

**COVID-19 Response**

# **Policies and Procedures.**

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**ROBLawmax**  
RECRUITMENT

COVID-19 PROTOCOLS

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All information contained in this document includes guidance and requirements from the NZ Government and follows best practice as determined by the construction industry response group and documentation provided by CHASNZ, Civil Contractors New Zealand, Site Safe, WorkSafe NZ, as well as incorporating RoblawMax Recruitment's own additional requirements.

# Roblawmax Level 3 Return to Work Protocols

**UPDATE: APRIL 2020**

## 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 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.

### Our commitment as a recruitment services provider:

- We are committed to working alongside our clients to prevent the spread of COVID-19.
- As a business, we are united against COVID-19 and will do our utmost to protect our workers, our clients and 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](http://www.covid19.govt.nz).

## Level 3 Protocols

### Before arriving on site

- Each site 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, physical distancing and hygiene protocol must be followed.
- All workers should follow the COVID-19 screening to confirm they are safe to be on site.
- Sites 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.

## 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 our COVID-19 health declaration.

- If electronic sign in machines are used on site, these must be cleaned and sanitised after each use.
- Physical distancing and hygiene measures to be implemented for daily site entry (cues must adhere to physical distancing and hygiene protocols)
- 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.



Be kind. Check-in on the elderly or vulnerable



Washing and drying your hands kills the virus



Cough or sneeze into your elbow



Stay home if you are sick

## 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 our Consultants, are to be restricted to one person wherever possible.
- 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.
- 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. If electronic sign out machines are used on site, these must be cleaned and sanitised after each use.
- Physical distancing and hygiene measures to be implemented for daily site entry (queues must adhere to physical distancing and hygiene protocols)
- 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

These protocols are designed to keep our workers, clients, sub-contractors and the wider community healthy and safe by preventing the spread of COVID-19 and are to sit alongside usual health and safety controls to ensure workers are safe on site.

We will work closely with you to implement and monitor the effectiveness of these protocols on site and welcome any additional measures / guidance to help prevent the spread of COVID-19.

# Our people's health is our number one priority.

We continue to follow expert advice and guidance in relation to the COVID-19 Coronavirus and our immediate focus is preparedness, prevention and care. To keep you, our clients, our clients sites and wider community healthy, the following **pre-screen questions must be answered prior to entering site each day.**



1. Are you showing **any sign** of illness:
  - Runny Nose
  - Head Ache
  - Fever
  - Sore throat or cough
  - Shortness of Breath
  - Any other health issues
2. Have you had **any of these symptoms** in the past 2 weeks?
3. Have you been in contact with anyone that is **suspected** of COVID-19?
4. Have you been in contact with anyone that has **travelled** (domestic or international) in the past 2 weeks?
5. Are you currently **living** with people that are **self-isolating** or been in self-isolation in the past 2 weeks

If you answer yes to any of the above, **please do not enter site** and contact Healthline (for free) on 0800 358 5453 or your doctor immediately.

Then notify your Roblawmax representative:

#### Wellington

Blair Hanson – 021 917 139  
Roydon Shaw – 021 667 120

#### Kapiti

Jordan Delaney – 021 354 790  
Niki Roulston – 021 585 661

#### Lower Hutt

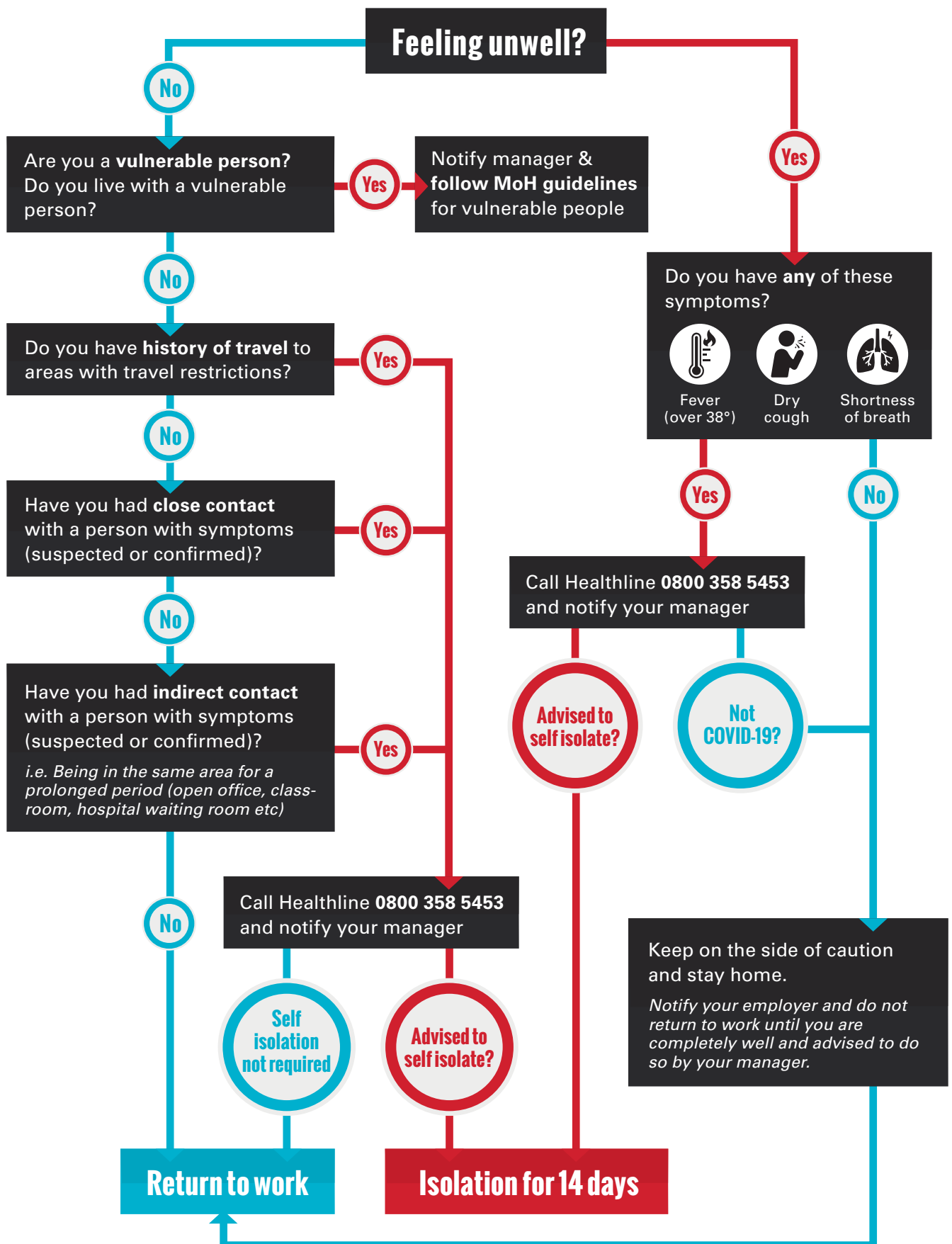
Dan Mooney – 021 194 8403

#### Auckland

Jareth Hanson – 021 194 9635  
Derrick Vivas – 021 517679

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# Personal Health Flowchart.





# Social Distancing and Hygiene Guide.

Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community. Social distancing means **keeping space between yourself and other people outside of your home.**

## Tips for social distancing

- Follow guidance from authorities (NZ Government and Health Authority).
- Stay **at least 2 metres** from other people (including during toolbox meetings, site entry).
- **Do not gather** in groups of more than **two** people at work or on construction sites.
- Hold meetings in **open areas** where possible.
- **Stay out of crowded places** and avoid mass gatherings especially in lunch / break rooms.
- Stay **at least 2 metres** between yourself and others, **even** when you wear a **face covering**.
- There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres. This will be under strict direction from the client only and **appropriate PPE must be worn**.
- Teams working in close proximity (within 2m) should **stay in these teams** for close work.
- **Stairs** should be used in preference to lifts or hoists.
- Smokers/vapers must use **designated area or do so off-site** and butts are to be placed in the designated receptacle. Hands must be washed **before and after** smoking.
- Stand so that smoke or vapor produced is not going into another person's **breathing zone**.
- If possible, **avoid using any kind of ride sharing** services, taxis, and public transportation.
- Ride sharing services of e-scooters and e-bikes are **not to be used**.
- **Work from home when possible.**

In addition to everyday steps to prevent COVID-19, **keeping space** between you and others is one of the **best tools we have to avoid being exposed to this virus** and slowing its spread locally and across the country and world.

## Remember:



Washing and drying your hands kills the virus



Cough or sneeze into your elbow



Stay home if you are sick

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COVID-19 PROTOCOL

# Suspected or confirmed case of COVID-19 at work

## If the suspected or confirmed case of COVID-19 is at work:



### 1. Isolate

Place your clothes and bags in a container and wash in a hot washing machine cycle.



### 2. Inform

Call Healthline (0800 611 116). Follow the advice of health officials.



### 3. Transport

Ensure the person has transport to their home or to a medical facility.



### 4. Clean

Clean the area where the person was working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning.



### 5. Identify

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



### 6. Clean

Clean the area where the close contact people were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.



### 7. Review

Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

## If the suspected or confirmed case of COVID-19 is not at work when diagnosed



### 1. Inform

Call Healthline (0800 611 116). Follow advice of health officials.



### 2. Identify

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



### 3. Clean

Clean the area where the infected person and their close contacts were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.



### 4. Review

Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

## Remember:

- From a health and safety perspective, **there is not an automatic requirement to close down an entire workplace**, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.
- Workers assisting the person who has suspected or confirmed COVID-19 **should be provided with appropriate PPE**, if available, such as gloves. They should also follow hand hygiene procedures.
- Be aware of privacy obligations.
- Follow the advice of health officials at all times.



# Safe practices when using face masks on site.



## Wash hands first

Always make sure you wash your hands thoroughly before and after touching a mask.



## Masks

There are many different kinds of masks, depending on the task.



## The right side

There is a metal clip at the top of the mask.



## Placement

Place the metal clip across the top of your nose.



## Attach the mask

Attach the mask by pulling the elastic bands over your ears.



## Stretch down

Stretch the mask down, so that it covers your chin.



## Adjust

Bend the metal clip around your nose so that it sits securely.



## Taking off the mask

Pull the elastic bands away from your ears.



## Disposal

Always place the used mask in a closed rubbish bin for secure disposal.

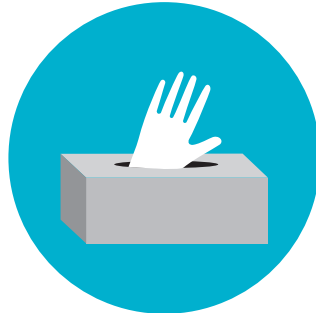
# Safe practices when using gloves on site.

## You will need to use gloves:



### Any time you are completing a manual task

Use your usual work safety gloves.



### If you are cleaning any surfaces

Use disposable gloves for this and throw them in the bin when you finish cleaning.

## Remember to:



**Avoid touching your face while wearing gloves**



**Remove your gloves and then wash your hands prior to eating, drinking or smoking/vaping**



**Practice good hand hygiene and good cough and sneeze etiquette while wearing gloves**

# Returning home after work.

## Stopping the spread of COVID-19 from work to home

To stop the possible spread of COVID-19, it is important that when you return home after work, you take all the necessary precautions to ensure that you and everyone in your bubble are safe. Here are four simple guidelines to follow:



### No touching

When you return home, try not to touch anything until you have cleaned your hands properly.



### Shoes

Remove your shoes, do not walk through the house with them on - leave them outside.



### Items

Leave non-essential items at work and disinfect items you have used at work that you have to keep with you, e.g. mobile phones.



### Clothes and bags

Place your clothes and bags in a container and wash in a hot washing machine cycle.



### Shower

Have a shower and make sure to clean your hands, wrists, arms, neck, nails and areas that might have been exposed.

# Roblawmax COVID-19 Pre-screen Declaration and Authorisation

Please read this declaration, complete the sections and sign below:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## COVID-19 Pre-screen Questionnaire

**1 Are you showing any sign of illness:** \_\_\_\_\_ Yes ☐ No ☐

- Runny Nose
- Head Ache
- Fever
- Sore throat or cough
- Shortness of Breath
- Any other health issues. If yes, please provide details: \_\_\_\_\_

**2 Have you had any of these symptoms in the past 2 weeks?** \_\_\_\_\_ Yes ☐ No ☐

**3 Have you been in contact with anyone that is suspected of COVID-19?** \_\_\_\_\_ Yes ☐ No ☐

**4 Have you or have you been in contact with anyone that has travelled (domestic or international) in the last month? If yes, please list all origins and destinations** \_\_\_\_\_ Yes ☐ No ☐

**5 What are the circumstances regarding your current living arrangements?**

- ☐ House
- ☐ Flat
- ☐ Hostel
- ☐ Other: \_\_\_\_\_

**6 Please list all occupants in your household (also referred to as bubble)** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**7 Do you or anyone in your household / bubble suffer from:** \_\_\_\_\_ Yes ☐ No ☐

- serious respiratory disease such as chronic lung disease or moderate to severe asthma
- serious heart conditions
- immunocompromised conditions including cancer treatment, smoking related illness, bone marrow or organ transplantation, haematologic neoplasms, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications (such as disease-modifying anti-rheumatic drugs)
- severe obesity (body mass index [BMI] of 40 or higher)
- diabetes
- chronic kidney disease; and
- liver disease

