



Mineral Products Association

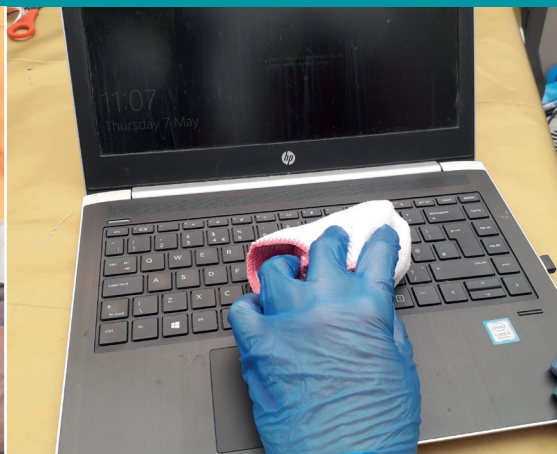
The Trade Association for the Aggregates, Asphalt, Cement, Concrete, Dimension Stone, Lime, Mortar and Silica Sand Industries



Employees COVID-19 Guidance

Clear, Simple, Smart

Version 1.0



The objectives of this guide are:

- To provide you with 10 simple strategies to follow
- To illustrate how they can be applied in different situations at work
- To raise awareness about the COVID-19 virus and its symptoms
- To facilitate a safe return to work for you and your colleagues
- To reinforce the changes in behaviour that will keep you safe
- To emphasise that you must STOP any activity if you think it is not safe
- To help you manage social distancing effectively
- To reinforce importance of good cleaning and hygiene practices
- To encourage learning from and helping each other
- To help ensure that we all go home safe and healthy every day

Rules of Engagement: COVID-19 Campaign

Arm yourselves with 10 simple strategies to defend you and your colleagues at work and beat the virus.



Maintain a constant guard

Watch for the symptoms of the COVID-19 virus in yourself and others

Keep the home fires burning

Only go to work if you cannot work from home



"Handwashing this way reaches the virus that other ways cannot reach"



Do not engage in dirty warfare

Wash your hands frequently and thoroughly

Keep in formation

Maintain social distancing. If you need to be closer than 2m, take steps to mitigate the risks. If this is not possible - STOP



Keep your distance - do not give the virus an easy target

Look after your kit

Do not share personal items and avoid sharing equipment if possible



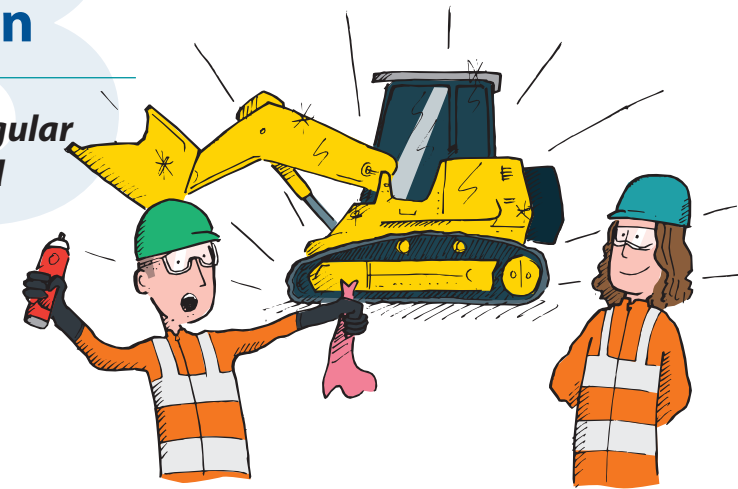
Do not kill a mate with an accidental discharge

Cough or sneeze into a tissue or your elbow and dispose of tissues immediately then wash hands



Always keep things spick and span

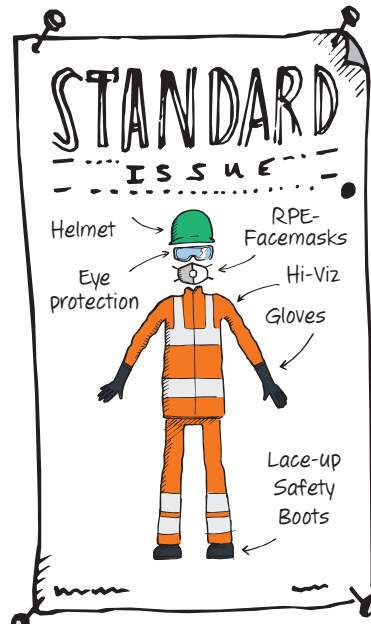
Carry out regular cleaning and sanitising



