****

**T E M P L A T E**

# Company details­

Name of worker representative:

Worker representative consultation:

Name of manager:

Manager approval:

|  |
| --- |
| Business name: |
| Division/group: |
| Date completed: |
| Date distributed: |
| Revision date: |

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/>

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

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?** | Consider: Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems.  *Example: Restart the line - carry out restart procedure and sterilise all touch surfaces.* | *Engineering supervisor* |
| **How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?** | Consider: Providing guidance, meetings to discuss distancing and hygiene, regular review.  *Example: Ensure our procedures are up to date by a daily review of Ministry of Health guidance.* | *Administrator* |



|  |  |  |
| --- | --- | --- |
|  | **DESCRIBE WHAT YOU WILL DO** | **WHO IS RESPONSIBLE** |
| **How will you gather information on the wellness of your staff to ensure  that they are  safe to work?** | Consider: Daily health screening check, discussing options with workers, follow-up  procedures for ill workers, contact tracing information.  *Example: To find out if workers are well when they come to work, we will ask each worker  basic questions about their p*hysi*cal and mental health.* | *Team leaders* |
| **How will you operate your business in a way that keeps workers and others safe from exposure  to COVID-19?** | 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.  *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.* | *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?** | Consider: Isolation procedures, gathering and using workplace contact tracing information,  clean down procedures, contacting Healthline.  *Example: Arrange safe transport home immediately and provide all workers with advice  on contacting GP and/or Healthline.* | *Site manager* |

|  |  |  |
| --- | --- | --- |
|  | **DESCRIBE WHAT YOU WILL DO** | **WHO IS RESPONSIBLE** |
| **How will you evaluate whether your work processes or risk controls are effective?** | 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.  *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.* | *Team leaders* |
| **How do these changes impact  on the risks of the work that you do?** | 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?  *Example: Regular check-ins with workers about how they’re coping with the change to  shift work.* | *Team leaders* |

Notes: