

<b>From</b>	Unite Against COVID-19
<b>Workplace</b>	COVID-19 Alert Level 3
<b>Job Number</b>	
<b>Start Date</b>	
<b>Completion Date</b>	

# COVID-19 Control Plan - Alert Level 3

Workplace Manager	
<b>Name</b>	
<b>Contact Number</b>	

Location

Safety Contact	
<b>Contact Name</b>	
<b>Contact Number</b>	










Description of work
Taking reasonably practicable steps to maintain safe and healthy workplace practices to mitigate the risks associated with COVID-19.

Workplace Protective Equipment										
										
Hard Hat	Protective Footwear	Hi Vis Clothing	Hearing Protection	Protective Eyewear	Gloves	Protective Clothing	Safety Harness	Respiratory Protection	Face Protection	Welding Mask

**Blue:** Must be worn at all times (Mandatory)

**Green:** Wear as and when hazards may cause a risk of injury or illness

**Grey:** Not Required

Hazard Class								
								
Explosives GHS01	Flammables GHS02	Oxidizers GHS03	Compressed Gases GHS04	Corrosives GHS05	Acute Toxicity GHS06	Irritant GHS07	Health Hazards GHS08	Environment GHS09

**Red:** Linked to workplace



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# COVID19 - Pandemic Policy



Our business is committed to maintaining safe and healthy workplace practices to ensure that neither our Workers at work nor anyone else in the vicinity of the workplace is harmed due to Covid-19. As an employer we are required to take reasonably practicable steps to ensure the safety of our workers, and anyone else that might be affected by our business activities.

## We will commit to:

- Keeping up to date, and act in accordance with the latest Government, Ministry of Health and Ministry of Business, Innovation and Employment (MBIE) guidance and recommendations for COVID-19, and
- Taking reasonably practical steps to address the risk of our workers being exposed to the virus or spreading it to others.

## The practicable steps we will be taking to ensure the safety of our workers, and others include:

**Consultation**- Have regular contact and communication with the workers onsite on a formal and informal basis through various means of communication available. Providing an opportunity to encourage feedback.

**Co-operation**– Ensure the most up to date information is available for workers on the worksite so they can enable good practices of mitigating the risk of Covid-19 at all levels. Ensure that information is shared to all workers on the worksite.

**Co-ordination**– Co-ordinate the work activities to ensure that physical distancing and hygiene protocols can be adhered to, to minimise the spread of COVID-19.

## This will be achieved by:

- *Induction & Training* – via various meeting methods and acknowledged by those participating in the training.
- *Updating* – providing updated safe working practices as they evolve through Government and industry guidelines.
- *Worker Feedback* – Any change in health to the individual worker or their direct bubble contact and any unsafe work practices which they may be exposed to through their worksite.

Our policy is aimed at complying with the provisions of the Health and Safety at Work Act 2015, the Health and Safety at Work Regulations 2016 and guidelines and advice provided by the Government, Ministry of Health and Ministry of Business, Innovation and Employment (MBIE) in response to COVID-19.

Signed (on behalf of the employer):

---

Date:

Review Date:



# COVID19 - 5 Step Guide - Control Plan Actions

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The Control Plan Actions diagram outlines the actions required at each stage of the workday, to mitigate the risks associated to COVID-19.





# COVID19 - 5 Step Guide - Control Plan Elements

The Control Plan Elements diagram provides a break down of the individual elements required to ensure successful application of the COVID19 Control Plan.





## Consultation and communication

- Information about the risks of exposure to COVID-19 must be provided to all workers and, if needed, train workers in infection control.
- Consult with workers and any other duty holders working on site on health and safety matters relating to COVID-19. It is important that clear direction and guidance is provided about what is expected of workers, including their duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of others.
- Workers must advise if there is a change in their health status or the health status of anyone in their bubble regarding positive testing. This process should be carried out urgently by phone and followed up by text acknowledgement.
- Workers should not visit the worksite to advise change of circumstances.

## Physical distancing and hygiene protocols

- It is of absolute importance the physical distancing and hygiene protocols are adhered to, to minimise the spread of COVID-19.

