

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 more information here: worksafe.govt.nz

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

Company details

Business name: Headland Machinery NZ	Manager approval:	Worker representative consultation:
Division/group: NZ		
Contract name: Milne Kite	Name of manager: Milne Kite	Name of worker representative: Melinda Richardson
Type of work: Industrial Machinery service and supply		
Date completed: 23 /08 /2021 Date distributed: 24/ /08 /2021		
Revision date: DD / MM / YEAR		

Refer to WorkSafe guidance for more detail.

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
How will you manage the risks of restarting part or all of your operations when required?	<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> <p>Only attend office if essential. Ivy and Milne to attend in rotation when required, engineers only if required to collect or drop off items. All surfaces to be cleaned and hand sanitizer/ soap to be available.</p>	Engineering supervisor
How will you ensure all workers are able 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> <p>Milne to hold weekly meetings on a day TBA via Teams to ensure all staff are aware of latest updates from NZ Govt regarding Alert level and safety requirements.</p>	Administrator

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How will you gather information on your workers' wellness to ensure they are safe and well to work?	<p>Consider: Daily checks on workers' health, 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> <p>Staff to advise Milne and/ or Melinda if they are unwell and unable to work.</p> <p>If an employee has come into contact with someone suspected of or confirmed with COVID 19, they must advise their manager and stay home.</p>	Team leaders
How will you operate your business in a way that keeps workers and other people 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> <p>Only two to attend office daily. Physical distancing must be adhered to. Hand sanitizer and/or soap to be available.</p> <p>Engineers should make contact with the site they are attending and confirm they are open and do not have any cases of COVID 19. They should seek information on any pre-entry requirements before the arrive.</p>	Facilities manager to review procedures and order supplies, cleaners to use the new supplies and follow new cleaning procedures
How will you manage an exposure or suspected exposure to COVID-19?	<p>Consider: Isolation procedures, including proactive isolation, 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> <p>Arrange worker to be transported home immediately. Provide all staff with advice. Company to contact WorkSafe and/or Healthline.</p> <p>Manager to secure contact tracing information for affected worker.</p>	Site manager

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How will you check to see if your work processes and risk controls are effective?	<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> <p>Due to the small number of workers in our office we will rely on feedback obtained at regular weekly meetings.</p>	Team leaders
How do any changes impact on the risks of the work you do?	<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> <p>There should be minimal impact on workers.</p>	Team leaders

Notes: