

## Grain harvesters under the operational protocol for freight movements entering Queensland

### Required documentation

Documentation is required when traveling under the operational protocol for freight movements entering Queensland.

- Queensland Travel Declaration which will issue you with a valid Queensland Border Declaration Pass (Freight and Logistics – F Pass).
- COVID-19 National Safety Plan – Transport, Freight and Logistics Operations available here: [www.nhvr.gov.au/files/COVID-safe-plan-national-nhvr.pdf](http://www.nhvr.gov.au/files/COVID-safe-plan-national-nhvr.pdf)
- Fatigue management logbooks for travel greater than 100km

### Considerations

- The grain harvest workers travel as a team with the harvest machinery together across the border and in Queensland.
- The workers remain in their ‘team bubble’.
- Equipment, machinery, and vehicles used by the team, or locations visited by the team, must be appropriately cleaned.
- The team should have an itinerary of ALL their movements in Queensland.
- The team should call ahead to each venue they visit or stop at to notify them of their arrival.
- Review the information on the 2021 grain harvest eHub. This information provided on this site may assist you to develop the *COVID-19 National Safety Plan for transport, freight and logistics operators*.

### COVID-19 National Safety Plan Example – Transport, Freight and Logistics Operations

(under paragraph 31 and 32 of the operational protocol for freight movements entering Queensland).

Requirements for business	Action taken
<b>Essential freight declaration</b>	
Provide details of the goods you are carrying or the service you intend to provide and why it is “essential, critical or urgent”.	<p><i>Please provide information on:</i></p> <ul style="list-style-type: none"> <li>• The machinery or freight task that you are supporting; e.g. driving or operating harvest machinery</li> <li>• Why this is critical; e.g. grain harvest machinery is needed to harvest the bumper 2.2million tonne crop in Queensland, which is estimated to deliver \$1 billion to the economy.</li> <li>• why these services cannot be postponed; e.g. timing of the grain harvest is critical as there is only a short window for harvest that is weather dependent.</li> </ul>
<b>Hygiene &amp; cleaning</b>	
What hand hygiene processes have you put in place?	<ul style="list-style-type: none"> <li>• Include information about your company’s policies and procedures about hand hygiene.</li> </ul>
Have you provided each driver with a sufficient amount of the required PPE (sanitiser/appropriate mask/gloves)	<ul style="list-style-type: none"> <li>• Include information of your company’s policies and procedures on the supply and use of PPE, and how PPE will be appropriately stocked for the <u>full duration</u> of travel in the state.</li> <li>• Consider including information on how the team will restock their PPE using contactless methods while traveling.</li> </ul>
What additional cleaning of workspaces have you put in place?	<ul style="list-style-type: none"> <li>• Include information of policies and procedures about workspace, machinery and equipment cleaning. E.g.</li> </ul>

