

COVID-19 ALERT LEVEL 3: SAFE WORK PROCEDURES

COVID-19 Alert Level 3 COVID-19 is a disease with symptoms ranging from those resembling mild flu, through to severe respiratory illness. From Tuesday 28 April 2020, New Zealand will be placed under COVID-19 Alert Level 3. Under Alert Level 3, some businesses can operate, provided safe work procedures are in place. This document outlines the work procedures we have in place to operate safely under Alert Level 3. It is based on the latest government advice.

These procedures are only for Alert Level 3, and are Task Specific for All employees and contractors of _____

Please refer to the accompanying documents attached from references as listed at the end of this document titled “Physical Distancing and Hygiene Protocol-Alert Level 3” “Personal Health Flowchart” “Site Transportation Protocol-Alert Level 3” “PPE Requirement for essential non-health workers-Covid-19” “Safe practices when using face masks on site” “Suspected or confirmed case of Covid-19 at work”

Safe Work Procedures

- Avoid face-to-face meetings, instead conduct them remotely via Skype or similar
- No physical greetings, such as shaking hands, high-fives or hongis
- Don't come to work if you're feeling unwell.
- Don't come to work if you are a vulnerable person (e.g., over 70 or immune-compromised), have travelled overseas, or have had close contact with a COVID case (suspected or confirmed).
- Only one person per vehicle. If work on site requires 2 people, they must travel in separate vehicles.
- Complete all the necessary documentation provided prior to commencing any work on site
- Maintain safe distancing. Keep a minimum of 2 m from members of the public and preferably at least 1 m for work mates. This may not be possible all the time, but the important thing is minimising the time you're in close contact with others.
- Put in place site controls to keep public at least 2 m away (e.g., rope off site and/or erect signage).
- Use normal PPE for the task required-it may not be practical to wear gloves for all tasks so if you work without them for a period, wash or sterilise hands after each task. Disposable gloves go straight into the rubbish when they're no longer in use. Face masks are not necessary, but if you feel safer wearing one, this is fine.
- Regularly clean your hands using the soap and water or hand sanitiser regardless of a specific task.
- Regularly clean surfaces touched by different people (e.g., steering wheel, door handles), using disinfectant wipes or similar. Place any used wipes in the rubbish straight after using them.
- Do not share your tools or equipment-if this is absolutely unavoidable to complete a task- use disinfectant wipes and sterilising spray before touching and after using the shared tool/equipment
- Follow any relevant client Health & Safety procedures when on their worksite.
- We require all employees and contractors to have their own hard or electronic diary to record anyone you come into close contact with on a site or are working in an enclosed area with for more than 10 minutes, even if the social distancing can be maintained

- Do not participate in any activities you consider unsafe and report any unsafe behaviour you observe.
- Get home safely. When you get home from work, remove any footwear and dirty PPE at the door. Wash hands before touching any surfaces at home.
- Plan work well in advance and communicate with your team, to avoid forgetting these procedures.
- Read these procedures and always sign in on arrival at site, always sign out when leaving site, even for a short period, and sign in again on return
- Share any feedback on these procedures with your manager as soon as it is safe and practical.
- These procedures will be updated following any new government or Work Safe advice. Any changes will be advised in writing and verbally to all staff.
- Weekly team meetings will be used to review work processes and risk controls.

Feeling Unwell? Don't come to work if you're feeling unwell. Just stay at home and call your manager to let them know.

Call Healthline on 0800 358 5453 and notify us if you have a fever, dry cough, or shortness of breath. You may return to work when:

You're feeling well, if it was a non-COVID illness; or

Your doctor advises it is safe to do so, if it was COVID-19 (current advice is a minimum of 2 weeks).

If COVID-19 is suspected or confirmed, all work contacts will be advised (using the Sign in Register contact list), common surfaces will be cleaned down, and Healthline will be contacted for advice.

Signed by Employee/Contractor

Name

Date/...../2020

Reference Information Sites

<https://covid19.govt.nz>

<https://worksafe.govt.nz>

<https://www.sitesafe.org.nz>