**If yes, please provide details:** \_\_\_\_\_

Continued on next page >>

## COVID-19 Pre-screen Questionnaire (continued)

8 Are you currently living with people that are self-isolating or been in self-isolation in the past 2 weeks? \_\_\_\_\_ Yes ☐ No ☐

9 Are you currently living with people that are classified as essential workers? \_\_\_\_\_ Yes ☐ No ☐

If yes, please provide details: \_\_\_\_\_

10 How do you intend to travel to and from site each day?

- ☐ Private vehicle  
☐ Site vehicle  
☐ Public transport (bus, train, ferry)  
☐ Walk / Bicycle / Scooter

11 Are you intending to travel with other people to and from site each day? \_\_\_\_\_ Yes ☐ No ☐

If yes, who? \_\_\_\_\_

12 Have you read and understand Roblawmax's COVID-19 Level 3 Return to Work Protocols including Social Distancing and Hygiene Guide, Transportation Guides, PPE Guides and Site Entry Guide? \_\_\_\_\_ Yes ☐ No ☐

13 Have you read and understand Roblawmax's COVID-19 Emergency Plan and COVID-19 Exposure Plan? \_\_\_\_\_ Yes ☐ No ☐

14 Do you own a smart phone? \_\_\_\_\_ Yes ☐ No ☐

I certify that all information provided to you is true, accurate and complete.

I understand that if I, or if any other person, withholds relevant information about me, my application may not be further considered. I also understand that my employment may be terminated if, after investigation, an employer discovers that any information that I have provided, or which has been provided about me is false or misleading.

I understand that all information provided about me will be used by you, and potentially shared with clients for the purpose of evaluating my qualifications, experience and suitability for permanent and / or temporary employment with you or with any other employer.

Your Name: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RobLawMax will take all reasonable precaution in accordance with the Privacy Act 1993 to safeguard your personal information**

For office use only: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Health & Safety Induction Checklist

Every RobLawMax employee is expected to share in our commitment to Health and Safety by:

- (i) observing safe work procedures, rules and instructions;
- (ii) early reporting of any pain / discomfort;
- (iii) ensuring that all incidents, injuries and hazards are reported to your site H&S representative AND the RobLawMax Health and Safety Co-ordinator.

Work through this checklist with a RobLawMax staff member. Remember you are required as part of your employment contract to report all incidents and hazards to BOTH your site H&S representative AND RobLawMax. Then sign the form and give it to the RobLawMax staff member doing this induction with you. Thank you.

## 1- Emergencies

- In most emergencies you need to know how to keep yourself safe during the immediate event and then how to exit the site or the building in a safe manner;
- Remember to follow the lead of your site emergency warden - they have been trained to help you respond to specific emergencies e.g. earthquake; fire, flood;
- If you are interested in training to become a 1st aider or emergency warden for site please contact the RobLawMax H&S Co-ordinator or your site H&S representative for more details.



**When we do a spot check on site we will ask YOU: Have you been shown and are you familiar with:**

- ☐ Where the site emergency exits are
- ☐ Your evacuation assembly area
- ☐ Who the site 1st aider is
- ☐ The site evacuation procedure
- ☐ Where fire extinguishers are
- ☐ Where the 1st aid kit is
- ☐ Your emergency warden
- ☐ Where the Civil Defence cabinet is

## 2- Incidents and hazards

- If you are physically able, you are expected to report all injuries, near miss events, early signs of discomfort / pain; incidents (including property damage). If you are unable to fill out the site form yourself ask your site H&S representative to help you. As soon as it is safe you will also need to call RobLawMax and report to us as well. We will help you by filling out our forms for you;
- Depending on the nature of the incident you may also be involved in any subsequent incident investigations (including drug screening by RLM and/or the client) and we will keep you informed of the results. Your site H&S representative is responsible for recording summary details of your incident in the site incident register;
- Sometimes incidents are the result of uncontrolled hazards. You are expected to report all hazards in your workplace;
- If you can safely control the hazard yourself do so **immediately**. Otherwise ask your site H&S representative to help you control the hazard you have identified;
- Your site H&S representative is responsible for recording summary details of your hazard notification in your local hazard register. If you think your site continues to have an uncontrolled hazard contact RobLawMax immediately.



**When we do a spot check on site we will ask YOU: Have you been shown and are you familiar with:**

- ☐ The site incident reporting form
- ☐ The site incident register
- ☐ The site hazard reporting form
- ☐ The site incident investigation procedure
- ☐ Hazard controls for my workplace
- ☐ The site hazard register



### 3 - Employee Responsibility

Workers have their own Health and Safety duties.