	<p>sanitising machinery, equipment and workspaces after use, not sharing personal items, etc.</p> <ul style="list-style-type: none"> <li>• Provide information on any additional cleaning practices staff will undertake to reduce risk of COVID-19 transmission.</li> </ul>
<p>Have you provided your drivers, logistics and support staff with information and materials for cleaning their cabins, including surfaces like seats, door handles, window controls and seatbelts?</p>	<ul style="list-style-type: none"> <li>• Provide information of policies and procedures about cleaning inside vehicles, work areas, and shared equipment. Include information about what materials are used for cleaning, how they are sourced, appropriately stocked for the full travel arrangement, and how materials will be restocked using contactless methods.</li> <li>• Provide information on how staff are trained, and you're your communication around appropriate cleaning practices. E.g. online training sessions, or email communications.</li> </ul>
<p><b>Staff wellbeing &amp; education</b></p>	
<p>How will you exclude unwell staff from conducting transport freight and logistic operations?</p>	<ul style="list-style-type: none"> <li>• Include information on workplace policies to ensure unwell staff stay isolated and do not work while unwell.</li> </ul>
<p>Outline the processes you have in place to manage yourself or staff who show symptoms of COVID-19.</p>	<ul style="list-style-type: none"> <li>• Include your company's processes for staff that develop COVID-19 symptoms.</li> <li>• Consider the practical isolation arrangements while working for staff that become unwell or show symptoms of COVID-19; e.g. how they will access their own separate accommodation and facilities, and receive food and medical attention while isolating from the team. Please also consider how your processes will facilitate multiple unwell workers.</li> <li>• Consider how workers will be tested and how will they be managed so that there is no risk to the local community.</li> </ul>
<p>How will you manage testing for staff who have been in known COVID-19 hotspots, in accordance with the protocol? Highlight how any staff with symptoms should have a COVID-19 test and isolate themselves immediately.</p>	<ul style="list-style-type: none"> <li>• Identify testing locations in the areas you are working.</li> <li>• Consider how staff visiting the testing facilities will minimise their exposure to the public while getting tested. E.g. calling the facility ahead of time to facilitate the group booking.</li> <li>• Consider organising a private contractor to test staff 'on-site' during travel in the state to reduce contact with general public.</li> <li>• Include your process on how unwell staff will be tested for COVID-19 <u>outside</u> of the 7-day rolling testing schedule if required.</li> </ul>
<p>How will you provide staff with information and training on COVID-19 risk controls and regulations, including when to get tested, physical distancing and cleaning, and how to appropriately wear masks and use PPE? Make sure to keep records of any additional education and training your organisation has provided.</p>	<ul style="list-style-type: none"> <li>• Provide information on how you have provided staff information and training on your company's COVID-19 risk control measures. This could include workshops, WHS training or inductions, including on: <ul style="list-style-type: none"> <li>• the recommendation to get vaccinated</li> <li>• the recommendation to isolate as much as possible prior to travelling for work</li> <li>• the requirement for rolling 7 day (or 3 day) testing</li> <li>• requirement for unwell staff to stay isolated and not work while unwell</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>importance and appropriate use of PPE and hand hygiene processes; e.g. wearing an appropriate face mask such as a surgical mask, P2/N95 mask or a cloth face mask with three layers.</li> </ul>
Have you made staff aware of their leave entitlements if they become sick or unwell?	<ul style="list-style-type: none"> <li>Please include information on the communications provided to employees on leave arrangements if they are unwell. Please include any other initiatives you offer to employees to remove the risk of them working while sick.</li> </ul>
Staff are required to have a COVID-19 test or produce evidence of a COVID-19 test or a negative test result as a requirement to enter some states. Highlight how you notify and encourage all staff to get tested regularly.	<ul style="list-style-type: none"> <li>Include information on how you ensure all staff comply with the requirements for rolling testing.</li> <li>Include information on the arrangements you have in place to undertake testing</li> </ul>
<b>Physical distancing</b>	
Have you informed your staff that freight operators are not permitted to carry passengers, other than alternate drivers, returning crew and/or support and logistics staff?	<ul style="list-style-type: none"> <li>Please include information on how you have communicated to workers the restrictions about carrying passengers (in this instance, a passenger is anyone that IS NOT part of the grain harvester operations team).</li> </ul>
Document how you will ensure staff won't infringe the social distancing requirements of remaining 1.5 metres apart whilst working and in public.	<p><i>Include detailed information on how workers will:</i></p> <ul style="list-style-type: none"> <li>Stay in the 'team bubble' and not interact with other harvest teams</li> <li>isolate as much as possible while travelling</li> <li>plan their route to avoid stopping in areas with widespread community transmission</li> <li>avoid interacting with the general community</li> <li>avoid physical interaction with the property manager or other farm workers, e.g. by only communicating by phone or radio.</li> <li>Provide information on communications provided to workers on their requirement to social distance, and how you've communicated any procedures developed.</li> </ul>
What procedures are in place to reduce contact with other people wherever possible while working like implementing contactless pick-up and delivery wherever possible?	<p><i>Provide information about arrangements for contactless operation, such as:</i></p> <ul style="list-style-type: none"> <li>How grain is moved from harvester to chaser bin, truck, or storage without contact</li> <li>pick-up or delivery; e.g. if spare parts or servicing is required for equipment.</li> </ul>
What steps have you taken to ensure drivers maintain physical distancing from other workers at pick-up or delivery sites where practical?	<ul style="list-style-type: none"> <li>Provide information about how workers will maintain physical distancing, e.g. not going inside at receival sites, remaining in the vehicle cabin</li> </ul>
How have you instructed your drivers that they should only leave their vehicle for fuel or other essential goods (including food), in an emergency, at the direction of a law enforcement officer, or for a fatigue break (including overnight rest stop and for meals where required)?	<p><b>Food and essential item delivery</b></p> <ul style="list-style-type: none"> <li>Include information on how workers will be provided with food, meals and other essential items; e.g. through planned contactless delivery, including in regional locations. e.g. liaise with property owners or local businesses to have supplies delivered.</li> <li>Provide information on how these 'non-contact' delivery methods are communicated and followed by workers while traveling. Also consider contingency plans in case there are issues with deliveries.</li> </ul> <p><b>Fuel and rest stops</b></p>