## Induction protocols

- The contents of the COVID-19 Control Plan MUST be communicated and agreed upon by all workers and contractors before they start on site.
- Where possible induction should occur over the phone or through use of virtual communication programmes. If this is not possible, ensure that physical distancing and hygiene protocols are adhered to.
- Use the COVID19 Induction Form to record all inductions completed for workers and contractors. Have workers and contractors sign the induction form to verify their understanding of the contents and agreement with the Control Plan protocols.

## **Measures that need to be taken to ensure the successful application of the COVID-19 CONTROL PLAN:**

### **Step 1: Before arriving on site:**

- Ensure that no one in the workers bubble has tested positive for COVID-19. Get confirmation by text or email.
- If there is evidence of a positive test, interview the worker to ensure Ministry of Health guidelines have been adhered to.
- Vehicle sharing such as minibuses, car-pooling should be completely discouraged. Site transportation protocols need to be communicated and enforced until the government or Ministry of Health advises otherwise.
- If a worker is being dropped off at the workplace and picked up after work, it should be by someone within the workers bubble.
- Car parking should be arranged to ensure physical distancing protocols are adhered to.
- Issue all workers have their own pen for signing in and out of the worksite.

### **Step 2: Site Entry**

- Signage relating to social distancing around the site should be displayed. This should be significant and graphic, when possible.



- Site sign in should not be in a closed area like a site office. It should be covered from external elements (e.g. rain).
- Hand sanitizer should be available at the entry to the worksite by the sign in register.
- Stagger workplace start times so that no more than approximately 6 people entry the site every ten minutes. This could be achieved by staggering trades start time.

## Step 3: Site Operations

- Limit physical interactions between workers and using other methods such as using mobile phones to communicate.
- If physical distancing protocols are not able to be adhered to for specific tasks, ensure that personal protective equipment protocols are followed and monitored.
- Calling for assistance or verification of a task should be by use of a cellphone, standing still and requesting assistance verification either over the phone or the appropriate person going to the call. Do not allow the workers to go to the site office or in search of assistance.
- Maintaining good hygiene is vital in minimising the risks of COVID-19 exposure. Increased cleaning is needed as construction work regularly involves touching of objects and surfaces.
- Onsite where possible use own tools and do not share. If sharing is necessary, then tool handles should be wiped down thoroughly.
- Limit the number of workers on site by splitting shifts and reducing the number of tasks per day
- Stagger breaks to limit the number of workers congregating together. This should reflect their staggered entry time.
- Conduct toolbox meetings online if possible, or at wide open spaces to enable workers to keep the required physical distance of at least 2 metres. Photographs could be used to record attendance.

## Step 4: Leaving Site

- Workers must sign out before leaving site.
- Use the hand sanitizer when leaving the worksite before they use transport to get home.
- Wash their hands thoroughly for 20 seconds in hot soapy water when they arrive home.
- The sign in/out register should be replaced with a new copy daily.

## Step 5: Management Protocols

- The worksite must be thoroughly cleaned daily as per the COVID-19 Cleaning Guide.
- The Emergency Response Plan must be activated immediately if dealing with suspected and/or confirmed cases of COVID-19.
- Stay in regular contact with workers working in isolation and ensure that Workplace Location Forms are completed.
- Conduct regular Toolbox Talks to communicate COVID-19 updates or to address any issues or concerns that workers or contractor may have regarding their health and wellbeing.
- Monitor the worksite to ensure that COVID-19 Control Plan protocols are being adhered to at all times. All deviations away from the Control Plan protocols need to be addressed immediately.





# COVID19 - Emergency Response Plan - Suspected or confirmed case at work

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The **Emergency Response Plan** MUST be activated immediately following the identification of a suspected or confirmed case of COVID-19 in the workplace.



## 1. Isolate

Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.



## 2. Inform

Ring the national COVID-19 hotline (1800 020 080). Follow the advice of health officials.



## 3. Transport

Ensure the person has transport to their home or to a medical facility



## 4. Clean

Clean the area where the person was working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning



## 5. Identify

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



## 6. Clean

Clean the area where the close contact people were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.



