

# COVID 19 CONTROL PLAN

## BEFORE WORK

1. Management will contact you the evening before work to advise you what site you will be working on the following day. If we have someone away the site may change the morning of work.
2. Each morning (before 6.15am) confirm you are fit for work using the 'PERSONAL HEALTH GUIDELINES' (See Appendix 1).
3. *If you are not fit for work, please contact TRC ASAP and visit your GP*

**FOREMAN** - Workout work buddy's within bubbles for tasks that cannot be completed safely maintaining 2m distance for tomorrows work

## TRAVELLING TO WORK

1. Travel to your work site, by yourself, in your own vehicle
2. If you must travel in a vehicle with other people:
  - a. keep your distance
  - b. use face masks in the car
  - c. wash your hand before and after entering the car.
  - d. Keep all tools in the boot of the car

## ARRIVING ONSITE

1. Use hand sanitizer to wash your hands
2. Complete new site induction
3. Complete site sign in/out in full, one person to sign everyone in, use own pen
4. Complete health declaration
5. Only use the sign-in station when there is a 2m distance between other people on-site
6. Know where hand sanitiser stations are
7. If multi-unit site, then state where on site you will be working

## WORKING ONSITE

1. Always maintain 2m from all people on site
2. Use hand sanitiser on site or wash hands regularly when on site
3. Do not share tools. If unavoidable then must have wipe down process in place
4. Must not leave site for lunch, bring own food & drink bottles
5. Any personal items brought to site must be kept separate from other workers items.
6. Place all rubbish in bin immediately (as soon as practicable)
7. Remove all rubbish from site where possible
8. If/when working within 2m of each other ensure working buddy.
9. Follow correct cough and sneezing practices
10. Avoid touching your face
11. Ensure all times you are following the "Protect yourself and your workmates" Guidelines (see Appendix 2)
12. If you feel unwell during the visit, then inform your foreman immediately and return home

**FOREMAN**- Complete a toolbox session at least once a week seeking feedback on the COVID plans and controls

## LEAVING SITE

1. Sign out
2. Sign out and put details of where you are working the next day (if Known)
3. For multi-units sites confirm that the information provided at sign-in is correct
4. Wash hands after exiting site

## ARRIVING HOME

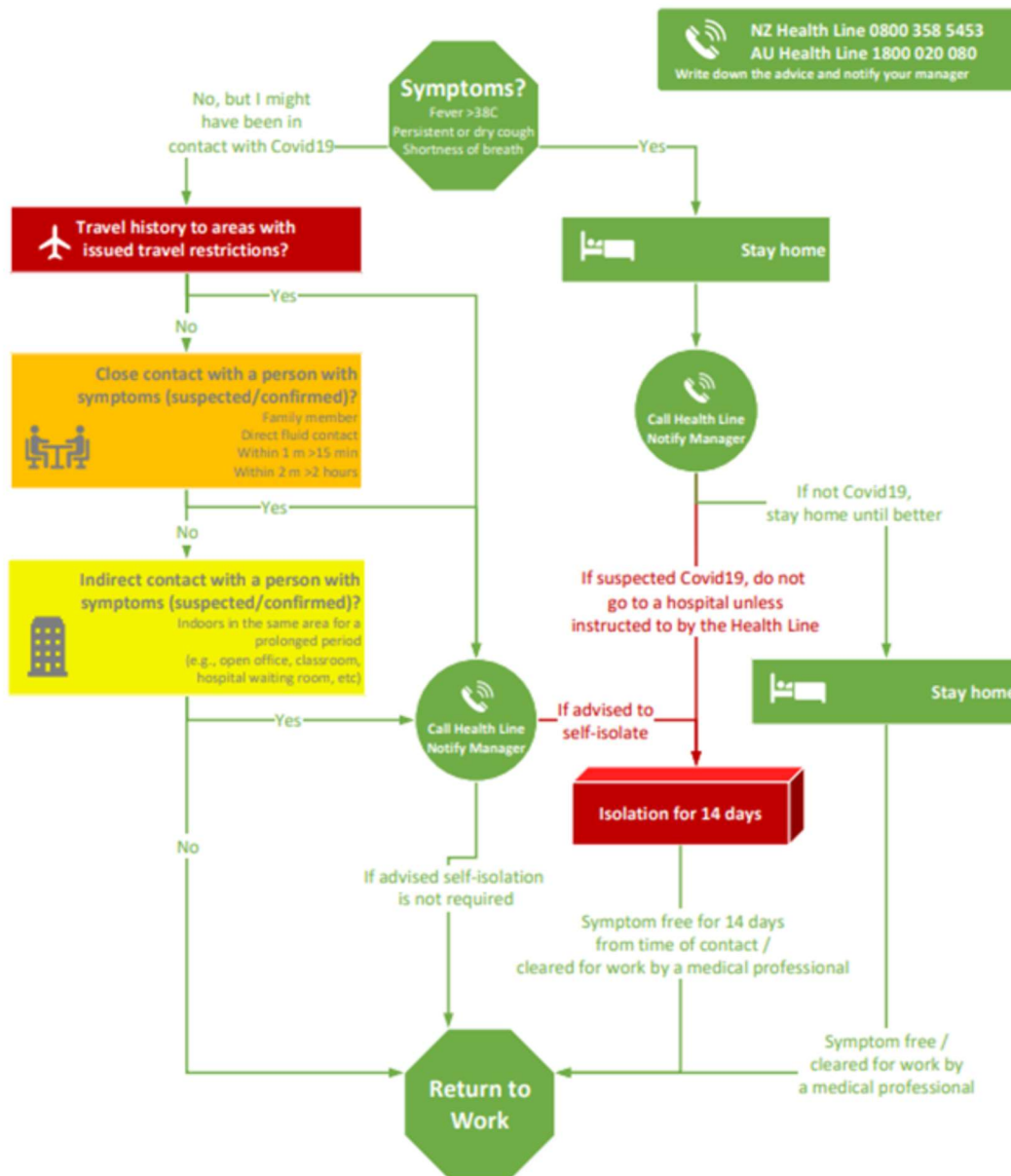
1. Wipe down inside of vehicle with hand sanitiser concentrating on points of contact such as handles, steering wheels and gear box
2. Wipe down any equipment used on your journey e.g. phone, diary, tablet
3. Remove shoes and wash or use hand sanitiser before entering the house
4. Remove all clothes and wash in a hot wash immediately.
5. Wipe down or wash reusable PPE e.g. gloves
6. Wash hands after handling all clothing and reusable PPE. Use paper towel or towel that will immediately be washed to dry your hands
7. Shower



