



COVID-19 RISK ASSESSMENT FOR WORKING SAFELY ON VEHICLE TRANSPORTERS

This risk assessment addresses the risks related to drivers & transport working activities at Copart in relation to the spread of Coronavirus (COVID-19), it is based on the Government advice as of 30/12/20 and will be updated, amended & communicated as and when new advice is published.

All drivers must be regularly updated on any changes made to this safe working procedure.

COPART TRANSPORT COVID-19 RISK ASSESSMENT

This Copart risk assessment addresses the risks to drivers and any other persons who interact with drivers work activities in relation to Covid-19. This assessment uses government guidance and will be updated and ammended as and when new guidance is published.



RISK/OPPORTUNITY RATING TABLE							
LIKELIHOOD RATING	ALMOST CERTAIN	5	5	10	15	20	25
	LIKELY	4	4	8	12	16	20
	POSSIBLE	3	3	6	9	12	15
	UNLIKELY	2	2	4	6	8	10
	RARE	1	1	2	3	4	5
			1	2	3	4	5
SEVERITY RATING							

LIKELIHOOD RATING	SEVERITY RATING
1- IMPROBABLE BUT NOT IMPOSSIBLE 1-5%	1- NEGLIGIBLE
2 - UNLIKELY, 5-15%	2 - MINOR INJURY, ENVIRONMENTAL OR MINOR IMPACT ON INTANGIBLE ASSETS
3 - POSSIBLE, 15-50%	3 - MAJOR INJURY (RIDDOR), ENVIRONMENTAL IMPACT OR IMPACT ON INTANGIBLE ASSETS
4 - LIKELY TO OCCUR, 50-90%	4 - FATALITY, LARGE ENVIRONMENTAL IMPACT OR DAMAGING IMPACT ON INTANGIBLE ASSETS
5 - ALMOST CERTAIN, 90+%	5- MULTIPLE FATALITY, MAJOR ENVIROMENTAL DISASTER OR DETRIMENTAL IMPACT ON INTANGIBLE ASSETS

Scope of Risk Assessment			
LOCATION/AREA	Transport	PERSONS AT RISK	Drivers, Employees, Public, Members, Visitors, Contractors
OPERATION/TASKS	Delivery/Collection of Vehicles & Working on Site	PUBLIC AT RISK	Yes

SUGGESTED ACTION		
RESIDUAL RISK/OP LEVEL	RED	Unacceptable risk plan out or add further controls to lower rating before proceeding.
	ORANGE	Implement additional controls reduce it to ALARP/SFAIRP, acceptable only if no other method is viable with high level controls in place.
	YELLOW	Implement additional controls reduce it to ALARP/SFAIRP. Only acceptable with suitable controls.
	DARK GREEN	Will still require attention within existing operations to reduce to ALARP/SFAIRP.
	GREEN	Low priority, acceptable and no further action required. LIKELIHOOD

DEFINITIONS	
COVID-19	Coronavirus
AFARP	As far as reasonably practicable
SFARIP	So far as is reasonably practicable