## 7. Review

Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

## If the suspected or confirmed case of COVID-19 is NOT at work when diagnosed



## 1. Inform

Ring the national COVID-19 hotline (1800 020 080). Follow advice of health officials.



## 2. Identify

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



## 3. Clean

Clean the area where the infected person and their close contacts were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning



## 4. Review

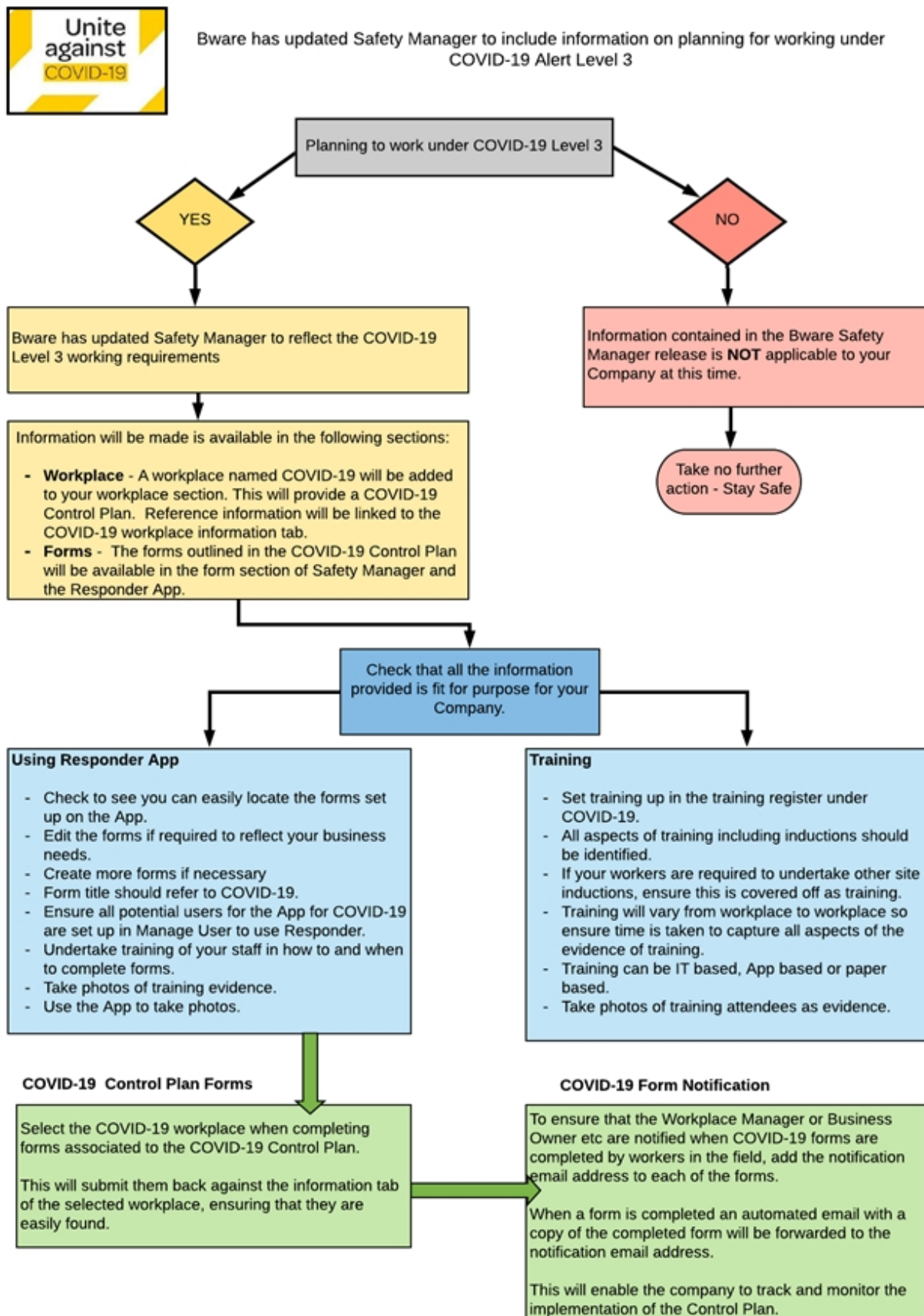
Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.





