



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: <http://www.worksafe.govt.nz/>

Company details

Business name: Brunton Engineering Ltd,	Manager approval:	Worker representative consultation:
Division/group:		
Date completed: 20th April 2020	Name of manager:	Name of worker representative:
Date distributed: 24th April 2020	Derek Smyth	
Revision date:		

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>Brunton Engineering has taken the opportunity over the Lockdown level 4 break to review and set out procedures to ensure we can start back at the workplace with confidence that it is a safe environment.</p> <p>Facilities and equipment will be cleaned and sanitized as per MOH Guidelines.</p> <p>Company vehicles have been fully serviced, cleaned and installed with hand sanitizer and cleaning wipes suitable to maintain good vehicle hygiene.</p> <p>Workers will be advised prior to starting back at the workplace of new company procedures for COVID-19 and steps taken to protect themselves and the people we deal with during the course of our business activities.</p> <p>A start up meeting of less than 15 minutes will be held prior to work start to ensure that workers understand the new requirements and clarify any questions they may have.</p> <p>A high focus on personal hygiene will be explained to workers. We expect that all staff maintain reduced contact outside of work as outlined for Level 3. Basic house-keeping rules apply – cleaning up your own mess, disposing of your own rubbish and keeping the workshop toilets clean. Overalls must always be worn, and we expect to see these changed on a weekly basis. Workers will be requested to sanitise their hands before starting work as per MOH guidelines. Regular handwashing.</p> <p>Posters and MOH guidelines will be laminated and made available to provide the most up to date information for workers to keep themselves informed.</p> <p>MOH guidelines will be followed for the use of PPE. The workshop manager will arrange for the safe use of PPE designed to minimize COVID-19 transmission including, cleaning, training in use, and disposal.</p> <p>Workers are to be given guidance by the person controlling the work location on how to decontaminate themselves and their clothing when returning to their home living arrangements and or accessing other services where they may be in contact with the public, clients and access to worksites.</p> <p>All workers are to be registered as they enter a work area and records kept by the person controlling the work area. Work area registers are to be kept where it is practical to do so, at a work site away from the workshop. We expect to complete this electronically for site.</p>	<p>Management</p> <p>Workshop Manager</p>

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	<u>DESCRIBE WHAT YOU WILL DO</u>	<u>WHO IS RESPONSIBLE</u>
How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?	<p>Brunton Engineering are committed to the well being of its staff and the people we work with.</p> <p>Posters and MOH guidelines will be laminated and made available to provide the most up to date information for workers to keep themselves informed.</p> <p>Regular updates will be provided by the best means possible to minimize interaction.</p> <p>Toolbox meetings of less than 15 minutes will be held regularly and recorded to confirm that workers understand the information being provided and request feedback from them.</p> <p>Additional procedures and guidelines will be provided for use on site.</p> <p>JSA / SWMS or SSSP forms will include specific steps for hazard management of COVID-19</p>	All Staff

New Zealand Government

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How will you gather information on the wellness of your staff to ensure that they are safe to work?	<p>The workers sign in register that must be completed prior to starting work will include a request that they;</p> <ul style="list-style-type: none"> • Are well enough to start work • Have No Covid-19 symptoms • Had No exposure to known COVID-19 cases. • Are not a vulnerable person as MOH guidelines <p>Workers must help be our eyes and ears in the workplace and site locations. They must advise the business immediately if they believe there is a risk within the business or any work locations from personnel not self-isolating or showing signs of COVID-19 symptoms.</p> <p>Staff must advise the business immediately they have been in contact with any confirmed cases</p> <p>Staff must immediately advise the business and stop work if they suspect they could have contracted the virus</p> <p>All incidents, near miss events or risks associated with COVID-19 or influenza are to be reported directly to management and thoroughly investigated.</p>	All staff
How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?	<p>Consultation will take place by management with workers, clients and contractors to plan works in advance. Assess any risks of exposure, ensure minimal personnel working on the job and arrange consultation and communications to be minimized or eliminated where possible through phone calls, emails, or alternative measures other than face to face communications.</p> <ul style="list-style-type: none"> • All staff will be split into 2x shifts – shift allocation cannot be changed • Designated team member to clean all surfaces at the shift end • Designated forklift operator for each shift • Delivery drivers are not to enter the building • Inwards courier goods are to be dropped off at front of office • Close contact time is limited to 15min • All Staff are to complete a daily contact register • No physical interaction with Customers or suppliers • Waiting in your car until clearance is given to enter the workshop by the Shift Leader once it has been confirmed that it is safe to do so. • If you are sick or unwell do not come to work – seek medical advice by contacting Healthline 0800 611 116 or seek COVID-19 testing. • Meal breaks (social distancing) Smoko room 1 in 1 out rule • High focus on personal hygiene – handwashing and sanitizing • All staff to supply their own drinking vessels and utensils for eating. • All staff to have own personal items required such as pens, tools, calculators and avoid sharing items used frequently. • Apply the 2metre distance rule where possible and 1metre at all times. If close contact is required limit to 15min. • Company Vehicles to have drivers controls, handles, seatbelt parts and other areas frequently touched wiped down after use and at the end of the shift. • There is to be no contact with the other shift workers in or out of work • Use PPE where advised at all times and follow correct protocols for use. • Rubbish bins will be available on site for disposal of PPE 	<p>Management will maintain communications and record keeping.</p> <p>Workshop staff to self-monitor and look out for others.</p>