"It's clean as a whistle and ready for action"

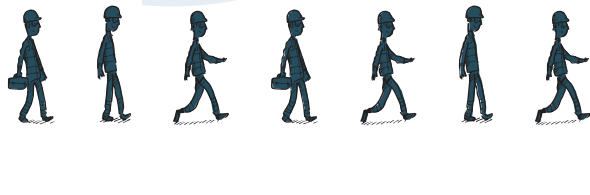
Always wear your armour

Use PPE to protect both yourself and others



Never leave a mate behind - you're a team

**Look after the physical
and mental health of
every member**



Maintain good discipline at all times

**Do not compromise
any existing health and
safety controls**

**If you do not think it is
safe – STOP!**

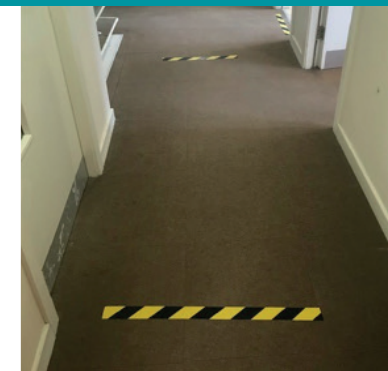
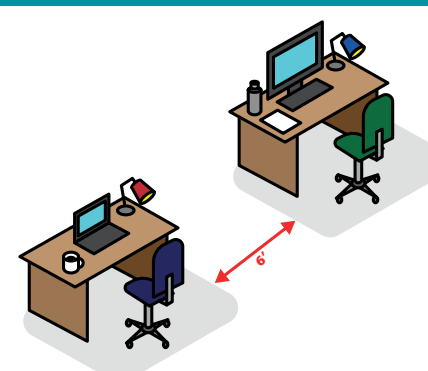
Preparing for Work and Travelling to Work

- **Get COVID-19 wise** – familiarise yourself with GOV.UK guidelines (<https://www.gov.uk/coronavirus>) so that you can understand what COVID-19 is and what you need to do to protect yourself, your family and work colleagues.
- **Travelling for work** - you may travel for work purposes but you should work from home wherever possible.
- **Do you have any symptoms?** – if yes, do not go to work, self-isolate until you can get tested. Follow GOV.UK guidelines, keep your manager informed.
- **At Risk Family Members** – if you have at risk/vulnerable relatives living at home, it is essential that you adhere to the GOV.UK guidance on social distancing. If you have any concerns, discuss these with your manager.
- **Authority to travel** – ensure you have authority to go to your intended place of work.
- **Hand sanitisation** – wash hands before leaving for work.
- **Travelling** – travel alone if possible, maintain social distancing en-route to work. You should aim to wear a face-covering in enclosed spaces where social distancing is not always possible and you may come into contact with others that you do not normally meet, for example on public transport.
- **Adjust your mindset and stick to the basics** – follow dynamic risk assessing practices. Take care of yourself and tell yourself to remember the basics, do not be distracted by COVID-19 – stay safe.



Arriving at your workplace and before the job begins

- **Hand sanitisation** – wash and/or sanitise your hands on arrival and before you do anything.
- **Social distancing** – maintain social distancing (minimum 2m) from arrival, when getting changed for work and in the office/messroom. Comply with any new arrangements put in place to maintain social distancing.
- **Get informed** – with COVID-19 how we now work has changed. Check that you understand any new procedures/restrictions. If not, ask. Ensure you are briefed on any special measures at your workplace.
- **Obey the rules** – always follow any workplace directions or instructions including posters, barriers, floor markings and any new guidelines implemented as a result of COVID-19 and support others to do so – be a leader, be alert and stay safe.
- **Induction** – where appropriate, ensure you are site inducted and have the necessary permission to work.
- **Getting changed** – comply with any new arrangements e.g. staggered start times, limiting numbers in the changing rooms which are there to maintain social distancing.
- **PPE** – before you start work ensure you have enough of the correct PPE and other safety equipment to work safely.

