

COVID-19 HANDBOOK



Abstract

The procedures cover the 5 steps for operating a site including before arriving on site, site entry, site operations, leaving site and management protocols. The protocols are in addition to the normal health and safety obligations.



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COVID-19 (Coronavirus) Declaration

Lone Pine Building are committed to working alongside the 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, Sub contractors, visitors and the community. We know we are in this together – this means trusting those we work with will keep us safe and that we'll do the same for them. Lone Pine Building recognise that we must work together to ensure the health, safety and well being of everyone in the on our sites.

Does your business have the following in place and or checked with employees: Yes No

- Have you recently travelled overseas? Prior to the level four lock down ☐ ☐
- Have you or any staff had close contact with a person with confirmed or suspected infection of COVID-19? ☐ ☐
- Have you had visitors staying with you in the lock down from overseas? ☐ ☐
- Does your business offer safe hand sanitizing and cleaning practices and has there been discussed with the team? ☐ ☐
- Will your staff need to be on site whilst [insert company] workers are? ☐ ☐
- Does your business offer a travel plan of who and how they will get to site? ☐ ☐
- Have you completed the consent to work since coming out of lockdown? ☐ ☐

Are you currently or any workers unwell or suffering any of the following symptoms?

- Dry cough ☐ ☐
- Fever ☐ ☐
- Shortness of breath ☐ ☐

(if any boxes are ticked Yes please notify the site foreman IMMEDIATELY for further instruction)

I declare that the above information is true and by signing this I agree to follow procedures put in place by [insert company] to sustain a healthy and safe workplace and have read and understood the policy and procedures.

Name: _____ Signed: _____

Site area working in: _____ Date: _____



Workplace procedures / Control plan

Each construction site that Lone Pine Building are operating at alert Level 3 or 2 have a COVID-19 plan in place. This is a guide to how Lone Pine Building will manage work on site and the controls we will use to minimise the risk of COVID-19 transmission. These controls are over and above the existing health and safety plan requirements for residential construction sites. It is the responsibility of the site owner (the party responsible for overall site co-ordination PCBU) to ensure this plan is in place. There must always be a nominated person onsite when work is occurring who is responsible for administering the COVID-19 management plan. By signing the declaration that is attached allows other contractors to make sure the plan is in place.

Before arriving on site

- Each contractor must provide a COVID-19 plan detailing the steps they will take to mitigate risks, including those present with COVID-19. The details of the plan should be communicated to workers before they start work. The plan must include at a minimum:
 - List of all potential situations where workers will be required to work closer than the 2metre from another worker to complete tasks safely. As additional situations come up workers must be encouraged to identify these and have them added to the plan and ensure they are managed appropriately.
 - Resourcing plan to ensure those who do work within 2metres of each other always work together and maintain a “bubble” that does not expose them to others.
 - Confirmation that no high-risk staff return to site at Alert level 3 (e.g. over 70 or those who are immune compromised).
 - Consideration of whether physical distancing measures introduce new health and safety risks. Engage with workers to develop appropriate controls to mitigate the risk.
 - Establishment of communication channel for workers to raise any concerns about the effectiveness of COVID-19 controls or identify improvement opportunities.
- All contractors are to be re-inducted to site with the COVID-19 control plan protocols before entering site. This will include a tool box talk as seen attached.
- All workers should follow the personal health guidelines in Appendix 1 to confirm they are safe to be on site.

Site entry

- All sites have clear entry / exit points and have clear signage (and fencing where appropriate) to prevent members of the public from accessing site. All non-essential visitors will be stopped from visiting site.
- Each site must be set up with:
 - The attached sign in register at entry point that needs to be completed regularly



- Wash stations with anti- bacterial soap / hand sanitiser
- If appropriate the PPE required for the work undertaken. Facemasks are not recommended at this time, therefore an option to be worn.
- Hazard sign installed at sign in point and throughout the site outlining the commitment of the site to maintaining COVID-19 controls. Ensure clear contact person is nominated with phone number provided for any COVID-19 concerns at the site.
- Lone Pine Building may put a visible 2 metre circle at sign In area to help workers set their personal “bubble” at the start of work.
- ALL people accessing site must sign in and out at each visit. This includes companies making deliveries, council inspectors. The sign in regime is critical to allowing contact tracing to occur in the event of a suspected or confirmed COVID-19 case.
- Lone Pine Building should consider restricting operating hours to ensure sign in station is prepared at start of day before any workers arrive on site.