## COVID19 Personal Response Plan



What should you do if you have **symptoms** or are have **potentially come into contact** with someone who is suspected or confirmed as having Covid19?



## COVID-19

# Safe practices when using gloves on site

You will need to use gloves:

- Any time you are completing a manual task (use your usual work safety gloves)
- If you are cleaning any surfaces (use disposable gloves for this and throw them in the bin when you finish cleaning)

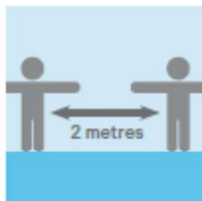


**Remember to avoid touching your face while wearing gloves.**

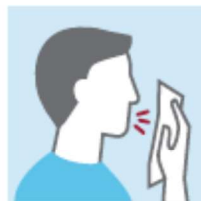
Please remove your gloves and then wash your hands prior to eating, drinking or smoking/vaping.

Good hand hygiene and good cough and sneeze etiquette has the biggest impact in preventing the spread of COVID-19.

## Protect yourself and your work mates



Keep 2 metres away from others



Cough/ sneeze into a tissue and throw the tissue in a bin, or cough/ sneeze into your elbow



Wash your hands with soap and water throughout the day

For more information visit [health.govt.nz](https://health.govt.nz)  
**Protect your whānau from the flu and COVID-19**

Healthline

0800 358 5453

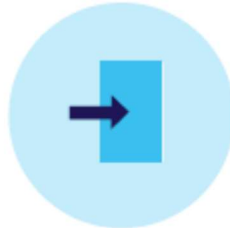
## Site Transportation Protocol

### Workers travel to site

Employers are required to have an understanding of how workers will travel to and from site.



Workers are to travel to the site in their own vehicles where possible



Log is to be kept at entrance to record who has arrived on site, how they travelled and who they travelled with for contact tracing purposes

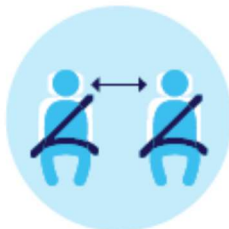


Workers travelling to work are required to travel from work in same vehicles



Handwashing protocols to be observed before entering site

Any travel managed by the employer should ensure that adequate steps can be achieved for this transport – which includes:



Allowing for spaces between passengers



Hygienic washing of hands before and after the journey



Health screening and monitoring of drivers



Restricting equipment and baggage to trailers and or separate parts of the vehicle

### Required process for deliveries to site



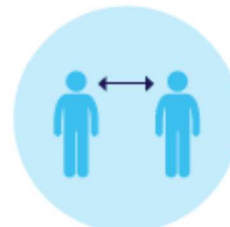
Deliveries to site should be delivered by one person only when possible



Handwashing protocols to be observed once arrived at site



Sign-in register must be completed for persons delivering goods to site



2m physical distancing rules to be applied at all times