RISK AREAS AND ACTIVITIES	WHO IS AT RISK?	HAZARDS / RISKS IDENTIFIED	RISK RATING			CONTROL MEASURES	RESIDUAL RISK			RESPONSIBILITY	MONITORING
			S	L	RR		S	L	RR		
1. Who should go to work? Objective - That everyone should work from home, unless they cannot work from home.	Employees Fixed term temporary workers	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	4	4	16	1. Employees including fixed term contracted workers work from home where possible. 2. Only the minimum number of people needed on site to operate safely and effectively are used. 3. Employees working from home are monitored by their line manager regarding their wellbeing and helping them stay connected to their teammates, systems such as Teams & Zoom are also used to stay connected. 4. Line Managers keep in touch with off-site workers i.e. drivers. 5. Appropriate work equipment is provided for people to work at home. 6. Home working policy in place. 7. Agency workers if used would not work from home, they would be fully trained on the COVID-19 safe working procedures i.e. safe distancing & good hygiene procedures etc. 8. Employees follow latest Government guidance when returning home from holidays abroad with regards to self isolation etc.	4	1	4	General Managers HR	General Managers HR
2. Vulnerable people to Covid-19 Objective: To protect clinically vulnerable and clinically extremely vulnerable individuals	Employees Fixed term temporary workers	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	4	4	16	1. Employees including fixed term contracted workers work from home where possible. 2. Only the minimum number of people needed on site to operate safely and effectively are used. 3. Employees working from home are monitored by their line manager regarding their wellbeing and helping them stay connected to their teammates., systems such as Teams & Zoom are also used to stay connected. 4. Appropriate work equipment is provided for people to work at home. 5. Home working policy in place.	4	1	4	General Managers HR	General Managers HR
3. Protecting people who are at higher risk Objective: To protect clinically vulnerable & extremely clinically vulnerable individuals	Employees Fixed term temporary workers	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	4	4	16	1. All higher risk employees Including fixed term contracted workers have been identified, with records kept by HR. 2. Clinically vulnerable & clinically extremely vulnerable employees work from home where practicable & have been advised to take extra care with regards to social distancing. 3. Clinically extremely vulnerable employees returning to work after shielding are briefed on local site risk assessments, reminded to follow government guidelines for washing hands/social distancing etc, report any concerns to their line manager and are monitored closely by their line manager. 4. Specific new & expectant mother risk assessments completed. 5. Support provided around mental health & wellbeing, this includes telephone support from HR & BEN (company charity). 6. Homeworking policy in place.	4	1	4	General Managers HR	General Managers HR
4. People who need to self isolate Objective: To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms	Employees Fixed term temporary workers	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	4	4	16	1. Employees including fixed term contracted workers who are self-isolating are allowed to work from home where possible. Employees are not paid for any self isolation that is required if returning from holidays abroad. 2. Government guidelines for employees & employers relating to statutory sick pay due to COVID-19 are adhered to. 3. Government guidance followed for people who have symptoms & those who live with others who have symptoms. 4. Daily attendance records kept for all employees. 5. Return to work interviews completed by line managers for all COVID-19 related absence.	4	1	4	General Managers HR	General Managers HR

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5. Equality in the workplace Objective: To treat everyone in the workplace equally.	Employees Fixed term temporary workers	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	4	4	16	1. Communication systems are in place to involve & communicate effectively with employees whose protected characteristics might either expose them to a different degree of risk i.e. new & expectant mothers, disabled people etc. 2. Duties under the equality legislation are followed. 3. Risk assessments completed for new & expectant mothers, disabled workers etc. 4. Groups such as those with caring responsibilities or those with religious commitments etc are not discriminated against as part of the controls that have been implemented.	4	1	4	General Managers HR	General Managers HR
6. Social distancing - Coming to Work & Leaving Work Objective: To maintain social distancing wherever possible, on arrival & departure & to ensure handwashing upon arrival.	Drivers Employees	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	4	4	16	1. Where more than one entry point is available to the workplace, these are opened up for access/egress for teammates. 2. Drivers start work early & times are staggered out of the normal operating hours, similarly they finish early away from the main home time exit periods. 3. Employees are encouraged to walk or cycle to work where possible. 4. Drivers adhere to social distancing measures when starting work, i.e. if meeting other drivers on site. 5. Adequate storage /lockers are provided for clothes & bags. 6. Floor markings are used at entrances/exits to identify one-way flow & safe social distancing. 7. Hand sanitisers provided at entry points to buildings. 8. Employees encouraged to wash hands upon arrival at work.	4	1	4	Operatives/drivers practice social distancing & personal hygiene Copart provide cleaning materials Line management ensure local controls in place	General Manager Transport Manager
7. Moving around the workplace & different buildings Objective: To maintain social distancing wherever possible while people travel through the workplace.	Drivers Employees	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	4	4	16	1. Non-essential trips around the office & yard are discouraged. 2. Certain areas/doors etc are restricted/kept locked to prevent general access (see local risk assessment for details). 3. Mobile phones are used for communication, with regular cleaning of them taking place in between use. 4. Floor marked out to denote 2 metre safe zones & one-way systems flowing through offices. 5. Office is not over-staffed, minimum numbers of people are used to complete the work & maintain social distancing. 6. Good ventilation provided, windows & doors opened where possible. 7. Only drivers are on site early in the morning, keeping total numbers of people onsite low. 8. All vehicle collection routes are pre-scheduled & planned & drivers are aware of them via their hand held tablets, no face to face collection of any paperwork etc is required. 9. Any vehicles to be delivered are pre-loaded onto transporters from the day before.	4	1	4	Operatives/drivers practice social distancing & personal hygiene Site management provide markings on the floor/equipment Line management ensure local controls in place	General Manager Transport Manager
8. Social Distancing on Transporters Objective: To maintain social distancing wherever possible between individuals when in vehicles.	Drivers	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	4	4	16	1. Only one driver is allowed in the cab of the transporter, no passengers for normal daily deliveries/collections. 2. Drivers are allocated their own transporter. 3. When a transporter goes in for service & the driver has to use a another one the driver cleans the cab controls & key contact points i.e. door handles, keys etc prior to use. 4. Refuelling is completed by using Key Fuels contactless cards. 5. Drivers are encouraged to keep the windows open to ensure good air flow.	4	1	4	Drivers follow rules	Transport Manager General Manager



