

Guidelines for third party deliveries to TasRail premises

- Only business critical¹ supplies should be delivered to TasRail premises
- Non-critical suppliers will be informed by an accountable TasRail person to stop deliveries until further notice.
- TasRail will notify, in writing, the conditions of entry to premises for essential deliveries.
- There will be a single designated contact person for deliveries required.
- Delivery locations will be clearly defined to the suppliers.
- No persons undertaking delivery should present to TasRail premises if they have:
 - Travelled overseas in the past 14 days;
 - Returned from interstate travel in the past 14 days;
 - Had recent contact with any known or suspected case of COVID-19 in the last 4 weeks;
 - Been unwell with cold, sore throat, fever, or any other flu-like symptoms associated with COVID-19;
 - Been asked to self-isolate.
- Where possible deliveries should take place without person-to-person interaction. Where this cannot be avoided, there should be strict adherence to the company's social distancing requirements.
- All delivery points will clearly display signage on compliance requirements for deliveries, and conditions for access and denial of entry.
- These signs will be appropriately positioned to allow persons not complying to stop delivery/interaction in advance.
- Any breaches to the procedure will be reported to management and entered into Risk Wizard.
- The TasRail COVID-19 Response Team will regularly review the effectiveness of these guidelines and consider any changes/improvements.
- Contact your TasRail supervisor or TasRail contact if you have any questions in relation to these guidelines.

¹ Business critical is any material, professional advice or personnel that is essential for the safety of any TasRail employee and to ensure train services remain operational.