Site operations

How we work on site

- Lone Pine Building should coordinate works to ensure, unless unavoidable, that only one trade is operating on a single house site at any given time.
- Eliminate where possible face to face meetings.
- All common areas shall be closed unless absolutely necessary. If required to be utilised these must be cleaned daily using an industrial cleaning regime.
- Do not share tools. If tools are to be shared, they need to be disinfected before passing between people. This may mean some tasks will need to be undertaken by one specified person (e.g. drop saw).
- Consider opening windows for more ventilation.
- Workers to bring a drink bottle and lunch to work – no leaving site to pick up lunch during the day. All food / drink must be immediately disposed of in rubbish bins or taken away from site by the worker.
- Lone Pine Building to review COVID-19 controls at least weekly with contractor companies and owners to seek their review on COVID-19 controls. Workers must be encouraged to suggest improvements or raise concerns by contacting site foreman.
- Smoking should only occur in designated areas or off site and smokers must dispose of butts responsibly. Hands must be washed before and after smoking.

Cleaning regime (responsibility of [insert company name])

- Make alcohol-based hand sanitiser available throughout the construction site and show workers where their location. Daily cleaning of all high touch areas (e.g. door handles, scaffold handrails, sign in station)



- Toilets shall be spaced a minimum of 2 metres apart. Cleaning and maintaining of should be completed daily.
- Utilise appropriate detergents or disinfectant solutions for all site, equipment, and amenity cleaning.
- Consider reduced site work hours to ensure daily cleaning can be completed after construction work has finished.

Site visitors (including council inspectors)

- All non-essential visitors to be denied entry to site.
- All visitors / inspectors shall follow the same processes as the site worker entry provisions
- All visitors / inspectors to maintain at least 2m physical distancing.
- Where visitors must interact with someone on site that should be completed by one worker at site only.
- Visitors must be encouraged not to touch anything onsite unless absolutely necessary (e.g. for a council inspection).

Deliveries

- Workers / site foreman should attempt to arrange all deliveries / orders through phone rather than face to face.
- Lone Pine Building to ensure suppliers who will make deliveries to site have a COVID-19 plan and that delivery drivers will be trained in operation of the plan.
- Delivery driver to follow same sign in and out processes as any other worker when arriving and leaving site.
- Do not take physical documentation from delivery driver. Utilise photographic proof of delivery.
- Maintain minimum 2 metre distancing from delivery team.
- Any two person lifts required will require either a two-person delivery team, or two workers from a contractor bubble to complete the lift. This should not be completed in a way which breaches defined bubbles.

Builders working in client homes

- Completing renovation work on homes where clients are living presents additional challenges and careful consideration should be given to when such work restarts based on the specific nature of the work.
- All COVID-19 controls in this document should still apply and the client family members treated like a contracting company.
- Additional consideration would need to be given to toilets and kitchens which should not be shared between client family members and contractors.
- Take all practicable steps to separate the work site from the occupied area of the home.



- Consider appropriate daily cleaning regime for the nature of the site and areas being occupied.

Leaving the site

Sign out process:

- All contractors, visitors and those making deliveries to sign out before they leave the site.
- For multi-unit sites, confirm that the information provided at sign-in about which units would be visited remains accurate.
- Include next destination to assist with contact tracing in the event of a suspected COVID-19 case.
- Acknowledge obligation to inform Lone Pine Building if they become unwell or become aware, they have had contact with a suspected COVID-19 case.
- Sign out, wash hands and use hand sanitiser before leaving the site.

Emergency Management protocols

Risk identification

- Should any worker or site visitor become suspected of having contracted COVID-19, or become aware they have had contact with a suspected COVID-19 case this must immediately be reported to their contracting company and [insert company name].
- Lone Pine Building must immediately:
 - Shut the site for minimum 3 days (unless confirmed not COVID 19) while investigation occurs.
 - Notify Ministry of Health (Healthline Advice & Information Line: 0800 358 5453)
 - Begin contact tracing.

