

# RETURNING TO WORK MINI-TANKERS

Operating under Alert Level 3

## **This document outlines the approach commitments and expectations to resume work safely under COVID-19 Alert Level 3.**

The objectives of this document are to acknowledge:

- There is a shared commitment and responsibility between Mini-Tankers and you, our customer to managing on-site activities that are aligned with the Government guidelines for operating under COVID-19.
- We will work collaboratively to support contact tracing requirements where awareness of a positive COVID-19 case or cases (s) is confirmed within the site worker force – that includes any third party suppliers who work on the site.
- We will apply and act using the guidance from the Ministry of Health and other Government agencies to prevent the spread of COVID-19.
- This document and contents sits alongside the standard, business as usual, health and safety controls to ensure workers are safe on site.

We're in this together to ensure the health, safety and wellbeing of everyone on-site. Knowing also that this means trusting those we work with will keep us safe and that we'll do the same for them.

# Mini-Tankers Returning to Work Plan

## COVID-19 Alert Level 3

### Our Commitments

Mini-Tankers commits to shared responsibility approach with our customers to managing on-site activities and traceability relative to the Government's guidelines for dealing with COVID-19 positive cases i.e. potentially inform relevant authorities and affected customers through our traceability data in accordance with the law and with any government requirement.

Mini-Tanker drivers have been instructed to frequently wash and sanitise their hands, wear appropriate PPE, follow personal distancing guidelines, clean surfaces in their vehicles regularly during and after each shift, we check in daily with them on how they are going, and maintain regular "toolbox" processes.

Where a Mini-Tankers Operator enforces a STOP WORK AUTHORITY (SWA) the Operator, their Management or a Mini-Tankers representative will follow-up to work through the situation.

No deliveries will occur to the particular machine, equipment or site until there is shared agreement and the issues are resolved and operationalised

Where a Mini-Tanker Operator has been determined as not complying with site rules their management and Mini-Tankers will immediately, on being notified, engage with the Operator and take actions commensurate with the non-conformance.

### Our Expectations

As a Mini-Tanker customer, you commit to a shared responsibility approach with us to manage on-site activities and traceability relative to the Government's guidelines dealing with positive COVID-19 cases i.e. inform Government authorities and Mini-Tankers immediately.

That any facility the Mini-Tanker Operator may use on-site is cleaned and sanitised at the end of the working day and that there is provision of additional hand sanitiser and wipe products, as per the hygiene protocols  
If you have a COVID-19 emergency response plan, that this is shared with Mini-Tankers.

Advise Mini-Tankers of your traceability processes to ensure where necessary sharing of resources promotes early intervention and meets the NZ Government requirements.

A COVID-19 emergency response plan must be available and accessible on-site.

### Before Arriving On-site

- Each customer must have a plan detailing their commitment and steps they will take to mitigate risks, including those presented by COVID-19. The details of the plan must be communicated to Mini-Tankers before they re-start deliveries.
- If a site induction is required where possible, conduct a remote induction before arrival on site, this can be done via video conferencing or by phone. If an in-person induction is required, the physical distancing and hygiene protocols must be followed i.e. 2 metres distancing and PPE.
- Mini-Tankers will ensure their Operators have the pre-requisite PPE and awareness of physical distancing requirements etc.
- Advise Mini-Tankers of their traceability processes to ensure where necessary sharing of resources promotes early intervention and meets the NZ Government requirements.
- A COVID-19 emergency response plan must be available and accessible on site.

### Site Entry

- Mini-Tanker vehicles have several telematic systems on-board which provide detailed time and location traceability therefore Mini-Tankers do not see it necessary to complete any site entry register where the Operator is required to:
  - physically touch any equipment to do so e.g. pen/paper, keyboards etc.
  - Enter an office or workspace where physical distancing may be compromised.