# COVID19 - BWARE - Safety Manager Update Flowchart

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# COVID19 - Manager Checklist

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Site:	Signature:
Date:	
Conducted By:	

## Please tick the appropriate answer

## Comments

Have you identified vulnerable employees or those living or caring for vulnerable people?  Yes                      No                      NA	
Have you ensured that only healthy workers are returning to the workplace?  Yes                      No                      NA	
Has it been communicated or has assistance been given to workers needing access to mental health and well-being information? (Free call or text 1737 any time for support from a trained counselor)  Yes                      No                      NA	
Does the workplace allow for physical distancing protocols to be followed?  Yes                      No                      NA	
Are COVID-19 response plans in place to identify the processes for dealing with suspected and confirmed COVID-19 cases?  Yes                      No                      NA	
Has the COVID19 Control Plan been communicated and agreed upon by your workers and/or contractors?  Yes                      No                      NA	
Has communication been given on the importance of completing an incident report in the event of a suspected or confirmed case of COVID-19?  Yes                      No                      NA	



# COVID19 - Manager Checklist

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Have all contractor site plans been reviewed?  Yes                      No                      NA	
Have you checked that all required P.P.E is available for workers on site, including gloves and cleaning products?  Yes                      No                      NA	
Has signage been displayed reminding workers of physical distancing and hygiene protocols?  Yes                      No                      NA	
Has a a sign-in register been implemented and being maintained?  Yes                      No                      NA	
Has contact with workers who are still in isolation or working remotely been made?  Yes                      No                      NA	
Has evidence of documented workplace toolbox talks been collected regularly showing that workers are being kept up to date with COVID-19 protocols as we progress through the stages?  Yes                      No                      NA	
Please indicate with a "Yes" that you are aware that these Protocols are in addition to your usual health and safety controls and that your normal health and safety obligations still apply.  Yes                      No                      NA	



Overall Comment:	
Written By: BWARE Limited	Signature:
Approved: Yes	
Date:	



# COVID19 - Induction Form

Site:	Signature:
Date:	
Conducted By:	

COVID-19 Control Plan Induction	Comments
Personal Health Flowchart - Communicate expectations. Explain they must follow this at all times to confirm they are safe to be on site. Yes No NA	
Site Transportation Protocols - Communicate protocol expectations. Yes No NA	
Personal Protective Requirement Protocols - Communicate protocol expectations and prevention measures. Yes No NA	
Sign In & Out Protocols - Communicate protocol expectations. Yes No NA	
Workplace Location Form - Communicate expectations and provide training in use of the Responder App. Yes No NA	
Physical Distancing & Hygiene Protocols - Communicate protocol expectations and prevention measures. Yes No NA	
Returning Home Protocols - Communicate protocol expectations. Yes No NA	



# COVID19 - Induction Form



Cleaning Protocols - Communicate protocol expectations. Yes                      No                      NA	
Emergency Response Plan - Communicate protocol expectations. Yes                      No                      NA	

Overall Comment:	
Written By: BWARE Limited	Signature:   Date:
Approved: Yes	
Date:	



# COVID19 - Workplace Location Form

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Site:	Signature:
Date:	
Conducted By:	

**Full Name:****Comments**

Comment:

**Company or Person visiting:****Comments**

Comment:

**People you traveled with:****Comments**

Comment:

**Contact Number:****Comments**

Comment:

**By signing this form I declare that the following questions have been answered to the best of my knowledge (Please answer Y/N/NA)**

**Comments**

Have you arrived into NZ within the past 14 days?

Yes                      No                      NA

Comment:





# COVID19 - Workplace Location Form

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Have you been in contact with someone with COVID-19 symptoms?  Yes                      No                      NA	
Comment:	
Have you had any COVID-19 symptoms?  Yes                      No                      NA	
Comment:	
<b>Time In and Out:</b>	<b>Comments</b>
Comment:	
Overall Comment:	
Written By: BWARE Limited	Signature:   Date:
Approved: Yes	
Date:	

