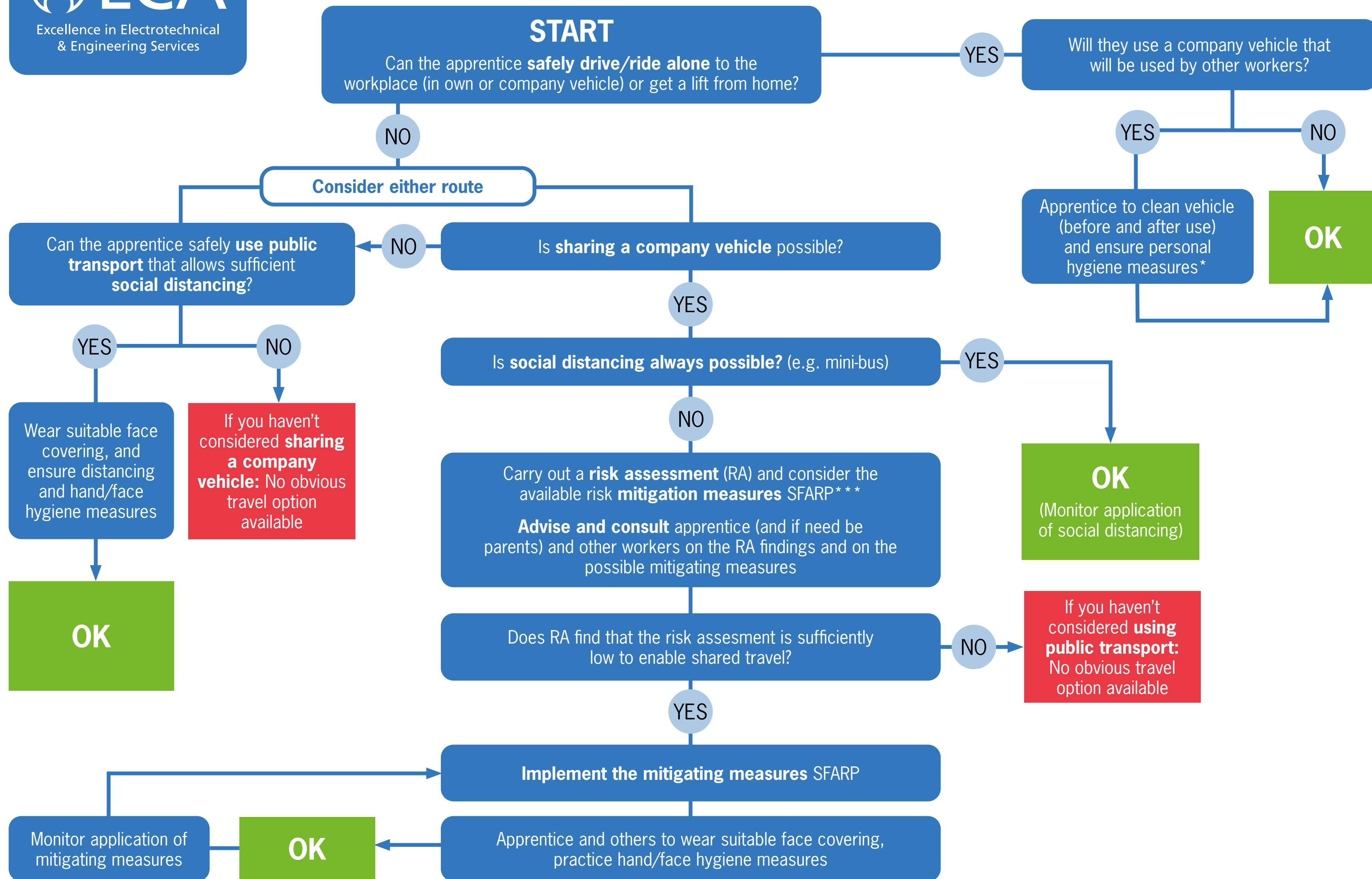




Workplace Travel (for an apprentice that is not symptomatic or otherwise Covid19 compromised)



NOTES FOR GUIDANCE

*Vehicle cleaning

Clean all areas in the vehicle they are commonly touched, using hand sanitiser (60% alcohol or usual low hazard cleaning products). In particular, clean vehicle:

- key fobs
- door frames/handles
- steering wheel
- gearstick/handbrake
- fuel input
- radio/'satnav' and
- any other touch/steering column controls (indicators, lights, windscreen wipers etc).

On leaving the vehicle for use by anyone else, also ensure the vehicle is emptied of personal items such as mobile phones, cases, and any clothing, PPE or waste materials.

Remove cleaning materials, other waste and single-use PPE and ensure there are suitable waste disposal arrangements.

Ensure hand sanitisation before and after each journey, and during if need be.

**Pairing in vehicles

As far as possible, establish worker pairs – or if that is not possible, teams or shift groups – so that where close proximity vehicle travel is unavoidable, it occurs between the same people.

***SFARP: mitigating measures

SFARP means 'so far as is reasonably practicable (HSW Act 1974)'

In addition to face coverings, possible mitigating measures may include:

- Reduce number and duration of shared journeys, wherever possible
- Increase frequency of workers' hand washing and vehicle cleaning*
- Reduce number of workers each person has close proximity with by using 'fixed pairs/teams or partnering' (so a person travels with only one other, or a few others)**
- Use a vehicle that allows spacing between occupants and/or limit the number of occupants – these may include leaving some seats empty
- Enable workers to sit side-to-side (not passenger facing) whenever possible – do not sit 'three to a cab' in driver front bench seats
- Ventilation: increase the flow of fresh air (e.g. opening windows) – do not recirculate vehicle air conditioning
- Screens to separate workers from each other (e.g. clear, flexible lightweight plastic sheets).