#### An example and more detail is included on the following page.

- If a site induction is required where possible, conduct a remote induction before arrival on site, this can be done via video conferencing or by phone. If an in-person induction is required, the physical distancing and hygiene protocols must be followed i.e. 2 meters distancing and PPE.

### Site Operations

- Any work undertaken by Mini-Tankers will be undertaken in such a way to ensure physical distancing and use of correct PPE i.e. as per the physical distancing and hygiene protocols.
  - Site deliveries may as a result of the additional requirements under COVID-19 Level 3 take longer. Mini-Tanker Operators are instructed to ensure their safety first in terms of physical distancing and hygiene e.g. ensuring surfaces and equipment touch points are clean where gloves cannot be worn.
  - Mini-Tanker Operator are instructed to call out a STOP WORK AUTHORITY (SWA) where they deem their safety and exposure risk is potentially or being compromised.
- #### Refer to Commitments and Expectations for more detail.
- Wherever possible only one Operator will be operating the Mini-Tanker however from time to time it may be necessary for another person to accompany the primary Operator. Anyone accompanying will commit to follow the site protocols in relation to activities and COVID-19 specific requirements.
  - If a Mini-Tanker Operator is required to attend a Toolbox Talk they will only participate if physical distancing and hygiene requirements can be achieved – if not they will call out a SWA and not participate.
  - If a Mini-Tanker Operator is a smoker it is acknowledged they must follow the physical distancing and hygiene protocols.

### Leaving Site

- Mini-Tanker vehicles have several telematic systems on-board which provide time and location traceability therefore Mini-Tankers do not see it necessary to complete any site departure register where the Operator is required to:
  - physically touch any equipment to do so e.g. pen/paper, keyboards etc.
  - Enter an office or workspace where physical distancing may be compromised.
- Where dockets are required to be left in offices or workspaces alternative arrangements must be put into place to avoid unnecessary exposure risk e.g. preferably a tray outside the office or work space and not a cabinet which requires touching to access. Alternatively you can move to e-dockets by emailing [Minitankers.datasupport@z.co.nz](mailto:Minitankers.datasupport@z.co.nz)
- Mini-Tankers will ensure all waste and disposable PPE is removed from site and securely disposed of as per Mini-Tankers requirements.

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## Traceability for Mini-Tankers and Customer

### Mini-Tankers

In the event it becomes apparent that a Mini-Tanker Operator has COVID-19 and/or may have exposed a Customer/site adds to a higher than normal risk of community transmission, Mini-Tankers will alert the customer at the earliest opportunity. Mini-Tanker vehicles have several telematic systems on-board which provide data to enable traceability if required.

### The Customer

In the event it becomes apparent to a Customer that one of their staff or a 3rd party service provider(s) working on-site has COVID-19 and/or may have exposed Mini-Tankers to a higher than normal risk of community transmission, Mini-Tankers expects the Customer to advise Mini-Tankers at the earliest opportunity.

