.	None	<ul style="list-style-type: none"> All electronic equipment or manual equipment is not to be shared. This includes tablets, allegros, GPS, phones, tape measures, clinometers etc. All equipment is to be disinfected daily.
Data – Try to utilise digital systems / apps such as Survey 123 if possible.	None	<ul style="list-style-type: none"> All data is to be supplied electronically. If paper-based systems are used this is to be sent by photo, original paper copies to have an incubation period before being handled by another party.
Forest gate opening and closing.	None	One nominated person to open and close gates. Wash hands as soon as practical.

Inventory

TASK	MULTIPLE CONTACT ENGAGEMENTS	EXPOSURE MANAGEMENT CONTROLS
Traceability.	None	<ul style="list-style-type: none"> Record track logs via GPS or using your smart phone ensure location icon is activated. Record any other activities or human contact at the site. Always maintain physical distancing.
Accommodation – If camping away.	None	Separate motel units for individuals.
ATV – side by sides or quads.	None	As per vehicle utilising one designated driver in a side by side or individual quads.
Utilisation of Drones – UAV operators when collecting data.	None	When carrying out and operating UAV's as an individual they need to apply all the rules as above.

Animal pest control

TASK	MULTIPLE CONTACT ENGAGEMENTS	EXPOSURE MANAGEMENT CONTROLS
Work prescriptions and maps are prepared by forest company.	None	Forest company emails map files to the contractor.
Chemical / ammunition / traps are collected from storage facility and handled.	None	One person in own vehicle.
Contractor drives to site.	None	One person in own vehicle. If vehicle shared disinfect before and after.

Animal pest control

TASK	MULTIPLE CONTACT ENGAGEMENTS	EXPOSURE MANAGEMENT CONTROLS
Forest gate opening and closing.	None	One nominated person to open and close gates. Wash hands as soon as practical.
Forest company representative onsite supervision and compliance.	Two people	One forest representative and one contractor can communicate via independent radio or maintain physical distancing.

Weed spraying

TASK	MULTIPLE CONTACT ENGAGEMENTS	EXPOSURE MANAGEMENT CONTROLS
Work prescriptions and maps are prepared by forest company.	None	Forest company emails map files to the contractor.
Chemicals are collected from storage facility and mixed.	None	One person in own vehicle and sprayer.
Contractor picks up second person (if required) drives to site.	Two people	Hands sanitised before entry and after exit of vehicle.
Application of chemical to weeds via pressurised hose / knapsack sprayer.	Two people	<ul style="list-style-type: none"> • Maintain physical distancing at all times. • No swapping of tools / roles.
Forest gate opening and closing.	None	One nominated person to open and close gates. Wash hands as soon as practical.

Weed spraying

TASK	MULTIPLE CONTACT ENGAGEMENTS	EXPOSURE MANAGEMENT CONTROLS
Forest company representative onsite supervision and compliance.	Three people	One forest representative and two contractors can communicate via independent radio or maintain physical distancing.

General maintenance (Installation or maintenance of signs / gates / fences / cameras etc.)

TASK	MULTIPLE CONTACT ENGAGEMENTS	EXPOSURE MANAGEMENT CONTROLS
Work prescriptions and maps are prepared by forest company.	None	Forest company emails map files to the contractor or staff member.
Collection of tools / signs / other items.	Two people (if items are purchased)	Disinfect items purchased. Sanitise hands if handling items before disinfecting.
Contractor / staff drives to site.	None	One person in own vehicle. If vehicle shared disinfect before and after.
Forest gate opening and closing.	None	One nominated person to open and close gates. Wash hands as soon as practical.
Forest company representative onsite supervision and compliance.	None	One forest representative and contractor can communicate via independent radio or maintain physical distancing.



RECOMMENDED PRACTICES: HARVESTING OPERATIONS

These recommendations apply to the harvesting operations conducted within the Tasmanian forest industry to provide a safe work environment during the COVID-19 Pandemic.

The following recommendations that apply to harvesting operations should be read in conjunction with the section of these protocols that apply to all employees.

1. INDUCTION OF EVERYONE ON SITE

- All worker inductions to include 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. WIPE DOWN, DISINFECT AND DISPOSAL

- Frequently wipe down and disinfect frequently used and communal surfaces.
- Each work site must have a disposal procedure for used paper towels.

3. WASH HANDS

Wash hands with soap or sanitise regularly and thoroughly. For example; after every sneeze or cough; before and after eating, using the toilet, refuelling vehicles, opening or closing a forest gate, touching something 'communal', upon entering a machine / vehicle and after any contact with another person or pet.

4. TRAVEL

- Workers are to travel to work individually as a single occupant where possible. Leave home / work and return directly. Do not sightsee or make unnecessary stops to / from work.
- If a driver is required to collect a passenger, then both occupants must maximise their separation distance while in the vehicle. Both workers must thoroughly wash or sanitise their hands on entering and exiting the vehicle.

5. PHYSICAL DISTANCING

Maintaining physical distancing is a critical health practice. Individuals must maintain physical distancing for any activity that requires interaction between 2 or more people (e.g. toolbox meetings, maintenance). Your physical distancing plans must take into account the likelihood of wet weather.

6. MEETINGS

- If wet, use radio communication (either handheld or in machines / vehicles) to communicate.
- At the end of each toolbox meeting and once all plans have been discussed, Foreman are to ask all workers individually by name for an affirmation that they understand the work plan, and then sign off the Daily Toolbox Book on their behalf.
- Each person should be asked at each toolbox meeting if they are “feeling right and not exhibiting any COVID-19 symptoms”.

7. WORK TEAM – MACHINE OPERATION

- Sanitise machine prior to starting work at the beginning of the day; wipe down all switches, door / window handles, seatbelts, controls, radio, seat, roof and all surfaces.
- Once cleaning is completed, hands must be washed for 20 seconds with soap and dried thoroughly OR sanitised.
- If an operator needs to switch machines for operation or maintenance during the day, then they need to sanitise the machine prior to use as above.
- If they are the only user of both machines, then a daily high touch area wipe- down is all that is required to maintain a healthy work space.

8. WORK TEAMS – OTHER ACTIVITIES

- Stay isolated for rest breaks. There are to be no communal lunches. Do not share any food or water. Maintain physical distancing. Wash hands before and after eating.
- First Aid kits on site and in vehicles to be allocated to each person as the 'holder' of that kit. It will be that person's responsibility to ensure that used items are replenished.

9. WORK SITE – VISITORS

- Any visitors to site should notify the crew in advance of their visit. No surprise visits.
- The visitor will be informed of the check-in procedure prior to arriving on site and must have a radio.
- Visitors will not enter the crew container / caravan unless instructed to do so.
- Sign in will be via verbal affirmation with the crew foreman.
- Maintaining a physical distancing with any person on site is paramount.
- All visitors must have their own hand-sanitiser as part of their compulsory PPE to enter the site.
- Any sub-contractor or service agent visiting the site to undertake work must provide their own business's COVID-19 health and safety procedures.
- Any rubbish brought on site by a visitor must be removed by that visitor.
- A register must be kept that includes each individual who was on site that day and when (arrival to leaving) for contact tracing purposes if a COVID-19 case occurs.
- In an emergency the usual procedures apply but take extra diligence to minimise your risk to COVID-19.



RECOMMENDED PRACTICES: LOG HAULAGE

These recommendations apply to the truck drivers and log haulage operations conducted within the Tasmanian forest industry to provide a safe work environment during the COVID-19 Pandemic.

The following recommendations that apply to truck drivers and log haulage operations should be read in conjunction with the section of these protocols that apply to all employees.

1. 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).
- One driver inside the driver's room or toilet at any time.
- Maintain physical distancing between yourself and workmates including if queuing for unloading.
- 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.

2. LOADING

- 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.
- When you have exited the cab, wash your hands with sanitiser or soap and water prior to returning to cab.
- Only one person should handle docket. Where multiple people are required to handle the docket or docket book, hands are to be sanitized or washed before and after handling the docket or docket book.
- 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 load restraint area; 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.