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<p>How will you manage an exposure or suspected exposure to COVID-19?</p>	<p>Brunton Engineering will ensure that workers understand that any individual exhibiting flu-like symptoms such as fever, coughing, or congestion must:</p> <ul style="list-style-type: none"> • Not come to work • Contact their supervisor • Stay at home and self-isolate as directed by MOH. <p>Response to a positive result: If a staff member or a close contact of a staff member is tested positive for COVID-19 we will respond with the process below.</p> <ul style="list-style-type: none"> • Prevent that staff member from entering the workplace • Contact the MOH COVID-19 health line PH 0800 358 5453 • Isolate areas that person may have spent significant time in and ensure cleaning and sanitizing is undertaken before further use. Specific or additional advice will be given by public health officials of cleaning requirements based on extent of exposure. • Gather records of all persons who have been on site or involved with the person who has tested positive within the past four weeks as practicable. • Gather information to identify those who have worked at the location or shared machinery, plant, materials or equipment with that person. • Be ready to present the information to the appropriate authorities. • Inform the wider workforce of the situation while protecting the privacy of the individual where practicable so that further health monitoring can take place of potential contacts with the person • Support any staff identified as a close contact to self-isolate for 14 days. • Follow any other directions from MOH <p>UPDATED FROM MINISTRY OF HEALTH COVID-19: ADVICE FOR WORKPLACES 20th April 2020</p> <p>Change to any of these procedures will be determined by both the Government Covid 19 response plan and Brunton Engineering Management. We will inform you of any change with as much notice to the best of our ability.</p>	<p>Workshop Manager Company Manager</p> <p>Each responsible for the shift they are working on and in consultation with MOH.</p>
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<p>How will you evaluate whether your work processes or risk controls are effective?</p>	<p>Brunton Engineering will continue to consult with staff, contractors and clients to ensure that we meet or exceed their expectations.</p> <p>Brunton Engineering will daily check for Ministry of Health updates and relevant media releases to ensure we have the best information to set our procedures and review hazard analysis.</p> <p>Staff will be communicated with on a regular basis with both written and oral means. They will be encouraged to participate in keeping our hazard analysis and risk control measures used against COVID-19 relevant, while meeting or exceeding Government and Client requirements.</p> <p>Contractors and clients will be communicated with by the best means possible where face to face contact can be minimised. They will be encouraged to provide feedback on our performance and we will work with them to maintain a best possible relationship.</p> <p>Concerns raised by staff or clients will be evaluated and any changes made as a result will be communicated back to them</p> <p>Staff, contractors and clients need to be confident that Brunton Engineering have planning and preparedness for COVID-19 under control.</p>	<p>Management Staff Feedback</p>
<p>How do these changes impact on the risks of the work that you do?</p>	<p>Brunton Engineering have identified COVID-19 as a new hazard and we have looked at the best control methods to minimize the risks associated with this.</p> <p>Workshop practices have been reviewed to ensure that work can be done safely without workers needing to be in close quarters or have contact with each other.</p> <p>Good communication and planning are among the best tools we have to ensure this can occur. Mechanical means will augment lifting and moving where required</p> <p>Workers will be engaged with to ensure they have input to new ways of working and ensure they feel safe and are committed to ensuring everyone's safety.</p> <p>Our business works closely with clients and contractors.</p> <p>Brunton Engineering have instigated procedures and processes to ensure that face to face encounters are minimized with clients and contractors. We will use newer technologies and electronic services to take the place of physical interaction.</p>	<p>All Staff</p>

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Notes:

Further information and our company policies are available on the company Website.

www.bruntonengineering.co.nz