#### Workers Must:

- Take reasonable care for their own health and safety
- Take reasonable care that what they do or do not do does not adversely affect the health and safety of other person
- Co-operate with any reasonable workplace health and safety policy or procedure that has been notified to workers
- Comply, so far as reasonably able, with any reasonable instruction given by the PCBU, so the PCBU can comply with HSWA and regulations.



I know the **process** for:

☐

Who in RobLawMax I can talk to about H&S

### 4 - Injury Management

- You may require time-off work due to injury / illness. If claiming ACC, make sure you send RobLawMax's H&S Co-ordinator copies of all forms detailing your initial / on-going incapacity (e.g. medical certificates).
- RobLawMax is a good employer committed to helping you undertake early-return-to-work. You are part of our team and we expect you to take part in your own rehabilitation via meaningful and durable work tasks. RobLawMax's H&S Co-ordinator will help you work through any ACC case conferences and any medical advice on restricted duties.
- RobLawMax endorses ACC's Discomfort, Pain, Injury model of managing early signs of discomfort. This includes adopting a proactive approach to: (i) managing over-use / repetitive strain; (ii) getting comfortable at your own site workstation (www.acc.co.nz for more information on exercises / ergonomic set-up).



I know **how** to:

☐

apply for sick leave

I know I need to provide RobLawMax's H&S Co-ordinator with information about:

☐

an ACC related claim

I know I **need** to:

☐

Take part in my own rehabilitation

☐

Report all signs of early discomfort

☐

Follow ACC advice on managing pain

☐

Follow ACC advice on any light duties

### 5 - COVID-19 protocols

- I will inform my RLM Consultant if I am feeling unwell at work or prior to going to work
- I will follow all RLM site protocols including Client site protocols for minimising exposure to COVID-19

**Thank you** for taking the time to work through this induction.

Your health and safety is important to us. We always welcome your suggestions to improve H&S on site or how we at RobLawMax can improve our commitment to H&S.

### Sign-off

Your first name: ..... Your last name: .....

Your Signature: ..... Date: .....

Name of RobLawMax person who inducted you: .....

# Roblawmax Transportation Guide.

If you are not able to travel to / from site by yourself, the following procedures **must be implemented immediately.**

1. Nominate **one main driver** who has a reliable vehicle and **full** driver's license.
2. Nominate a **secondary driver** who has a reliable vehicle and **full** drivers license (if main driver unavailable).
3. Drivers will be **required to carry:**
  - Hand sanitiser
  - Disinfectant wipes / Antiseptic Spray
  - Disposable Gloves
  - Hand Towels
  - Rubbish bags
4. All drivers and passengers **must use hand sanitiser** prior to entering vehicle and again before entering site.
5. Driver to assess each passenger and complete **RLM COVID-19 Transport Questionnaire** prior to any passengers entering vehicle.
6. Should anyone **answer yes** to RLM COVID-19 Transport Questionnaire of display any symptoms, they are **not permitted to enter the vehicle** (and must remain at home).
7. Should anyone display **any symptoms at the end of the work day**, they are **not permitted to enter the vehicle** and contact Healthline (for free) on 0800 358 5453 or your doctor immediately. Then **notify your RLM representative** to ensure COVID-19 protocols are followed. Alternative transport will be arranged.
8. Nominated drivers are **responsible for the daily cleaning of their vehicles** by disinfecting their vehicles paying particular attention to **high touch areas** such as steering wheels, door handles, gear shift, indicators, etc.

**Any questions or concerns, please contact your RLM representative:**

## Wellington

Blair Hanson – 021 917 139  
Roydon Shaw – 021 667 120

## Kapiti

Jordan Delaney – 021 354 790  
Niki Roulston – 021 585 661

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## Auckland

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# RLM COVID-19 Transport Questionnaire.

**This questionnaire is to be completed prior to any person entering a passenger vehicle and must be completed whilst complying with social distancing protocols.**

1. Have you been **diagnosed with COVID-19**? \_\_\_\_\_ Yes ☐ No ☐
2. Are you showing **any signs** of illness? \_\_\_\_\_ Yes ☐ No ☐
  - Runny Nose
  - Head Ache
  - Fever
  - Sore throat or cough
  - Shortness of Breath
  - Any other health issues. If yes, please provide details: \_\_\_\_\_
3. Have you **had** any of these symptoms in the **past 2 weeks**? \_\_\_\_\_ Yes ☐ No ☐
4. Have you **been in contact** with anyone that is suspected of COVID-19? \_\_\_\_\_ Yes ☐ No ☐
5. Have you or have you been in contact with anyone **that has travelled** (domestic or international in the last **month**? \_\_\_\_\_ Yes ☐ No ☐
6. Are you currently living with people that are **self-isolating or been in self-isolation** in the past 2 weeks? \_\_\_\_\_ Yes ☐ No ☐

If you are **displaying any of the above symptoms** or **been in contact** with anyone suspected of having COVID-19, contact Healthline (for free) on 0800 358 5453 or your doctor immediately.

