

# Safe Working Practice

Matthew Clark  
the experience matters

## Purpose

Safe and correct working practices during your working day.

## Responsibility

Your responsibility to follow the SWP to ensure the safety of all colleagues and customers.

## Operation Overview

The SWP will explain the process while continuing to carry out your duties.

It is important to follow all SWPs relevant to you roles.

## PPE Required



High vis jacket, gloves, safety boots

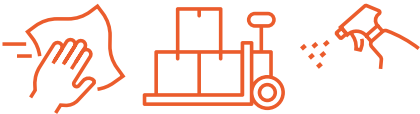
## Equipment Required



Hand sanitisers, disposable gloves, face coverings, paper towels, disposable rubbish bag, pens

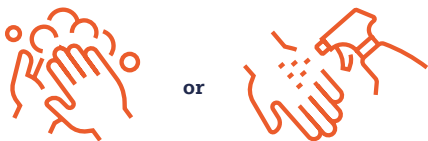
## At the start and end of your shift:

1



Wipe down all cab surfaces. This includes door handles, handrails, steering wheel, gearstick, dashboard, handles, any other surfaces where the virus could make contact with a person. Also includes all delivery equipment, manual handling equipment i.e. Sack and Pallet trucks. All cleaning materials to be placed in disposable rubbish bags provided.

2



Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol based hand sanitizer if soap and water is not available.

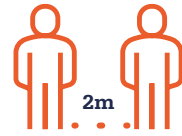
**Delivery Crew will advise of any changes of delivery routes due to COVID-19**

3



If a 2 man crew, keep the cab ventilated.

4



Whilst taking breaks - when possible exit the cab and maintain social distancing.

5



Avoid touching your face/eyes/nose/mouth.

6



Always cover you cough or sneeze with a tissue or crook of arm. Dispose of tissue correctly.

7



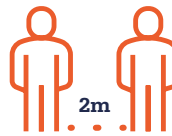
Prior to delivery and after, wipe down all delivery equipment.

8



Where possible, call before arrival to familiarize yourself with customers COVID-19 specific measures. On arrival, acquaint yourself with customers COVID-19 specific measures.

9



When completing a delivery always ensure social distancing measures are adhered to.

10



If task requires a 2 man lift, face masks must be worn.

11



Avoid where possible touching hard surfaces whilst at customers premises.

12



Where customers are required to sign paperwork, DO NOT share pens. Maintain social distancing.

## Follow current safe working practices

13



When refueling or servicing the vehicle, use disposable or other gloves (paper towels if there are no gloves).

14



Wash your hands immediately after refueling. Otherwise, use hand sanitizer.

Your responsibility - To ensure all SWPs are followed and that your working environment is left in a safe and clean manner.

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