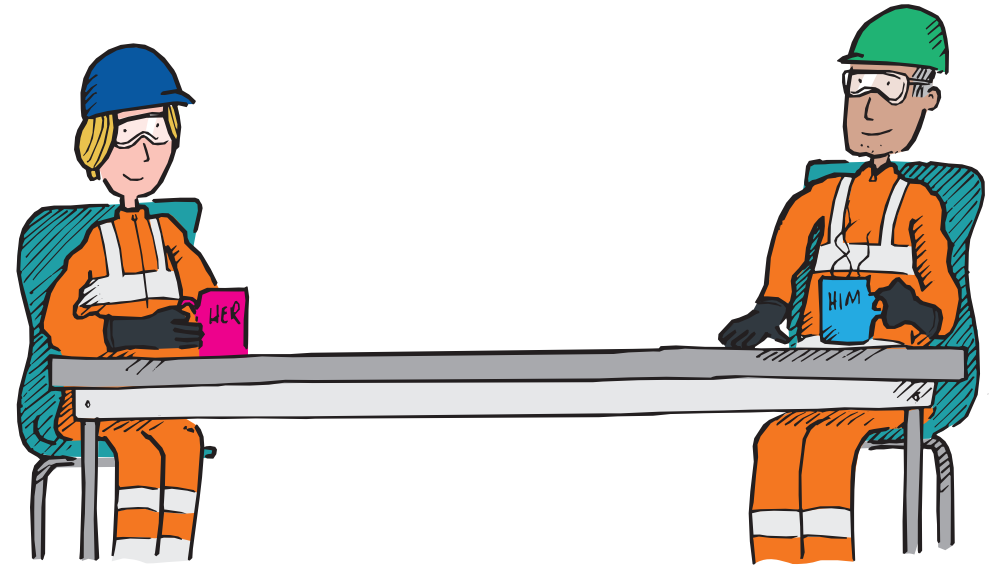


In the office and weighbridge

- **Access** – do not enter buildings where access is restricted unless you have permission and it is safe to do so and maintain social distancing at all times when walking around/between offices.
- **Desk/Workstations** – only work at your own desk, avoid hot desking and where possible use perspex screens or similar equipment to form an impervious barrier between other staff and customers/visitors.
- **Office equipment** – wherever possible you should have your own personal equipment including desk phone. Do not share your own pens or other tools – any shared equipment should be sanitised by the last person to use it and the next.
- **Hand sanitisation** – wash hands/sanitize regularly, when entering and leaving buildings and after handling equipment, touching surfaces or anything else that someone else may have handled before you.
- **Documents and dockets** – wherever possible your employer will establish contactless processes, however, where this is not possible, ensure you are particularly careful to regularly wash your hands and avoid touching your face.
- **Cleaning** – keep your desk free of clutter to make cleaning easier and clean your workstation before and after use.
- **Deliveries** – ensure you know the procedures for dealing with incoming deliveries e.g. post.
- **Ventilation** – where possible, keep offices and control cabins well ventilated.

In changing rooms and toilets

- **Social distancing** – follow site rules on use of facilities including any barriers, posters and floor markings and do not enter if social distancing cannot be maintained.
- **Getting changed** – keep your work gear separate and put your normal clothes and personal effects away in a separate locker or bag.
- **Toilets** – put the lid down before flushing.
- **Hand sanitisation** – wash and/or sanitise hands as you enter and as you leave changing facilities/toilets.



In Canteens and Messrooms

- **Social distancing** – follow site rules on use of facilities including staggered breaks, any signage, posters and floor markings and do not enter if social distancing cannot be maintained. Consider using outside areas.
- **Hand sanitisation** – wash hands/sanitise regularly and certainly after touching surfaces or anything else that someone else may have handled before you.
- **Bring your own lunch if you can** – this will avoid you needing to visit local shops or having to prepare food using shared equipment.
- **Eating utensils** – wherever possible do not share cups, crockery and eating utensils and ensure these are properly washed in soapy water and store away separately before and after use.
- **Shared equipment and work surfaces** – such as kettles and worktops, clean before and after use and do not prepare drinks or food for anyone else.

In the Operations

- **Stick to the basics** – do not forget the usual day-to-day safety rules and procedures, do not be distracted by COVID-19. Be a leader, be alert and stay safe
- **Obey the rules** – follow any new guidelines implemented as a result of COVID-19 and support others to do so.
- **Risk assess** – make sure pre work risk assessments and permits take account of COVID-19 measures.
- **Social distancing** – maintain social distancing at all times, use mobile phones or radios to communicate rather than face-to-face, use stairs instead of lifts.
- **Hand sanitisation** – wash hands/sanitise regularly and certainly after touching surfaces or anything else that someone else may have handled before you.
- **Pedestrian access** – be aware, do not step out into vehicle routes when trying to maintain 2m separation.
- **Tools and work equipment** – clean your workstation/control panel/ workbench/tools and equipment before and after use. Do not share tools or work equipment without first sanitising them.
- **PPE** – use your COVID-19 PPE where required e.g. face mask, together with any task specific PPE when required, do not share your PPE with others, dispose of non-reusable items safely, clean reusable items frequently.