**If you answered yes to any of the above, you are to stay at home, do not travel to work and notify your Roblawmax representative immediately:**

## Wellington

Blair Hanson – 021 917 139  
Roydon Shaw – 021 667 120

## Kapiti

Jordan Delaney – 021 354 790  
Niki Roulston – 021 585 661

## Lower Hutt

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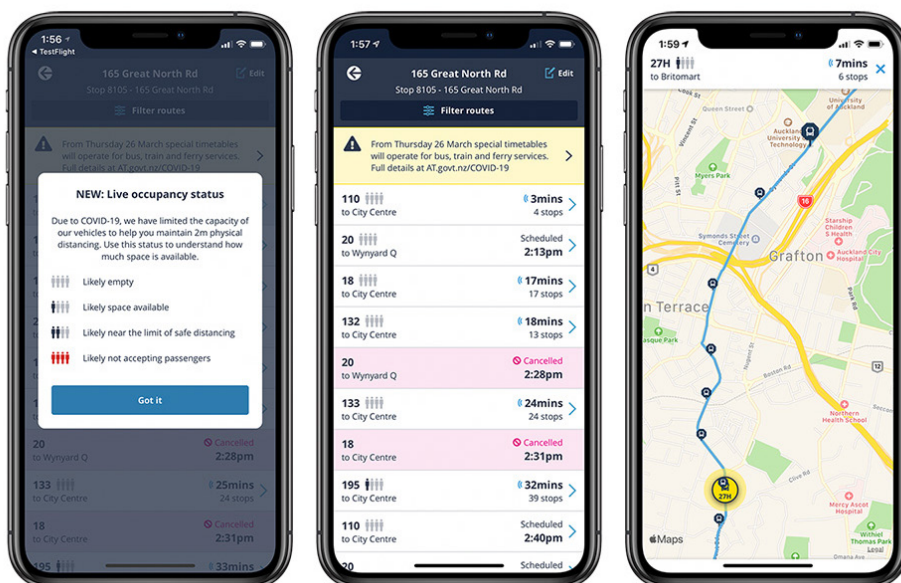
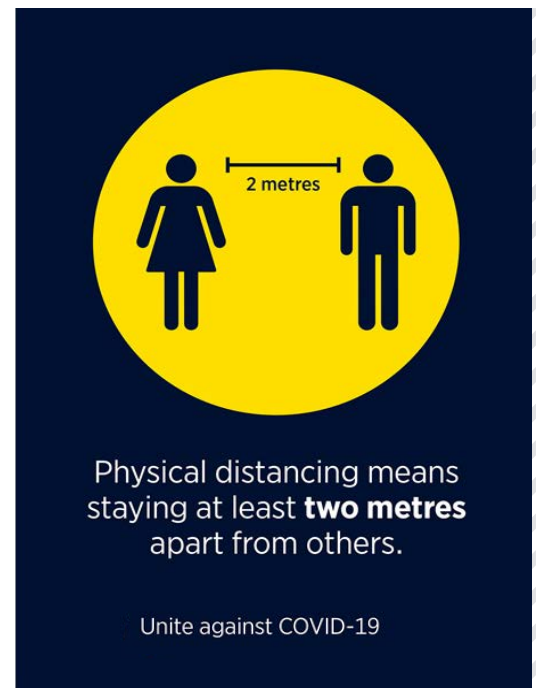
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# Use public transport safely during COVID-19.

Some simple guidance will keep you, your fellow passengers, and our transport staff safe.

For the safety of everyone only use buses, trains and ferries if other transportation methods cannot be used (i.e. passenger vehicle) and **ONLY if you are feeling well.** We all need to play our part in keeping everyone safe.

- Travel is currently free, but please remember to tag on and off using your card.
- Use the rear door to get on and off the bus to minimise physical contact with other passengers and the driver
- If you use a wheelchair or other mobility device, or require driver assistance, you can still use the front door
- Train doors will open automatically at every stop. You don't need to press the button
- Maximum occupancy rules onboard to support physical distancing.
- Please stay at least 2 metres apart from other passengers.
- You can see how many seats are available before you get onboard utilising public transport Apps and websites.
- Tagging on and off using your card ensures this information is up-to-date.