3. ON THE ROAD

- Complete your load restraint checks as per normal.
- Wash your hands with sanitiser or soap and water prior to returning to the cab.

4. ARRIVING AT DELIVERY POINT

- Discuss any loading process with loader operator via radio.
- Remain in the cab at all times where possible – other than during unloading.
- If you need to speak with somebody in person, maintain physical distancing between yourselves.
- Wearing your gloves, take dockets 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.

5. 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).
- Load trailer as per normal process.
- Wash your hands with sanitiser or soap and water prior to returning to the cab.

6. 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.
-

7. 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 – one 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.

8. 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.

9. 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.

10. 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.

11. NHVR AND 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.

12. 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.



RECOMMENDED PRACTICES: PROCESSING

These recommendations apply to the processing operations conducted within the Tasmanian forest industry to provide a safe work environment during the COVID-19 Pandemic.

The following recommendations that apply to processing should also be read in conjunction with the section of these protocols that apply to all employees.

1. SHIFTS / TEAMS

- Businesses must ensure, as much as possible, that people are able to remain within their designated team.
- Staff that are able to work remotely, if practical to do so, should continue to do so wherever possible.
- Anyone who has been in another country or has been identified as a close contact of a probable or confirmed case, should self-quarantine in accordance with Government guidelines.

2. COMING TO WORK

- Any staff who are sick must not come to work
- Anyone who has been in another country or has been identified as a close contact of a probable or confirmed case, should self-quarantine in accordance with Government guidelines.

3. WASHING HANDS AND GENERAL HYGIENE

- Ensure that staff have facilities to be able to wash their hands properly.
- Ensure reminders that hands need to be washed regularly and well with soap and water for 20 seconds and properly dried, especially upon arrival at work, after using the bathroom, after blowing their nose, sneezing, coughing and before eating.
- Continue to reinforce messages around respiratory and hand hygiene – remind staff to cover coughs and sneezes with their elbow or tissues (dispose of any tissues promptly).
- Remind staff that they should avoid touching their face unless they have washed their hands.
- Signage should be in place to reinforce safety messages.

4. SANITISING WORK AREAS

- Clean work areas frequently using a sanitiser / disinfectant, including common rooms and break rooms, especially high touch areas.
- It may be useful to have a board display of when the room was last cleaned.

5. PHYSICAL DISTANCING OF STAFF

- Keep as much distance as you can between staff. Where possible, position staff to stand side-by-side and avoid close, face-to-face positioning.
- For inside workers in addition to the requirement to keep at least 1.5 metres apart Government advice is that there must be 4 m² of space per person where possible.
- Use staggered breaks for different work teams to reduce contact in common areas.
- Create 'walkways' so that staff are separated when moving through and around the work area.
- Create separate entrance and exit zones and staggered change-over times so that teams do not mix in changing rooms.
- Where it is unavoidable that staff have less than 1.5 metre separation, additional mitigation measures must be put in place such as screens, PPE (see physical distancing requirements for everyone).

6. WORK SHIFTS / TEAMS

- Establish fixed work teams so that you minimise mixing between staff. If one of the team gets sick, quarantine the whole team (if they are considered close contacts) and use a replacement team. This includes, wherever possible, strict departmentalisation of the processing operation so that mixing between departments is kept to an absolute minimum.
- Maintain back-up work teams to use as replacements if a team needs to be quarantined.

7. VISITORS

- Visitors to the site are to be kept to an absolute minimum and are to only occur when the visit is essential to the ongoing operation of the business.
- Implement adequate signage at visitor entry points to sites.
- It is recommended that all visitors to site sign a register including details of name, address, phone number and a declaration that they are free of COVID-19 symptoms.
- An induction is to take place for each visit and is to include reminders on strict physical distancing from staff on site and the need to keep visit length to an absolute minimum.
- Limit all non-essential external visits and minimise contact with essential visitors using facilities such as pay-wave, internet banking and drop shipments.
- Enable physical distancing measures between staff and visitors as much as possible.
- Where feasible and practicable, businesses can install plastic barriers to separate workers from each other or from visitors if physical distancing cannot be achieved by other measures.
- Visitors should be advised they are required to wipe down any machinery and surfaces they may touch in the course of their visit with appropriate sanitiser.
- Visitors entry point to be equipped with handwashing facilities and any visitor to site is to wash hands using the best practice guidelines upon entry and exit of the site.

