

Staying Safe on Site

COVID-19 Alert Level 3 Protocols

Staying Safe on Site outlines the best practices that construction sites will maintain in order to keep workers, and all those affected by the work, safe and healthy as soon as non-essential work resumes under COVID-19 Alert Level 3.

The goals of this document are to:

- Keep workers and the wider community healthy and safe by preventing the spread of COVID-19
- Apply relevant guidance from the Ministry of Health and other Government agencies to the construction environment
- Encourage a safe and respectful work environment and good communication between all stakeholders
- Sit alongside your usual health and safety controls to ensure workers are safe on site

New Zealand's COVID-19 alert levels

New Zealand's COVID-19 alert system specifies public health and social measures to be taken against COVID-19. The protocols in this document are designed for construction operating within COVID-19 alert level 3. As we move between alert levels the protocols will indicate what we need to do to operate and plan for the kinds of restrictions we may be required to put in place. This includes escalating restrictions on human contact, travel and business operations.

Our commitment as an industry:

- We are committed to working alongside Government to prevent the spread of COVID-19.
- As an industry, we are united against COVID-19 and will do our utmost to protect our workers, the wider community and New Zealand.
- We know that we're in this together – this means trusting those we work with will keep us safe and that we'll do the same for them.

We recognise that we must work together to ensure the health, safety and wellbeing of everyone in the supply chain.

For information on what COVID-19 is, what the symptoms are, and how it spreads, visit www.covid19.govt.nz

The Five Step Guide for returning to work - Alert Level 3

Before arriving on site



Each contractor must have a **plan** detailing the steps they will take to mitigate risks, including those presented by COVID-19. The details of the plan must be communicated to workers before they start work.

Where possible, conduct a remote induction before arrival on site, this can be done via video conferencing or by phone. If an in-person induction is required, the [physical distancing and hygiene protocol](#) must be followed.

All workers should follow the [personal health flowchart](#) to confirm they are safe to be on site.

Employers must have an understanding of how workers will travel to and from site and will communicate the [site transportation protocol](#) to all.

Ensure all workers understand when additional PPE may be required due to COVID-19 and that workers have access to the correct PPE as per the [Ministry of Health PPE Guide](#) and Worksafe guidelines. When required to use [face masks](#) or [gloves](#) please follow these processes.

Site entry



Only essential personnel are to access the site. All office employees supporting a project will work remotely, where possible.

A daily register of workers entering and leaving site must be completed along with a health declaration. If electronic sign in machines are used, these must be cleaned and sanitised after each use. Use your existing sign in register or the example [sign-in register](#).

Signage reminding workers of the COVID-19 [physical distancing and hygiene protocol](#) will be posted at the site entrance and in common areas as appropriate.

If an in-person induction is required, the [physical distancing and hygiene protocol](#) must be followed.

Site operations



All work is to be undertaken in such a way as to reduce any possible contact between workers and to promote physical distancing wherever possible, as per the [physical distancing and hygiene protocol](#).

All visitors to the site, such as necessary delivery workers, will be restricted to one person wherever possible. These workers must follow the [site transportation protocol](#).

All offices and jobsites must implement cleaning measures as per the [Cleaning Guide](#).

All tools, equipment, plant and vehicles must be used in alignment with the [Cleaning Guide](#).

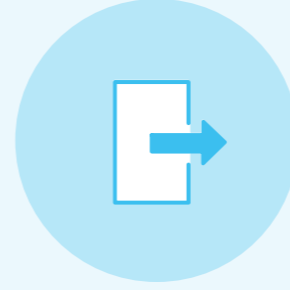
Toolbox talks should be held with physical distancing in place as per the [physical distancing and hygiene protocol](#). A [COVID-19 level 3 Toolbox Talk](#) is available for use to assist with your Toolbox Talks.

Additional sanitary measures are to be implemented on site to prevent the spread of COVID-19 e.g. hand washing stations, provision of additional hand sanitizer, provision of disinfectant wiping products, as per the [physical distancing and hygiene protocol](#).

Smokers must follow the [physical distancing and hygiene protocol](#).

A **COVID-19 emergency response plan** must be available and accessible on site.

Leaving site



Workers must use the [sign-in register](#) to sign out.

When **returning home**, workers will need to follow the necessary hygiene measures.

Each site must be cleaned and sanitised at the end of the working day or end of each shift, as per the [Cleaning Guide](#).

All waste and disposable PPE must be removed from site and securely disposed of as per the [Cleaning Guide](#).

Workers must follow the [site transportation protocol](#).

Management Protocols



Have an up to date **site plan** that is communicated and agreed with the appropriate persons.

Review contractors site plans

Communicate the site expectations and prevention measures to all workers and contractors

A **risk register** must be compiled for every project before work starts on site and kept current throughout the project.

Maintain a [sign-in register](#) and detailed work schedule to understand the movements and activities of all workers in the event of an exposure to COVID-19.

Have a **COVID-19 emergency response plan** must be in place.

Have a protocol for workers who may feel unwell, as per the **COVID-19 emergency response plan**.

Complete an **Exposure Report** in the event of a potential or actual exposure.

Stay in contact with workers who may be in isolation or working remotely.

Assist workers to access mental health and wellbeing information– e.g. Mates in Construction etc.

Don't forget your normal health and safety obligations still apply. These Protocols are in addition to your usual health and safety controls.

A site separation map detailing access and exit points will be completed.

Hold toolbox talks regularly to keep workers up to date with COVID-19 protocols as we progress through stages.

FAQ's

Q: Where you can get a SSSP etc?

A: You can find...

Q: Is health screening required?

A: Only if required by the main contractor and in line with MoH guidelines.

Q: Does everyone need to be reinducted to the site?

A: When first returning to work at Level 3, all workers and contractors are to be reinducted and informed of this Protocol. This only needs to happen once per site.

More information

Healthline

call 0800 3585453
www.health.govt.nz

www.covid19.govt.nz