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9. Carrying out deliveries & collections Objective: To maintain social distancing and avoid surface transmission when vehicles are loaded & unloaded.	Drivers People at Delivery/Collection Locations	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	4	4	16	1. Driver washes hands before leaving the Operating Centre to start collections and also upon return. 2. Scheduling of deliveries start early therefore avoiding large numbers of people at first delivery/drop off points, similarly return journeys avoid rush hour, 2 metre safe distancing is maintained at all times. 3. If second runs scheduled, driver ensures 2 metre safe distances are maintained always at collection points. 4. At delivery/collection point driver uses his handheld with 'no touch signature' to confirm delivery/collection with customer. Drivers are instructed not to let anybody else touch their handheld therefore eliminating any cross contamination. No paperwork is exchanged. 5. Only driver handles key to transporter, nobody else is allowed to touch it. 6. Only driver is allowed to load/have access onto the transporter. 7. Driver wears nitrile disposable gloves when handling keys, touching door handles/boot release, driving collection vehicles etc & disposes of them after use in the waste bags carried on transporters. 8. Driver continues to wear all other authorised PPE as stated in risk assessments for loading & unloading. 9. Drivers do not get into a vehicle that is confirmed to be contaminated with Covid-19, in these situations drivers are instructed to contact their Transport Manager for further advice/instruction. 10. Drivers complete a dynamic risk assessment ('on the spot risk assessment') of each collection vehicle prior to loading it as per current company procedures and if the driver has any significant safety concerns then he/she stops and reports it to their Transport Manager. 11. When requesting keys from the policyholder the driver asks them to either put them in the vehicle or leave them in a safe place so he/she does not have to make physical contact with the policyholder. 12. Driver ensures that the 2-metre rule is maintained whilst collecting vehicles from pick up locations & does not allow any passengers on/in the transporter. 13. Driver requests to use the welfare facilities of a business customer where possible. 14. Drivers make use of any public toilets or facilities at service stations (keeping a 2 metre safe distance). 15. Upon delivery of vehicles the driver sanitises the key touch points before leaving it at the delivery location ie. steering wheel, gear stick, controls, door handles. 16. Driver uses hand sanitiser provided & kept in cab to clean their hands if no washing facilities are available. 17. When back at the Operating Centre the driver unloads the vehicles on his/her own, if assistance is required by a JCB loader to unload a vehicle no contact is made with the loader driver as the loader driver stays in his/her cab at all times with the driver standing at least 5 metres clear for safety reasons. 18. Drivers regularly wipe down hard surfaces in the cab with wipes i.e. steering wheel, controls and keys etc.	4	1	4	Drivers practice social distancing & personal hygiene Copart provide PPE/ cleaning materials Line management ensure local controls in place	Transport Manager General Manager
10. Providing & explaining available guidance Objective: To make sure people understand what they need to do to maintain safety	Drivers Employees	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	4	4	16	1. Drivers are provided with guidance and explanation on social distancing and personal hygiene. 2. Drivers follow site rules for managing COVID-19 at customer sites. 3. Monthly drivers meetings address any updates to procedures & give drivers opportunities to raise any concerns that they may have.	4	1	4	Drivers follow rules	Transport Manager General Manager
11. Keeping Transporters clean Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.	Drivers Employees	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	4	4	16	1. Sanitiser spray is supplied to drivers to use on the key touch points in the transporter throughout the day i.e. keys, steering wheel, gears stick, vehicle controls, door handles etc. 2. Hand sanitisers & wipes are provided for drivers to keep in their transporters to enable them to clean their hands after each delivery/collection. 3. Driver clears transporter of any waste and belongings at the end of each shift & sanitises cab.. 4. Records are kept of cab cleaning. 5. Transporters are washed down on a regular basis when back at the Operating Centre.	4	1	4	Drivers follow rules	Transport Manager General Manager