8. STAFF COMMUNICATION

- Use the information that is available on the COVID-19 website, <https://coronavirus.tas.gov.au/resources> and print off the COVID-19 posters for staff.
- Ensure that staff are regularly briefed on measures to minimise the risk of infection and routinely monitor compliance.

9. COVID-19 PPE

- PPE may be chosen for routine use in some situations e.g. masks where physical spacing of less than 1.5 metres cannot be achieved, gloves in situations where workers have a number of common surface contacts.
- Where PPE is chosen, workers must be instructed on its safe use and disposal.
- Information about face masks is on the <https://coronavirus.tas.gov.au/> website.
- Disposal facilities for PPE must be provided and maintained (emptying).

10. DAILY ROUTINE

- An onsite Toolbox meeting is to be held with each department of the business prior to entry to the workplace. As a minimum this will include a discussion about the necessity for physical distancing and maintaining the protocols put in place.
- Staff are to be actively encouraged to suggest any improvements to the set protocols. Any changes to the protocols are to be agreed by site management prior to implementation to allow consideration of downstream effects to be taken place.
- Any changes to the protocols to be circulated in writing and the implementation to be discussed at appropriate Toolbox meetings.

11. BUSINESS CONTINUITY

Ensure your Pandemic Response Plan / business continuity plans are up to date.

12. SITE-SPECIFIC PLANS

Each site is to develop a site-specific plan for controlling the spread of COVID-19. The plan is to include, as a minimum, the following:

- How communication will occur?
- What the risks are.
- How the spread will be controlled.
- Health risk screening.
- Physical distancing.
- Closure of non-essential site services.
- Daily briefings / procedures.
- PPE (optional use and disposal).
- Working environment.
- Unwell staff / visitors.
- Entry to / exit from site procedures.
- Visitor requirements.
- Physical distancing requirements.
- Site plan showing internally segregated areas and safe walking paths and locations of hygiene stations.
- Break and lunch procedures.
- Cleaning procedures and requirements for individuals i.e. wipe down procedures for forklift drivers / machine operators / IT Equipment.
- Handling of inwards goods (Quarantine / Disinfect / Handle with PPE).
- Monitoring by supervisors and internal verification of compliance.
- Working from home guidelines.
- Staff travel to and from site.
- Privacy.

Template examples for a site-specific plan may be available from industry organisations.



OTHER RESOURCES

Furthermore, care must be taken to follow the directives and recommendations of public health officials. There is a wealth of guidance on the virus and the situation which may change rapidly. Information can also be found at:

- WorkSafe Tasmania – *WorkSafe Tasmania - Novel coronavirus (COVID-19)* [here](#)
- the Department of Health website [here](#)
- the World Health Organisation (WHO) website [here](#)
- Safe Work Australia website [here](#)
- The Fair Work Ombudsman website [here](#)
- The Tasmanian Government Coronavirus website: [here](#)

This guidance does not exempt any duty holder from their legislative duties under the Acts. Governments have a range of tools available to stay informed and protected. These tools, including government official apps which can be found by visiting the Federal Government's dedicated website [here](#).

OTHER RESOURCES

MENTAL HEALTH ISSUES

As the COVID-19 restrictions period continues the anxiety and stress on individuals will increase and it will be especially important to monitor the impacts on employees mental health and well being. A number of resources have been developed to assist in managing mental health.

For mental health resources

Click [here](#)

To view our video on Mental Health and Wellbeing through COVID-19

Click here (TBA).

For immediate support

The Mental Health Services Helpline is available 24/7 on 1800 332 388.