Contact tracing:

- Lone Pine Building must identify all sites that the worker / visitor in question has accessed and compile a list of all people that may have been in the same home within a period of 7 days.
- Lone Pine Building must inform all those workers and their contracting companies that there could have been an exposure, whilst protecting the privacy of the individual where practicable.
- Workers who may have had contact to stay at home until the case and contacts are confirmed or not in conjunction with Ministry of Health.

Cleaning

- Before the site in question can be reopened again after 3 day closure a full sanitising clean should be completed
- Do not re-open site without specific approval from Ministry of Health.



Monitoring / enforcement

We encourage all sector participants to take a Zero tolerance approach to any serious breaches of this controls plan by either individual workers or companies.



[Sign in register](#)

Contact tracing information				I declare that I have not: (please sign)			
Date	Full Name	Company or person visiting	People you travelled with	Contact Number	<ul style="list-style-type: none"> • Arrived into NZ within the past 14 days • Been in contact with someone with COVID 19 symptoms • Had any COVID 19 symptoms 	Time in- Time out	

[illegible]

[illegible]



Safety Topic Discussed	
Covid-19 and the plan, signs and symptoms as seen attached High temperature, Coughing and breathing problems what steps need to be take.	
Contact person and phone number handed to everyone who will be on site as per written on hazard sign	
No leaving the site to go to the shop for food and beverages, tis must be with you.	
Site activity / safe work practises / accident / incident investigations discussed	
Hand washing and sanitising is to regularly happen as mentioned in plan and demonstration shown via Attachment. Sign in and out to occur as part of contact tracing. 2 metre distance at all times unless un practical.	
Two people lift should be with two people in the bubble.	
Employee issues raised	Date to be resolved by
Equipment test and tagged	Issues with any equipment / PPE
Yes / No expiry date on tag:	
Safety observations reviewed / discussed	
Wash station is located sign in and out sheet is located	
Failing to comply with procedures will mean instant removal from site.	
Meeting Closed:	Minutes taken by:

Reviewed by: _____ Date: _____



CONTRACTOR CONSENT TO WORK

Contractor Company Name			
Contractor Contact Name		Phone	
Contractor Work Supervisor		Phone	
Location of the Work			
Proposed Start Date			
Period of work		Expiry Date:	

SAFE WORK METHOD

(Lone Pine Building want to encourage a safe and respectful work environment and good communications. We are united against COVID-19 and will do our utmost to protect our workers. We need to trust those we work with will keep us safe and that we will do the same for them.)

Work Description

Note: Where applicable, a work permit (which may be required by HSW legislation) and specific to the work activity that will be carried out, is to be completed and forwarded to the Accountable Manager along with any other relevant work permits.

Do you have a COVID19 work plan to undertake the work indicated above? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes please attach the procedures to this Consent to Work.)	
Are staff supervised or appropriately trained and competent to undertake the work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will any part of your work involve two people lift? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes – please provide details	
Are adequate provision in place for contact tracing <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has your company discussed physical distancing, personal hygiene and cleaning regime <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a system for regular tool box talks? <input type="checkbox"/> Yes <input type="checkbox"/> No -	
Do you have a transportation plan ? and will workers be travelling in the same vehicle <input type="checkbox"/> Yes <input type="checkbox"/> No	
Can you provide us with list of employees and contact information? <input type="checkbox"/> Yes <input type="checkbox"/> No	



Have the workers read and understood Lone Pine Building procedures <input type="checkbox"/> Yes <input type="checkbox"/> No	
Hazardous Material	Is a hazardous material being brought on site? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Can workers carry out tasks within the 2m <input type="checkbox"/> Yes <input type="checkbox"/> No
Hazard Identification What are the hazards & risks relating to the task; what could go wrong?	Hazard Control How will you control these hazards? Detail your safe work method here (attach extra pages if needed).

Other Businesses – Consult, Co-ordinate & Co-operate
<input type="checkbox"/> Businesses to consult with
<input type="checkbox"/> Activities to Co-ordinate
<input type="checkbox"/> The businesses will co-operate by

Company Administration

<p>Have all hazards been identified and controlled based on the information provided by the Contractor for the work activities listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No – if no, document the hazards, which have not been identified/controlled. Are there any issues that require further action? <input type="checkbox"/> Yes <input type="checkbox"/> No – if yes what are the issues that require further attention prior to work commencing.</p>

Contractor Signature

Company Manager Signature.....

Date

Date