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COVID-19 PROTOCOL

# Emergency Response and Exposure Plan Covid-19 Protocols.

All workers and clients are requested and expected to let the RobLawMax Consultant know of any issues by phone immediately so that a response plan can be enacted and facilitated by RobLawMax. All unwell workers should be treated as a probable case of Covid-19 until assessed otherwise.

If a worker reports feeling unwell on site, the following procedures must be followed.

☐ **1. Isolate the worker**

The worker must be isolated from others, if they are not already wearing a mask, a mask is to be immediately provided for the person to wear.

☐ **2. Phone Healthline and report the event**

Healthline need to be contacted immediately and advice from officials followed.

☐ **3. Transport**

Ensure the worker has transport to their home or other facility. If RLM consultant is facilitating the transport, ensure the protocols in the Company Vehicle Guide are followed.

☐ **4. Cleaning**

Work with the client to ensure proper hygiene is carried out. Areas where the person was working need to be cleaned and sanitized. PPE needs to be worn when cleaning and areas may need to be potentially isolated for a period of time.

☐ **5. Identify other Workers**

Workers who had close contact with the unwell person in the 24 hours prior need to be identified and sent home to isolate until the unwell person has been assessed or tested.

☐ **6. Further Cleaning**

Further cleaning will need to take place in other areas where close contacts of the unwell person are deemed to have been. Further isolation of work areas may need to occur.

☐ **7. Contact Tracing**

Ensure workers are following all contact tracing guidelines. This may be in the form of an App where a smartphone is required, otherwise by traditional communication methods.

- If a worker calls in sick and does not report to work for the day steps 1, 2, 4 and 5 above need to be followed.
- If a worker is deemed by Healthline upon assessment of symptoms to not be a risk of having Covid-19, it is a requirement that they are to remain at home until they are symptom free. If possible, the worker is to be assessed by a doctor and provide a medical certificate for symptoms.

**NB: Workers may be required to have a smartphone for app use for contact tracing capabilities.**

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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RECRUITMENT

## Worker symptom check

If a worker reports feeling unwell, onsite or at home the Emergency Response Plan above needs to be followed.

**However, a check for symptoms can also be conducted:**

**Ask the worker, do they:**

- Have a fever?
- Have a dry cough?
- Have shortness of breath?

**Where the onset of symptoms may be delayed, have they?**

- Arrived into NZ within the past 14 days?
- Been in contact with someone with Covid-19 symptoms

In any event, **caution should still be taken** with any symptoms and the worker should be **treated as a probable case** with initial isolation, and strict adherence of advice from Healthline.

The **incubation period** (the time between catching the virus and displaying symptoms) of Covid-19 is anywhere from **1-14 days** and symptoms could start showing most commonly from five days.

## Worker positive result for Covid-19

If a worker is required to undergo testing and returns a positive result, **further contact tracing** may need to be undertaken if not already done so. RLM need to ensure that all other employees that may have had contact with the infected worker are treated as probable cases also and **must enter self-isolation for 14 days**.

Where the worker was on one site and potentially now on another site, RLM staff need to inform the client as soon as possible upon awareness of the sick worker and work with the client to ensure that steps 4, 5 and 6 above are followed strictly.

A positive case of Covid-19 will result in the worker entering a **quarantine period of 14 days**. It is up to the worker to manage their quarantine and register with Healthline and follow their advice. The RLM staff should support the worker and keep in contact with them throughout this period, along with any other workers that have entered self-isolation as a result of coming in contact with the infected worker.

## Unwell worker Not required for testing or returns a negative result

Caution will remain in these cases, and the worker **should remain isolated for 14 days or until they are symptom free**. Further documentation will be required from a doctor to state they are fit to return to work.



## Close contacts of unwell worker

All **close contacts** of the worker from the workplace **must go into self-isolation** until the worker is tested or assessed. If the unwell worker returns a **negative result** for Covid-19, close contacts, if they do not have any 'flu like' symptoms **may return** to the workplace.

If the unwell worker returns a **positive result**, all close contacts are to **remain in self isolation for 14 days**. If any symptoms occur in the close contacts in that time period, they are to seek advice from Healthline and follow medical advice.

The unwell worker must remain in self-isolation for 14 days **regardless of a positive or negative test** until they are symptom free.

## Worker entitlements if isolation or quarantine is required

**The unwell worker is required to self-isolate or quarantine for a minimum of 14 days. Their entitlements are as follow:**

- If a worker needs to self-isolate and they were working for RobLawMax prior to Level 4 restrictions, the Government Wage Subsidy has already been applied for on their behalf and covers a three-month period up to 26 June 2020. This will continue to be available to them for any COVID-19 related leave required
- New workers to RobLawMax, if they are required to self-isolate, we will apply for the Government Wage Subsidy on a case by case basis, otherwise normal leave entitlements will apply.
- If the workers do not have enough sick leave or annual leave to carry through the initial 14 days, they can seek assistance from Work and Income NZ or leave without pay will apply.

**It is essential that these guidelines are followed on a worksite and with workers to ensure as little exposure as possible.**

**If anything is unclear or circumstances have changed, then discussions with safety staff or management will need to take place.**

# Site Specific Safety Agreement.

This agreement establishes the basis on which businesses (Provision of Workers) agree to work on a specific construction site. The following Site Specific Safety Agreement (SSSA) forms a major part of the agreement along with the following core documentation from RobLawMax Labour Hire:

- RobLawMax Labour Hire Terms of Business
- Assignment Job Brief
- Candidate Verification of Competence (VOC)
- Worker Spot Checks
- Site Audits.
- COVID-19 pre-check & declaration

This site agreement relates to the following Site Address:

Site activities covered:

This agreement is between persons conducting a business or undertaking (PCBU) who work together under the Health and Safety at Work Act (HSWA) to ensure the health and safety (H&S) of labour hire workers:

**PCBU 1 (client)**  
Business name:

Main Contact on Site:

And

**PCBU 2 (RLM)**

# Health and Safety Responsibilities

**Both PCBU 1 and PCBU 2 recognise their obligations under the HSWA and the need to consult, co-operate, and co-ordinate activities to meet shared responsibilities in regard to the health and safety of labour hire workers, so far as reasonably practicable.**

## **RLM (PCBU 2) Agrees to supply you with workers who:**

- Are in good health and able to perform duties / tasks required.
- Have agreed and complied with RLM COVID-19 pre-screen check and site protocols
- Have been informed of their responsibilities regarding H&S legislation via RLM Induction
- Agree to be inducted onto the site and attend toolbox or other safety meetings as required
- Agree that they are not to use equipment they are not qualified to use.
- Must take reasonable care to ensure the health and safety of themselves and others in the workplace.
- Must follow any reasonable instruction from the PCBU that allows the PCBU to comply with the HSWA.
- Must co-operate with any reasonable policy or procedure of the PCBU relating to the health and safety in the workplace.
- Have the right to refuse to undertake dangerous work.
- Have appropriate Personal Protective Equipment for the task.

## **The Client (PCBU 1) agrees to supply the necessary personnel, supervision, conditions, procedures and instruction to enable the labour hire worker and RLM to meet their H&S responsibilities including:**

- Taking steps so far as reasonably practicable to ensure that no hazard or risk to H&S of the labour hire worker, is or arises in the place of work
- Taking steps to comply with COVID-19 industry standard protocols
- Provide appropriate work instruction and supervision to all workers
- Allow RLM representatives on site to conduct H&S spot checks, site audits and attend safety meetings as required
- Ensure the labour hire worker wears / uses all appropriate Personal Protective Equipment or other task related safety equipment at all times
- Inform RLM immediately of any notifiable event to Worksafe NZ or other incident, accident or near miss involving the labour hire worker.

**RLM agrees that all workers (from RLM) will follow any reasonable instruction and co-operate with any reasonable policy or procedure (including SSSPs or similar safe work plan) relating to H&S provided by the Client (PCBU 1).**

**Signed by the client (PCBU 1)**  
**Main site contact:**

**Date:**

**Signed by RLM (PCBU 2)**  
**representative:**

**Date:**

# Site Safety Check Covid-19 Protocols.

**This checklist is to provide RobLawMax with a guide to the current operations on site at Covid-19 Alert Levels 1, 2 and 3.**

Client name:  Date:

Site:

Consultant:

Check	Yes/No	Details
Covid-19 SSSP available		
Covid-19 Emergency Response Plan available		
Contact tracing protocol in place Is an App being used, if yes, which one?		
Site access plan in place to limit congestion and enable physical distancing when entering site		
Staggered start and finish times / split shifts – if applicable		
If touch-based sign in system is required, is there a device cleaning process in place		
Requirement for all workers to wash or sanitise hands prior to entering site		
Extra hand washing, sanitisation station/s implemented		
Site briefings / toolbox talk plan to ensure physical distancing		
PPE requirement in cases where it is not possible for workers to distance themselves from each other		
A plan for common area surfaces – break rooms, toilets to be regularly cleaned		
A plan for common areas – break room / toilets to ensure physical distancing or staggered break times		
Signage on site – hand washing guide, physical distancing reminder, PPE use		
Temperature check provisions in place if applicable		
Covid-19 Site protocols viewed and received.		

**Any further details:**