



Covid-19

Customer Delivery Procedures for Hauliers

Commencing 11/05/2020

Below are the new requirements for all delivery drivers delivering materials to all of Russell Roof Tile's Customer sites or yard premises.

General Health & Safety Requirements for all vehicles

1. All delivery drivers to have hand sanitiser and gloves in the vehicle at all times.
2. All delivery drivers to clean the inside of the driving compartment at the start and end of each shift.
3. All delivery drivers to wash their hands or use hand sanitiser as appropriate on a regular basis throughout their shift and on arrival and when leaving the customer site or yard in line with government guidelines.
4. All delivery drivers to follow government guidelines regards coughing or sneezing.
5. All delivery drivers to have a face covering in their vehicle should it be required.
6. All delivery drivers to Maintain 2 metre social distancing at all times.

Customer Delivery Sites / Yards

1. All Hauliers collecting or delivering materials to our customers sites or yards must follow the procedures and processes for each specific customer or site as necessary. The specific requirements for each customer will be communicated to the delivery driver by our transport department before each delivery leaves Russell Roof Tiles site.

Obtaining POD Information

Proof of Delivery will be obtained by either of the following processes.

1. Site / Yard prepared to sign

- The delivery driver is to place the delivery paperwork down on a suitable surface for it to be signed and printed by the customer, The delivery driver will then step away at least 2 metres to allow the customer to sign the delivery paperwork whilst complying with 2 metre social distancing rules.
- The delivery driver is to ensure the customer use their own pen when signing the delivery paperwork.
- The customer will then sign and print the delivery paperwork.



- The delivery driver will then collect the signed documents once the customer has moved away by at least 2metres to comply with the current social distancing rules.

2. Site / Yard NOT prepared to sign

- The delivery driver will ask for the full name of the person receiving the delivery and print this information on the delivery paperwork.
- The delivery driver will also write on the delivery paperwork “not signed due to COVID-19 Photo taken”
- The delivery driver will then take a photograph of the material delivered, to show clearly all the materials that have been delivered to site and send this information to RRT Transport manager by email to: stuart.ogden@russellrooftiles.com the delivery driver will include in the email the following information :
 - a. RRT Load ID and
 - b. Date and time of the delivery.
- This information is to be sent to the transport manager before the delivery driver leaves the customer site or yard premises.

Please can you make sure that all your drivers are fully aware of the updated rules with regards to site and follow them to the letter this will help in reducing the risks to all using the workplace.

I have read and understood the above instruction and agree to observe and implement the measures detailed in this document.

Signed:

Print Name:.....

Company: