
 ANDREAS BURGER CONSULTING SERVICES <small>Business Excellence and Operational Performance Specialists</small>	Controlled Document Number:	Created	Approved	Document Type	Dept.
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 SHEQ4SME <small>OPERATIONAL HEALTH, SAFETY AND QUALITY SPECIALISTS</small>	TITLE:	COVID-19 USE OF COMPANY VEHICLES			
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EMPLOYEES UTILISING COMPANY VEHICLES

All employees driving company vehicles must ensure that:

1. All interior surface areas of the vehicle are cleaned and sanitised at the commencement of his/her shift and /or before driving the said vehicle.
2. After driving the vehicle ensure that the steering wheel, indicators, radio controls and interior surface areas of the vehicle are cleaned and sanitised.
 - 2.1 Driver must ensure that his / her hands are sanitised in accordance with regulations.
3. When transporting and / or driving with passengers, the driver must ensure that:
 - 3.1 no more than ONE passengers are permitted in the vehicle;
 - 3.2 all persons entering the vehicle have sanitised their hands in accordance with the regulations;
 - 3.3 cloth face masks are worn by all occupants for the duration of the trip.
4. No passenger will be allowed to enter any vehicle without having been screened for COVID-19 symptoms by the relevant appointed representative. Any passenger displaying COVID-19 symptoms may not be allowed to enter the vehicle, unless precautionary measures have been taken and authorised by the Compliance Officer.

Created/ Revised By:	Authorised By:	Approved By:	Effective Date:
SHEQ Department	SHERQ Manager	CEO	
	Signature:	Signature:	1 July 2021

Worker acknowledgement

Name & Surname	ID	Date	Sign