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12. Hygiene – Handwashing, sanitation facilities & toilets Objective: To help everyone keep good hygiene through the working day	Drivers Employees Visitors Contractors	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	4	4	16	1. Posters & signage are used around the Operating Centre to build awareness of good handwashing techniques, the need to increase handwashing frequency, avoiding touching the face and to cough or sneeze into a tissue which is binned safely, or into the arm if a tissue is not available. 2. Daily team talks used to remind employees of good personal hygiene standards. 3. Hand sanitisers are provided throughout the workplace & in addition to washrooms. 4. WCs, urinals etc are thoroughly cleaned, disinfected/sanitised at the end of the day. 5. Management inspections are completed twice daily on the standard of the welfare facilities with records kept. 6. All facilities/equipment are kept in good working order & emergency contractors are called to repair any broken equipment. 7. Waste/rubbish is removed from welfare/toilet facilities on a daily basis and subsequently from site on a regular basis. 8. Drivers request to use the welfare facilities of a business customer where possible. 9. Drivers make use of any public toilets or facilities at service stations (keeping a 2 metre safe distance) & washing hands thoroughly. 10. Drivers are provided with hand sanitiser & hand wipes. 11. After any known or suspected cases of COVID-19 then specific guidance is referred to & specialist contractor called.	4	1	4	Operatives/drivers practice social distancing & personal hygiene Site management provide markings on the floor/equipment Line management ensure local controls in place	General Manager
13. Changing rooms & showers Objective: To minimise the risk of transmission in changing rooms and showers	Drivers Employees	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	4	4	16	1. Where shower facilities are provided/used these are cleaned on a daily basis. 2. Legionella controls are in place at each facility. 3. Changing rooms/facilities are cleaned daily & employees are instructed to keep them tidy, ensuring that personal items are kept in lockers and coats/jackets are kept hung up. 4. Employees are reminded to ensure that social distancing measures are adhered to in locker/changing rooms & posters are displayed for this purpose.	4	1	4	Management provide resource to clean Operatives follow rules	General Manager
14. Kitchen/Canteen Areas Objective: To minimise the risk of transmission in kitchens/canteens	Drivers Employees Visitors Contractors	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	4	4	16	1. Break times are staggered for employees to reduce pressure in kitchens/canteens. 2. Seating & tables have been reconfigured/removed to maintain spacing and reduce face-to-face interactions 3. Tables & chairs are provided outside where space allows for employees to sit eat & drink at break. 4. Areas are marked out to maintain social distancing & create safe zones to the kettle/sink etc. 5. Extra smoking areas have been introduced where required with areas marked out to maintain social distancing, cigarette bins are provided & these are emptied on a daily basis. 6. Employees are encouraged to bring in their own food so they do not have to go off site. 7. Strict cleaning regime is implemented in the kitchen areas/canteen and cleaning is completed throughout the day & at end of the day, ensuring that all door handles, taps, worktops, fridges & microwaves are cleaned. 8. All cups & cutlery are put in the dishwasher immediately after use and are cleaned thoroughly, cups & cutlery must not be left lying around. Where dishwashers are not provided cups/cutlery are washed using washing up liquid & hot water. 9. Signage is displayed throughout the kitchen/welfare areas regarding social distancing requirements.	4	1	4	Management provide resource to clean	General Manager
15. Accidents & Incidents Objective: To prioritise safety during incidents.	Drivers Employees Fixed term temporary workers Visitors Contractors Members	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	4	4	16	1. First aiders do not have to stay 2 metres apart from an injured person when administering first aid. 2. First aiders wear face masks & disposable nitrile gloves when administering first aid, first aiders always wash their hands thoroughly after contact with an injured person. 3. In the event of an accident on the road drivers must call 999 and ask for assistance. 4. In the event of a first aid incident drivers are provided with a first aid box that is kept on the transporter. 5. In the event of a breakdown, the drivers calls the Facilities Transport Manager and he/she calls the designated recovery agent, the driver is then instructed and follows the 2 metre safe distancing measures at all times whilst the transporter is being recovered.	4	1	4	First aiders & drivers follow rules Copart provide equipment	General Manager Transport Manager

