

COVID-19 safety plan

Use this form to document your thinking about how you and your workers will keep safe at work during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help your workers and other people to know exactly what to do and what to expect.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.

There is guidance on what to think about when you're planning a safe return to work here: worksafe.govt.nz

You don't need to send this plan to WorkSafe for review or comment.

Company details

Business name: Custom Roof 2007 Ltd	Manager approval: Approved by Julian Quellin (27/4/20)	Worker representative consultation: Kieran Gardiner
Division/group:		
Date completed: 27 / 04 / 2020	Name of manager: Julian Quellin	Name of worker representative: Kathryn Quellin
Date distributed: 27 / 04 / 2020		
Revision date: DD / MM / YEAR		

Refer to the WorkSafe guidance for constructing a COVID-19 safe work plan for full details.

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
What will be done to manage risks from restarting business after lock-down?	<p>Consider: Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems.</p> <p><i>Example: Restart the line - carry out restart procedure and sterilise all touch surfaces.</i></p> <ol style="list-style-type: none"> 1. Workshop surfaces clean (toilets / office areas / entrance / doorways / door handles and common surfaces prior to opening. 2. COVID-19 signage installed on all entry points to the building. 3. Sanitation and Sign In Register station implemented. 4. No Entry 'chains' and 'foot decals' installed at main entry points. 5. Company COVID-19 protocols delivered to all workers. 6. Health Status Declarations completed by all workers. 	<p><i>Engineering supervisor</i></p> <ol style="list-style-type: none"> 1. Manager 2. Admin / Manager 3. Admin / Manager 4. Manager 5. Admin 6. Admin / All workers
How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?	<p>Consider: Providing guidance, meetings to discuss distancing and hygiene, regular review.</p> <p><i>Example: Ensure our procedures are up to date by a daily review of Ministry of Health guidance.</i></p> <ol style="list-style-type: none"> 1. Company COVID-19 'non negotiable' protocols created and delivered to all workers. 2. COVID-19 worker 'safety hygiene packs provided (includes sanitation products, company protocols, best practice information). 3. Visible signage for all worker at workshop and available to display at all job sites. 4. Daily site safety checklists which include 'wellbeing' questions to be completed every day. 	<p><i>Administrator</i></p> <ol style="list-style-type: none"> 7. Admin 8. Admin 9. Admin 10. Foreman

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How will you gather information on the wellness of your staff to ensure that they are safe to work?	<p>Consider: Daily health screening check, discussing options with workers, follow-up procedures for ill workers, contact tracing information.</p> <p><i>Example: To find out if workers are well when they come to work we will ask each worker basic questions about their physical and mental health.</i></p> <ol style="list-style-type: none"> 1. Review of all daily site safety checklists (Foreman) 2. Personal (phone) follow ups to be completed by Admin to workers (all ok? Any issues arising?). 3. Team Toolbox talk each morning to identify issues, deliver information to workers (Director) 	<p>Team leaders</p> <ol style="list-style-type: none"> 1. Foreman 2. Admin 3. Manager
How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?	<p>Consider: Who needs to be in the workplace, worker input into different ways of working, what other people or businesses you'll have to interact with, ensuring separation distances, disinfecting surfaces, shared equipment, equipment for remote workers, training requirements, physical separation or PPE requirements, worker transport.</p> <p><i>Example: We will review guidance on the Ministry of Health website and to be sure we are cleaning surfaces the right way with the right disinfectant.</i></p> <ol style="list-style-type: none"> 1. Limit all access to office / workshop. 2. Hold all meetings in open areas. 3. Reduce contact with suppliers. 4. Provide individual hygiene supplies for staff 5. Provide clear signage for public (on-site) 6. Health Declaration from customers prior to arrival. 7. Daily of any shared items / vehicles. 	<p><i>Facilities manager to review procedures and order supplies, cleaners to use the new supplies and follow new cleaning procedures</i></p> <ol style="list-style-type: none"> 1. Admin / Manager 2. Manager 3. Manager / Foreman 4. Admin 5. Admin 6. Admin 7. All Workers
How will you manage an exposure or suspected exposure to COVID-19?	<p>Consider: Isolation procedures, gathering and using workplace contact tracing information, clean down procedures, contacting Healthline.</p> <p><i>Example: Arrange safe transport home immediately and provide all workers with advice on contacting GP and/or Healthline.</i></p> <ol style="list-style-type: none"> 1. Isolate – Isolate person from others and provide mask, if available, for person to wear. 2. Inform – Call Healthline (0800 611 116). 3. Transport – Ensure person has transport to their home or medical facility. 4. Clean – Clean the area where the person was working and all places they have been. Evacuate areas. Use PPE. 5. Identify – who at the workplace had close contact within 24 hours. Send home to isolate. 6. Clean – Clean area where close contacts have been. All common areas. Use PPE. 7. Review – Review risk management protocols and amend where required. Keep employees informed. 	<p>Site manager</p> <ol style="list-style-type: none"> 1. Foreman 2. Manager 3. Manager 4. Foreman / Manager 5. Manager 6. Manager 7. Admin / Manager

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<p>How will you evaluate whether your work processes or risk controls are effective?</p>	<p>Consider: Adapting plans as you find better/easier ways to do things, how to ensure workers are raising concerns or solutions, conducting regular reviews of your plan, communicating changes.</p> <p><i>Example: We need workers' feedback and some speak little English, so we will team up workers with buddies who are more fluent in English at team meetings.</i></p> <ol style="list-style-type: none"> 1. Review procedures with workers / request and encourage feedback and suggestions. 2. Customer feedback surveys. 3. Monitor supplies (that they are being used). 	<p>Team leaders</p> <ol style="list-style-type: none"> 1. Admin 2. Admin 3. Admin
<p>How do these changes impact on the risks of the work that you do?</p>	<p>Consider: With workers, review existing critical risks and whether work practice changes will affect current risk management, are any new critical risks introduced due to changes in worker numbers, work practices, what new risk controls are required?</p> <p><i>Example: Regular check-ins with workers about how they're coping with the change to shift work.</i></p> <ol style="list-style-type: none"> 1. Regular check in with workers about how they are feeling / coping with the changes in place (mostly social distancing / site entry protocols etc.). 2. Consider alternative options if required. 	<p>Team leaders</p> <ol style="list-style-type: none"> 1. Admin 2. Admin

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