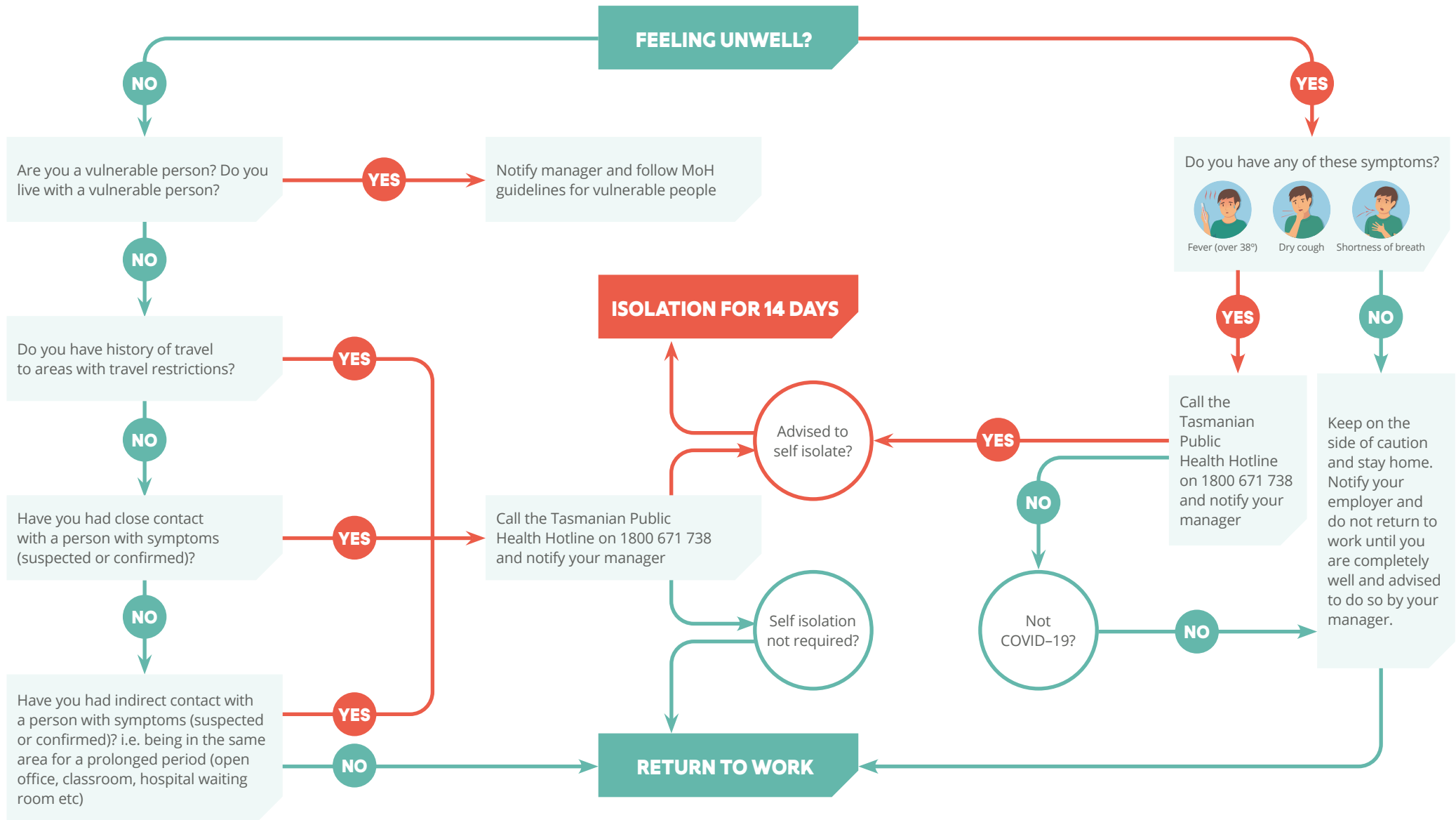
In an emergency

Call triple zero.

COVID-19 OUTBREAK

If an outbreak of COVID-19 occurs in the workplace follow the processes set out [here](#), this infographic should be prominently displayed throughout the workplace.

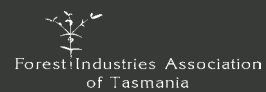
APPENDIX 1: PERSONAL HEALTH FLOWCHART





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