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			S	L	RR		S	L	RR		
16. Handling goods, merchandise & other materials Objective: To reduce transmission through contact with objects that come into the workplace & vehicles that enter site.	Drivers Employees	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	4	4	16	1. Employees wash hands after handling any equipment or deliveries made to site. 2. Disposable nitrile gloves provided, employees wash hands after using them. 3. Employees are instructed not to arrange any personal deliveries to the workplace.	4	1	4	Operatives follow rules Copart provide PPE	General Manager
17. Personal Protective Equipment (PPE) face coverings	Drivers Employees	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	4	4	16	1. Standard PPE worn for non-COVID-19 risks is worn as normal. When managing the risk of COVID-19, additional PPE beyond what is usually worn is not beneficial. This is because COVID-19 is a different type of risk to the risks we normally face in the workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE. 2. Although not stipulated to be worn as part of Copart COVID-19 controls, the company does support employees who do choose to wear face coverings. 3. Drivers are issued with disposable face masks & visors to keep in their transporter just in case they may need them for other tasks such as handling contaminated vehicles or if a collection site stipulates that they must be worn etc. 4. Guidance is given to drivers/employees on: • Washing hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. • When wearing a face covering, avoid touching the face or face covering, as this could contaminate them with germs from hands. • Change face covering if it becomes damp or if the person has touched it. • If the material is washable, wash in line with manufacturer's instructions. If its not washable dispose of it carefully in the general waste.	4	1	4	Operatives practice social distancing & personal hygiene Copart provide PPE where required Employees follow guidance for wearing face coverings correctly	General Manager
18. Work related travel Objective: To keep drivers safe when they do need to stay overnight.	Drivers Employees	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	4	4	16	1. Where required for overnight stays drivers park up in a designated truck park & sleep in the cab. 2. Drivers use welfare/toilets/food outlets if required on site at truck stops. 3. Drivers are reminded to follow social distancing guidelines when using Truckstop facilities.	4	1	4	Drivers follow rules	General Manager
19. Communications & Training - changes to procedures Objective: To make sure all workers understand COVID-19 related safety procedures.	Drivers Employees	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	4	4	16	1. Clear communications are sent out centrally to Operations Centres regarding any changes to company procedures i.e. social distancing guidelines etc. 2. Facilities Transport Managers/General Managers communicate any changes to company procedures to drivers i.e. social distancing guidelines etc. 3. Monthly drivers meetings held where COVID-19 is discussed. 4. Driver trainers are not allowed to go out in the cab with new drivers. 5. Loading/unloading activities are taught, practised & observed at the OC prior to new drivers going out on the road ensuring that the safe 2 metre social distancing is maintained. 6. Driver trainer travels in a separate vehicle to collection/delivery locations to observe new driver loading & unloading. 7. General training materials are available on an online an online system. 8. Posters on social distancing/washing hands etc displayed around site.	4	1	4	Copart provide systems Line management ensure local controls in place	General Manager Transport Manager
20. Ongoing communications and signage Objective: To make sure all workers are kept up to date with how safety measures are being implemented or updated	Drivers Employees	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and	4	4	16	1. Safety committees with driver representation are consulted regarding any new/ongoing procedures that are being proposed. 2. Company connection newflash sent out weekly to all employees via email that includes reference to Covid-19 procedures & mental health guidance in some issues.. 3. BEN charity helpline available for employees to contact regarding any mental health concerns.	4	1	4	Copart provide systems Line management ensure local controls in place	General Manager