## Traceability for Mini-Tankers and Customer Example

Customer	Customer Name	Date	Docket	Location	Plant Type	Plant Name	Truck	Driver	Time	
1234567	ABC CUSTOMER	02/03/2020 9:57	1664AKS41	MAKETU RD.	DIGG	E37	AKS4	A DRIVER	10:54:03	<a href="#">Google Map</a>
1234567	ABC CUSTOMER	02/03/2020 9:57	1664AKS41	MAKETU RD.	DIGG	E135-43	AKS4	A DRIVER	10:58:33	<a href="#">Google Map</a>
1234567	ABC CUSTOMER	02/03/2020 9:57	1664AKS41	MAKETU RD.	PLA	DWDG22	AKS4	A DRIVER	11:26:02	<a href="#">Google Map</a>
1234567	ABC CUSTOMER	02/03/2020 9:57	1664AKS41	MAKETU RD.	TRU	KAC951	AKS4	A DRIVER	11:33:05	<a href="#">Google Map</a>
1234567	ABC CUSTOMER	02/03/2020 9:57	1664AKS41	MAKETU RD.	DIGG	E42	AKS4	A DRIVER	11:36:34	<a href="#">Google Map</a>
1234567	ABC CUSTOMER	02/03/2020 9:57	1664AKS41	MAKETU RD.	DIGG	E55-36	AKS4	A DRIVER	11:46:05	<a href="#">Google Map</a>
1234567	ABC CUSTOMER	02/03/2020 9:57	1664AKS41	MAKETU RD.	LOAD	L10	AKS4	A DRIVER	11:51:43	<a href="#">Google Map</a>
1234567	ABC CUSTOMER	02/03/2020 9:57	1664AKS41	MAKETU RD.	VAN	BZC799	AKS4	A DRIVER	11:57:16	<a href="#">Google Map</a>
1234567	ABC CUSTOMER	02/03/2020 9:57	1664AKS41	MAKETU RD.	DIGG	E16	AKS4	A DRIVER	11:58:35	<a href="#">Google Map</a>
1234567	ABC CUSTOMER	02/03/2020 9:57	1664AKS41	MAKETU RD.	ROLL	R512	AKS4	A DRIVER	12:13:12	<a href="#">Google Map</a>
1234567	ABC CUSTOMER	02/03/2020 6:25	2140AKS52	PARK ESTATE	CPAC	HC7	AKS5	A DRIVER	06:08:13	<a href="#">Google Map</a>
1234567	ABC CUSTOMER	02/03/2020 6:25	2140AKS52	PARK ESTATE	DIGG	F940	AKS5	A DRIVER	06:15:48	<a href="#">Google Map</a>
1234567	ABC CUSTOMER	02/03/2020 6:25	2140AKS52	PARK ESTATE	DIGG	E59	AKS5	A DRIVER	06:18:23	<a href="#">Google Map</a>
1234567	ABC CUSTOMER	02/03/2020 6:25	2140AKS52	PARK ESTATE	DIGG	E29	AKS5	A DRIVER	06:20:41	<a href="#">Google Map</a>
1234567	ABC CUSTOMER	02/03/2020 6:25	2140AKS52	PARK ESTATE	DOZR	D9	AKS5	A DRIVER	06:23:19	<a href="#">Google Map</a>
1234567	ABC CUSTOMER	02/03/2020 12:20	1450AKS615	NORTH RD	UTE	GYN719	AKS6	A DRIVER	12:22:21	<a href="#">Google Map</a>
1234567	ABC CUSTOMER	02/03/2020 12:20	1450AKS615	NORTH RD	DIGG	E260-46	AKS6	A DRIVER	12:26:24	<a href="#">Google Map</a>
1234567	ABC CUSTOMER	02/03/2020 12:20	1450AKS615	NORTH RD	DIGG	E38	AKS6	A DRIVER	12:27:43	<a href="#">Google Map</a>
1234567	ABC CUSTOMER	02/03/2020 12:20	1450AKS615	NORTH RD	ROLL	R11	AKS6	A DRIVER	12:29:07	<a href="#">Google Map</a>






# Mini-Tankers Returning to Work Plan COVID-19 Alert Level 3

## More Information

### Mini-Tankers

Ask for your Mini-Tanker, Z Regional Account  
Manager contact details.

-  0800 111 666
-  [minitankers.service@z.co.nz](mailto:minitankers.service@z.co.nz)
-  [minitankers.co.nz](http://minitankers.co.nz)

### NZ Government COVID-19 Resources

-  Healthline call 0800 358 5453
-  [www.health.govt.nz](http://www.health.govt.nz)
-  [covid19.govt.nz/latest-updates/alert-level-3-information/](https://www.covid19.govt.nz/latest-updates/alert-level-3-information/)

This information is up to date as at 22 April 2020.

This document may be updated from time to time,  
including to account for the latest information and  
guidance from the Government.