	<ul style="list-style-type: none"> <li>• Provide information on the team’s scheduled travel plans (these may change depending on the farms’ harvesting needs and their location). Include expected locations for refuelling, fatigue management and border crossing points. Be sure to include detailed information on how workers will isolate as much as possible at these stops.</li> <li>• Provide information on how workers will reduce community interaction while refuelling and using facilities.</li> </ul>
How have you notified your drivers to avoid large public venues like pubs and clubs?	<ul style="list-style-type: none"> <li>• Provide information on what communications have been provided to workers on avoiding public venues like pubs and shops, including for meals.</li> </ul>
<b>Travel &amp; accommodation</b>	
<p>Explain how you (or your company) will travel from the border crossing to and from your intended workplace and/or accommodation. For example will you sleep in your truck cabin when not at work? Where will you be staying to sleep/rest? Multiple entries can be inserted here to cover multiple states/territories.</p>	<p><b>Travel</b>  <i>Provide information on the travel itinerary, including:</i></p> <ul style="list-style-type: none"> <li>• the dates and locations of COVID-19 tests</li> <li>• times and locations of rest stops</li> <li>• expected time and location of border crossings.</li> </ul> <p><b>Accommodation</b></p> <ul style="list-style-type: none"> <li>• Detail all accommodation arrangements for the duration of the journey, and how workers will stay isolated from the general community at the accommodation. Workers should not access shared facilities such as shared bathrooms or dining areas. Workers within the same team can share.</li> <li>• Consider how workers will have direct access to their rooms/quarters and bathroom facilities from their vehicles without entering any communal areas, or inside spaces that are shared with the general community. Separate accommodation on-farm is preferred to minimise risk of COVID-19 transmission including separate, bathroom and kitchen facilities for harvest teams.</li> <li>• If suitable accommodation cannot be sourced, consider contacting the local council to help with alternative options such as showgrounds.</li> </ul>
<b>Record keeping</b>	
Are you keeping a record or log of all stops, including work and rest stops and close contacts for at least 28 days?	<ul style="list-style-type: none"> <li>• Provide information on how workers will collect, maintain and store records of close contacts, and details on ALL locations visited; e.g. in a logbook.</li> <li>• Workers must use ‘check-in’ apps where required.</li> <li>• Provide information on how these requirements have been communicated to workers.</li> </ul>
Have you made your staff aware of the COVIDSafe app?	<ul style="list-style-type: none"> <li>• Provide information about how you made staff aware of the COVIDSafe app.</li> <li>• Provide information on how you communicated to employees on the requirements to use check-in apps for the state or territory they are travelling in. e.g. Queensland uses the Check In Qld app (more information available here: <a href="http://www.covid19.qld.gov.au/check-in-qld">www.covid19.qld.gov.au/check-in-qld</a>)</li> </ul>