Maintenance Works

- **Stick to the basics** – do not forget usual day to day safety rules and procedures such as LOTOTO, do not be distracted by COVID-19 especially during complicated maintenance tasks where the consequences of any failures may be high.
- **Risk assess** – make sure pre work risk assessments and permits take account of COVID-19 measures.
- **Social distancing** – should be maintained at all times however, where this is not possible, ensure the work is authorised and in accordance with a safe system of work. Implement the required precautions including:
 - use respiratory protective equipment or face masks.
 - avoid facing each other when working in close proximity, if possible.
 - try to limit the duration of close work to no more than 15 minutes.
- **Stick to your own workbench** – each fitter should have their own workbench where possible.
- **Hand sanitisation** – wash hands/sanitise regularly and certainly after touching tools or work equipment that someone else may have handled before you.
- **Be responsible - STOP the job** – if at any stage you are not happy that the task can be carried out safely. Report your concerns to a supervisor or manager.



In vehicles/mobile plant

- **Stick to the basics** – do not forget the usual day-to-day safety rules and procedures, do not be distracted by COVID-19.
- **Avoid sharing vehicles** – try to avoid travelling together in any vehicle.
- **In the cab and cleaning** – you should regularly clean all contact surfaces with appropriate sanitation product/wipes and certainly before you start work and at the end of your shift. Do not forget to clean the external contact points.



At the customer site

- **Avoiding distraction** – observe all customer site vehicle rules and do not forget the basics e.g. safe tipping, safe lifting, use of banksmen.
- **Cab access** – stay in cab where possible/practicable and do not allow anyone else to access your cab.
- **At the delivery point** – only the driver should conduct unloading operations e.g. truck mixer discharge, tipper tailgates, opening curtain sides, removing flatbed straps, connecting tanker pipework.
- **Social distancing** – where you have to dismount the vehicle, practice social distancing at all times. Refuse to unload if social distancing requirements are not being maintained and seek advice from your manager.
- **PPE** – use gloves and wash/sanitize your hands before and after use, wear a face shield/mask where site rules and/or government guidance requires it.
- **Paperwork and proof of delivery** – use contactless procedures where possible and use your own pen. Wash your hands regularly and thoroughly.
- **Welfare facilities** – wash or sanitise hands before departing. Follow rules on use of customer welfare facilities.

Leaving Work/Arriving Home

- **Work clothes/overalls** – store in a lockable locker, ensure arrangements are made for regular laundering at work.
- **PPE** – store any reusable PPE in a secure and clean location, dispose of any single use items safely.
- **Hygiene** – wash and/or sanitise your hands before leaving site and again when arriving home, have a shower, wash your clothes more frequently.
- **Travelling** – travel alone if possible, maintain social distancing on your way home. Wear a face mask if travelling on public transport.



The 10 rules of engagement:

1. **Maintain a constant guard**
Watch for the symptoms of the COVID-19 virus in yourself and others
2. **Keep the home fires burning**
Only go to work if you cannot work from home
3. **Do not engage in dirty warfare**
Wash your hands frequently and thoroughly
4. **Keep in formation**
Maintain a minimum distance of 2m between you and others if possible. If you need to be closer take steps to mitigate the risks
5. **Look after your kit**
Do not share personal items and avoid sharing equipment if possible
6. **Always wear your armour**
Use PPE to protect both yourself and others
7. **Do not kill a mate with an accidental discharge**
Cough or sneeze into a tissue or your elbow and dispose of tissues immediately then wash hands
8. **Always keep things spick and span**
Carry out regular cleaning and sanitising
9. **Never leave a man behind - you're a team**
Look after the physical and mental health of every member
10. **Maintain good discipline at all times**
Do not compromise any existing health and safety controls. If you do not think it is safe – STOP!

We are all in this together

Your behaviour will impact on the health and safety of you, your family and your colleagues

Do not hesitate to stop something if you think it is unsafe for you or a colleague

Finally, if you feel unwell and have symptoms of COVID-19 contact your manager and make arrangements to return home immediately



essential materials
sustainable solutions

The Mineral Products Association is the trade association for the aggregates, asphalt, cement, concrete, dimension stone, lime, mortar and silica sand industries.

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