



OIL INTEL

COVID 19 – LEVEL 3

SAFE DELIVERY AND OPERATIONS PROCEDURES

The following safe work practices have been put in place to limit exposure to COVID-19 and ensure Oil Intel workers who are responsible for picking, packing and delivering orders remain safe.

For Oil Intel, Level 3 is predominantly the same as Level 4. The one key difference is the ability to supply all customers (not just essential customers), provided safe practices are followed.

The following outlines the health and safety practices that must be followed to keep our employees safe and protect the New Zealand public through decreasing the risk of transmission.



PRIOR TO COMING TO WORK:

- Make sure you are prepared for and understand what you need to do to keep yourself safe.
- Ensure you are fit and healthy. Anyone with flu like symptoms (fever, cough, difficulty breathing etc.) must stay home.
- If someone in your bubble has been unwell with flu like symptoms do not come to work.
- Wash your hands for a minimum of 20 seconds and use hand sanitiser.
- Use the equipment and surface sanitiser to spray your steering wheel, door handles and any other surfaces you touch in your vehicle.

If you have any of these symptoms you **MUST** stay home:

- **A cough**
- **A high temperature (at least 38°C)**
- **Shortness of breath**
- **Sore throat**
- **Sneezing & runny nose**
- **Temporary loss of smell.**



WHEN YOU ARRIVE AT WORK:

- Wash your hands again and sanitise as soon as you enter the building.
- Clean all common surfaces using the equipment and surface sanitiser spray. This includes any common or high use areas – door handles, benches, taps, light switches etc.
- Put on your gloves and remember these must be changed each time you go to a customer site and disposed of safely.
- Put on your face mask. Face masks are not compulsory but are recommended. Many of our customers will require you to wear a facemask. If you choose to wear a facemask at an Oil Intel Branch, it must be disposed of safely at the end of each day and a fresh mask used the next day.
- Review what deliveries or pumpovers are required that day. Check with your Account Manager whether the customer has COVID-19 Safety Procedures (all businesses **MUST** have these). Make sure you are clear on what is required by our customers and what must be followed (i.e. you may need to have pre-authorisation, another site induction or be escorted by one of their staff).
- Make a plan for the day. Check you have all the required PPE (gloves, masks, hand sanitiser and equipment and surface spray).
- Use the equipment and surface sanitiser to spray your steering wheel, door handles and any other surfaces you touch in your vehicle each time you leave a site. Please dispose of your gloves safely, sanitise your hands and put new gloves on.
- Track in Sugar notes which customers you have visited, what time and if you had contact with anyone (2m social distancing must be maintained at all times).
- **NEVER** put your customers or yourself at risk.



NO staff other than the core operations team are to enter the branch.



ALL customer non-contact pickup must be prearranged.



NO face to face sales calls are to be made and all staff who can must remain working from home.



BEFORE YOU LEAVE FOR THE DAY:

- Clean all common surfaces using the equipment and surface sanitiser spray. This includes any common or high use areas – door handles, benches, taps, light switches etc.
- Wash your hands and sanitise as soon as you leave the building. Dispose of your gloves safely.
- Use the equipment and surface sanitiser to spray your steering wheel, door handles and any other surfaces you touch in your vehicle.

Procedures that **MUST BE** followed to keep you safe

The four key areas to highlight that are important to keep you safe include:

1. Core team per Branch. Only staff who are picking, packing or delivering to customers are to enter the branch. All other staff must work from home.
2. Personal Protective Equipment.
3. Social Distancing.
4. Sanitisation.
5. Awareness of COVID-19 symptoms and immediate isolation if present.

**Unite
against
COVID-19**